



JCPA NO. \_\_\_\_\_

**JACKSON LOCAL SCHOOL DISTRICT  
PERMIT FOR USE OF SCHOOL FACILITIES****Jackson Center for the Performing Arts**

Purpose: \_\_\_\_\_

Areas Required: ☐ Main Stage ☐ Backstage Work Area ☐ Auditorium ☐ Control Room ☐ Band Room ☐ Choir Room  
☐ Dressing Rooms: Boys' ☐ Girls' ☐ Other: \_\_\_\_\_

Group/Organization: \_\_\_\_\_ Approximate audience size expected: \_\_\_\_\_

Date(s): \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_ Hours of Bldg. Use: \_\_\_\_\_ Hours of The Event: \_\_\_\_\_

List Date(s) in	1 _____	3 _____	5 _____	7 _____	9 _____	11 _____
order of use:	2 _____	4 _____	6 _____	8 _____	10 _____	12 _____

**NOTE:**

1. A sufficient number of qualified ushers shall be provided by the use of this facility.
2. When the band/choir rooms are used as a preparation area, a responsible adult must be present at all times with those individuals who are in these areas.
3. An air conditioning fee will be charged during Summer months from last student day in June to first day of school in the Fall.

***PLEASE FILL OUT THE REVERSE SIDE OF THIS PERMIT IN CONSULTATION WITH  
THE AUDITORIUM MANAGER FOR SERVICES/EQUIPMENT REQUIRED.***

The person in the group attending the activity who will be in charge and responsible for the group and/or activity needs to complete the following section:

I have read the attached Jackson Local School Board Policy, Rules and Regulations of this permit and I hereby agree to all of the terms and conditions. I, \_\_\_\_\_ (applicant's name and indemnifier), further agree to indemnify and hold harmless the Jackson Local School District Board of Education and their agents and employees from all liability, claims, demands, or costs, for, or arising out of the use of the above listed facilities whether it be caused by the negligence of indemnifier or the Jackson Local School District Board of Education or either parties' agents or employees, or otherwise.

_____	_____	_____	_____
Print Name	Print Address	City	Zip
_____	_____	_____	_____
Signature	Date Applied	Email Address	Phone Number

<b>Jackson Local School District</b>	<b>RENTAL FEE</b>	<b>COPIES SENT TO:</b>
Date cleared:	Remarks	
By:		
(Building Administrator)		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Reason for disapproval:		
By:		

Superintendent (or Designated Representative)

PLEASE RETURN ORIGINAL COPY TO CENTRAL OFFICE

Rev. 4/4/12 dc

Under the Boy Scouts Act, which became effective on January 8, 2002, no such public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in title 36 of the United States Code as a patriotic society. The law does not require any public school or agency to sponsor such a group.

## SERVICES REQUIRED:

☐ Stage Manager (Must be present any time this facility is in use.) \_\_\_\_\_

☐ Assistant Stage Manager \_\_\_\_\_

### Student Backstage Crew to operate:

☐ Follow Spots ☐ Curtains ☐ Scenery and Flys ☐ Light Board ☐ Sound Mixer

**NOTE:** *The use of the school's trained student crew will be required when outside groups utilize this equipment.*

Custodial:

What time are outside doors to building be opened? \_\_\_\_\_

What time should backstage doors/dressing room doors be opened? \_\_\_\_\_

What time should auditorium doors to building be opened for audience? \_\_\_\_\_

## EQUIPMENT NEEDED:

Call the Auditorium Manager in advance at (330)830-8047 or (330)837-3501 to schedule any of the equipment listed below:

☐ Acoustic Shell ☐ Ceiling Panels ☐ Side/Back Panels \_\_\_\_\_ No. of Music Stands  
\_\_\_\_\_ No. of Band Chairs \_\_\_\_\_ No. of Choir Risers (13 available) \_\_\_\_\_ 4<sup>th</sup> Step Extension Choir Risers (6 available)

**Risers:** 4' x 8' Risers Needed \_\_\_\_\_ 8" (4 available) \_\_\_\_\_ 16" (6 available) \_\_\_\_\_ 24" (11 available)

**Piano:** ☐ Grand

Electronic: ☐ On Stage ☐ On Floor

Orchestra Pit: ☐ Open ☐ Covered

**Podium:** ☐ Wooden ☐ Teacher's ☐ On Stage ☐ On Floor

☐ Projection Screen ☐ Projection T.V. System

**Laptop Computer:** ☐ PowerPoint ☐ Internet

☐ Does sound need to be connected to auditorium P.A.? ☐ Yes ☐ No

**Video:** ☐ DVD Player ☐ VCR Player

Do you want us to videotape this event? (If yes, you must supply VHS tape.) ☐ Yes ☐ No

\_\_\_\_\_ No. of Chairs \_\_\_\_\_ No. of Small Tables (2 ft.) (4 available) \_\_\_\_\_ No. of Large Tables (8 ft.)

**Microphones:** \_\_\_\_\_ Stand (4 available) \_\_\_\_\_ Floor (6 available) \_\_\_\_\_ Wireless (14 available) \_\_\_\_\_ Hanging (3 available)

Any special stage lighting needs:

\_\_\_\_\_ Follow Spots (2 available) \_\_\_\_\_ Monitor Speakers (4 available) ☐ CD Player ☐ Mini Disc Player ☐ Tape Player

**Special audio needs:** Auditorium \_\_\_\_\_

Backstage \_\_\_\_\_

**Battens:** Special scenery or backdrops to be hung? ☐ Yes ☐ No Number of battens: \_\_\_\_\_

List special scenery requirements: \_\_\_\_\_

List curtains will be used: \_\_\_\_\_