



Neptune Township School District
Application for Use of the MTL Performing Arts Center
at the Neptune High School

| | | |
|---|--|-----------------------------|
| Name of Organization: _____ | | Date submitted: _____ |
| Organization Address: _____ | | |
| City: _____ State _____ Zip _____ | | |
| EVENT: _____ | | |
| Organization's Website: _____ | | Email address: _____ |
| Contact Person: _____ | | Primary Phone Number: _____ |
| Estimated attendance at the event _____ Price of Admission \$ _____, if applicable, if none enter 0 | | |

This application must be submitted **at least 6 weeks prior** to the event and should include copies of mission statements and flyers pertinent to the organization and event. Submission of this application indicates you agree to adhere to all terms & conditions as set forth by NTSD rules & regulations. Payment, Certificate of Insurance (of at least \$3,000,000, naming the Neptune Township Board of Education as additional insured), and proof that traffic and security has been secured (through jobs4bbblue.com) must be submitted directly to the Business Office, **no later than 15 days prior** to the event, failure to do so will result in cancelation of the event.

| Date(s) Requested (include day of week Mon. – Sat.) <small>Please check district's website calendar to check date availability first Please list separately for multiple days</small> | Timeframe (M-F is only available after 3pm from Oct-May) <small>Please be sure to include set up and break down times</small> | |
|--|--|---------------------|
| 1. | Event start time: | Set up time: |
| | Event end time: | Breakdown end time: |
| 2. | Event start time: | Set up time: |
| | Event end time: | Breakdown end time: |

The Organization requesting use of the MTL PAC understands:

- ❖ All district sponsored programs take precedence over this event. At the discretion of district administration, the organization's event may be cancelled or postponed.
- ❖ If on the day of the event NTSD has an emergency closing, the organization's event will be cancelled or rescheduled. Check local listings of school closings or the district website.
- ❖ The organization will work with the Neptune Township Police Department (jobs4blue.com) to arrange for Traffic Control & Security and the organization is responsible for all incurred costs.
- ❖ Applicants may only submit an application after August 15th for the following school year and not more than 6 months prior to the event. Blackout dates include the first and last two weeks of the school year and district professional development days.
- ❖ Sound and lighting technicians will be Board appointed employees only. The NTSD staff will assign technicians (2 minimum) to work with your organization for your event. Hours and number of technicians will be at the discretion of the district staff, based on the event needs. After the event, the organizer of the group will work with the assigned PAC Tech(s) to ensure the facility is returned to the appropriate pre-event settings.
- ❖ At the discretion of the NTSD Administration, a custodial fee may apply if the organization incurs such costs.
- ❖ The organization will adhere to all Board of Education policies and other applicable laws and regulations.
- ❖ The Business Office may modify the final price and/or bill additional costs, should this be incurred.

Signature of Organization Contact Person: _____

In signing this application, the applicant certifies that they are authorized to bind the organization and that they have read and fully understand all policies and regulations relating to facility use.

| | | District Approvals | SST Completed | COI Received |
|-------|--|--------------------|---------------|--------------|
| Order | Title | Signature | Approval Date | |
| 1 | PAC Manager/ or Department Chairperson | | | |
| 2 | NHS Principal | | | |
| 3 | Superintendent | | | |
| 4 | Board Secretary | | | |

Event Details

PLEASE COMPLETE with SPECIFICS: Only requests on this sheet will be granted for the event.

In order to provide the best experience possible it is imperative you complete this page with specific details of your event needs. This page will be shared with the staff who will be assisting your organization.

Contact person name: _____ Best way to reach me: _____

Event: _____ Estimated attendance at the event: _____

Date(s) Requested _____

Event start time: _____ Event end time: _____

Set up start time: _____ Break down end time: _____ Total number of hours of PAC Use _____

