

CLAYTON COUNTY SCHOOLS PERFORMING ARTS CENTER RESERVATION REQUEST FOR SCHOOL GROUPS

(Complete all information requested; submit one form for each event request.)

Rank all forms from your school in **YOUR** preferred order of scheduling

USER INFO

Name of school and department: _____ Phone # _____

Name and title of person in charge of THIS event : _____

Office and after hour's phone number: _____

Name of person responsible for scheduling this school's events: _____

DATE INFO

DATE(S) REQUESTED
("first choice date[s]")

TOTAL TIME NEEDED IN PAC
(Include set-up and teardown time.)

ACTUAL STARTING TIME
for performance/show/meeting is:

_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____

ALTERNATE DATE(S)
("2nd, 3rd, 4th choice date[s]")

TOTAL TIME NEEDED IN PAC
(Include set-up and teardown time.)

ACTUAL STARTING TIME
for performance/show/meeting is:

_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____

EVENT INFO

TYPE (concert, play, meeting): _____ LIST **ALL** GROUPS PERFORMING: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____ ESTIMATED ATTENDANCE: _____

WILL ADMISSION BE CHARGED? _____ IF YES, AMOUNT: \$ _____

CHECK AREA(S) TO BE USED (Due to COVID seating capacity has changed please see below):

- STROUD HALL (179 Seats)
 TARPLEY THEATRE (53 Seats)
 RECITAL HALL (39 Seats)
- FULL HOUSE WITH MAXIMUM SEATING (271 Seats)

In order to ensure that patrons of the CCPS Performing Arts Center are reasonably safe and secure, the requestor must agree to the following:

Both Administrator (AD) & Person in charge (PIC) must initial each term/condition:

1. According to the Georgia COVID-19 Pandemic Business Safety Act, located at O.C.G.A., §§ 51-16-1 to -5, et.al, the requestor must include a statement on all receipts or proof of purchase for entry or attendance, including electronic and paper ticket or wristbands, in at least ten-point Arial font of the following language: **"Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises."**(PIC)____(AD)_____

2. In the event the performance/meeting is a non-paid event, the lessee agrees to provide attendees a ticket or entry document, in at least ten-point Arial font with the following statement: **"Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises."**(PIC)____(AD)_____

3. The requestor agrees to require all staff who have frequent contact with patrons to wear a face covering while at the facility, provided, however, that such workers shall be permitted to remove their face coverings while eating and drinking, if due to warm weather, or because of other extenuating circumstances the face covering is causing difficulty breathing. (PIC)____(AD)_____

4. The requestor agrees to providing ALL Personal Protective Equipment to workers as available and appropriate to the function and location of workers within the facility. (PIC)____(AD)_____

5. The requestor agrees to screen all individuals at the entrances and prevent any person from entering that exhibits symptoms of COVID-19. (PIC)____(AD)_____

6. The requestor agrees to require that all patrons that begin exhibiting or experiencing symptoms of COVID-19 at any time while at the Performing Arts Center to leave the PAC as soon as practicable; however, if the patron cannot immediately leave, the PAC staff will provide an isolation area or areas for individuals experiencing symptoms of COVID-19. (PIC)____(AD)_____

7. The requestor agrees to implement a staggered entry and exit times or systems for patrons by using virtual queue systems or grouping patrons by ticket level, seating section, or other variable. (PIC)____(AD)_____

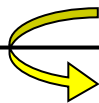
8. The requestor understands that as long as the Governor has issued an Executive Order regarding social/physical distancing, the PAC will have a reduced number of seats available. (PIC)____(AD)_____

9. The requestor agrees to provide ushers to enforce social distancing protocol before, during, and after the event, and to facilitate patrons' entrance and exit in accordance with any grouped entrance and exit times and portals. (PIC)____(AD)_____

10. The requestor agrees to extend times for breaks and or intermissions to allow for controlled crowds during patron ingress and egress from seating areas and restrooms. (PIC)____(AD)_____

APPROVAL

MUST BE SIGNED BY ADMINISTRATOR



School Administrator's Signature

Date

PAC APPROVAL

YES

NO

PAC Signature

Date