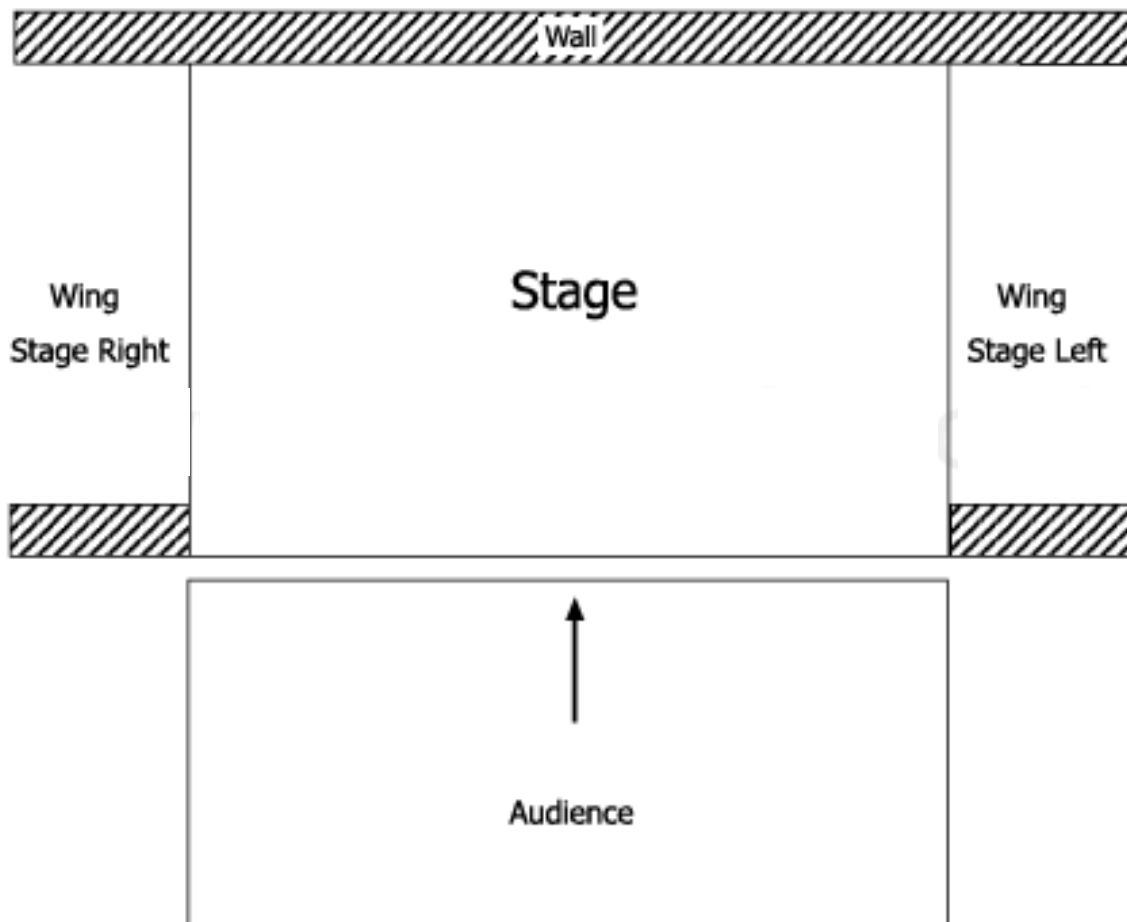
| Locations Requested in addition Auditorium | ✓ | | ✓ | | ✓ |
|---|---|----------------------|---|------------------------------------|---|
| PAC Atrium | | Scene Shop | | 1 st Floor Faculty Room | |
| Dressing Room | | Band Room | | North Cafeteria | |
| Ticket Booth | | Chorus Room | | South Cafeteria | |
| Classroom (specify #) | | | | | |
| Equipment Requested | | | | | |
| Microphones | | Screen and Projector | | Podium | |
| Audio | | Spotlights | | | |
| Other | | | | | |
| Chairs (specify #) | | Tables (specify #) | | | |

Detailed Description of your Event (i.e. what, who, purpose)

Set up instructions for your event (i.e.) lighting, sound, curtains, placement of microphones, podium tables, etc.) Add placement of your requests on the diagram provided.

Only requests on this sheet will be granted for the event.

Please **mark-up** specific set up needs on the diagram below (i.e. location of podium, chairs, music stands, risers, placement of microphones, etc.)



Any additional information that would be helpful for the staff to know:

Protocols and Pricing

1. The organizations authorized representative will complete the Use of Facilities Application and submit the completed form to the School Business Administrator's Office for processing. Include copies of mission statements and flyers pertinent to the organization and event.
2. The event will be reviewed by the PAC Manager or Department Chairperson, the building Principal, Superintendent of Schools, and the School Business Administrator. If approved, the event will be added to the calendar.
3. Under "NJSA 18A:41-7 Provision of Training on School Safety, Security", your organization will be required to complete a safety/security presentation training provided by the Neptune Township School District. Once completed, a written approval, signed copy of the application, and an estimated invoice will be forwarded to the person making the request. This paperwork must be present every time the organization uses the PAC.
4. The organization must submit a certificate of insurance naming the Neptune Township Board of Education as additional insured for \$3,000,000.00, to the School Business Administrator's Office no later than 15 business days prior to the event.
5. The amount of the estimated invoice must be paid no later than 15 business days prior to the event. Payment must be made payable to the *Neptune Township Board of Education*. After your event, the Board of Education's representative will review actual incremental costs. If this amount is less than the estimated invoice, a refund will be issued. If this amount is more than the estimated invoice, a corrected invoice will be forward for the difference owed. Payment is due immediately upon receipt of the corrected invoice.
6. After the event, the organizer of the group will work with the assigned PAC Technician to ensure the facility is returned to the appropriate pre-event settings.
7. At the discretion of the NTSD Administration, a custodial fee may apply if the organization incurs such costs.
8. At the discretion of the NTSD Administration, Security & Traffic Control may be required for larger events. The organization is responsible to make the arrangements directly with the Neptune Township Police Department.
9. Sound and lighting technicians will be Board appointed employees only. The NTSD staff will assign technicians to work with your organization for your event. Organizations must add at least 1 hour to total time for each technician to allow for a minimum of 30 minutes before and after events for set up and clean up. Hours and number of technicians (minimum of 2) will be at the discretion of the district staff, based on the event needs.

| RENTAL FEES | Price | PERSONNEL FEES | Price |
|---|--------------|--|---------------|
| Performance(s) | \$3,200 | PAC Sound Technician I (required) | \$45 per hour |
| Rehearsals | \$500 | PAC Lighting Technician II (required) | \$45 per hour |
| Atrium Only | \$750 | PAC House Technician III (500+attendees) | \$45 per hour |
| Classroom (Quantity # ___ x \$20) | | Custodial Fees (Overtime) | \$55 per hour |
| Cafeteria (North) | \$200 | Custodial Fees (Double Overtime) | \$75 per hour |
| Cafeteria (South) | \$200 | | |
| Traffic Control (required for 125+ attendees) Security Control (required for 300+ attendees) | | minimum of 4 hours scheduled directly through NTPD at http://www.jobs4blue.com | |