

West Branch Auditorium Application/Contract

West Branch Community School District
900 Main St, West Branch, Iowa 52358
(phone) 319-643-7216 (fax) 319-643-2415

Date of Application: _____ Name of Organization: _____

Rental Representative: _____ Phone #: _____

Mailing Address: _____ Specific purpose & nature of event: _____

Insurance Provider: _____ Certificate received: _____

Date(s): _____ Time in: _____ Time out: _____ Time of event: _____ # Hours needed: _____

1.				
2.				
3.				
4.				

Total hours used: _____

Equipment and/or services required (check all those applicable and give details below):

<input type="checkbox"/>	Light Board	<input type="checkbox"/>	Stage Chairs (approx. #)
<input type="checkbox"/>	Sound Board	<input type="checkbox"/>	Music Stands (approx. #)
<input type="checkbox"/>	Microphone - circle types (approx. #): Corded _____ Wireless _____ Lapel _____ Headset _____	<input type="checkbox"/>	Stage Tables (approx. #)
<input type="checkbox"/>	Microphone Stand (approx. #)	<input type="checkbox"/>	Podium
<input type="checkbox"/>	Video Projector	<input type="checkbox"/>	Choir Risers/Platforms
<input type="checkbox"/>	Computer for Projection	<input type="checkbox"/>	Piano
<input type="checkbox"/>	Green Room	<input type="checkbox"/>	Acoustical Shells

Details regarding equipment/services needed:

Estimate of Rental Charges:

Basic Rental:	\$	Basic Rental:	\$
Custodial Charges:	\$	Custodial Charges:	\$
Auditorium Personnel Charges:	\$	Auditorium Personnel Charges:	\$
Other Fees:	\$	Other Fees:	\$
Deposit:	\$	Deposit Refundable:	\$
Total Estimated Charges:	\$	Total Final Charges:	\$

Final Cost of Rental Charges:

Application approved by: _____ Date: _____

Copy #1 - Activities Director
Copy #4 - Facilities Director

Copy #2 - Business Office
Copy #5 - Custodian

Copy #3 - High/Middle School Principal
Copy #6 - Superintendent

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The **renter** has inspected the premises and accepts the use of the premises as is. The **renter** agrees to indemnify and hold harmless West Branch Community School district from any claims of any kind, including, but not limited to: attorney fees arising from the sue of occupation of the premises by renter, renter guests, invitees, agents employees, or any independent contractors working for the benefit of the renter. The **renter** further agrees to comply with all applicable ordinances and laws.

The **renter** shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the auditorium in clean and safe condition. Failure by the renter to adhere to this provision will subject renter to forfeiture of the damage deposit. The **renter** also agrees to abide by all rules and regulations that are attached and made a part of this contract. The **renter** is responsible for damage or breakage to any portion of the auditorium and its property. The **renter** is responsible for providing proof of liability insurance at the time of submitting the rental agreement.

It is understood that this rental contract is not transferable. The rental contract holder is responsible for the maintenance of order and any damage to the building or equipment. The rental contract holder must pay the tax on any admissions. The rental contract holder agrees to pay for the cost of police and/or fire protection if it is required. All school equipment, such as projectors, public address systems, etc. must be operated by the authorized personnel only. A fee will be charged for this service.

Final payment must be made within 30 (thirty) days following the event date.

Patrons must be at least 21 (twenty-one) years of age to sign a rental contract.

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Guidelines for Auditorium Rental

The following guidelines are expected of all performers, patrons, volunteers, and assistants:

1. West Branch Community School District is a **Drug Free Zone**. There will be no alcoholic beverages, illegal drugs, or drug paraphernalia in school facilities or on school grounds.
2. There will be no tobacco or vaping product use in school facilities or on school grounds.
3. Individuals using school facilities shall agree to abide by all applicable laws, rules, regulations, and policies.
4. The auditorium and those using it are to be regarded with esteem. This includes the use of language, voice, the placement of equipment, and the placement of one's body. Behavior such as horseplay, yelling, harsh or vulgar language, threatening language, misuse of equipment, and the propping of one's feet on a seat or stage apron are not acceptable.
5. The consumption of food and/or drink will not be allowed in the auditorium.
6. The operation of all equipment in the auditorium will be by a qualified staff member only as determined by the auditorium manager.
7. Groups or organizations using school facilities do so at their own risk and at the risk of their own materials and equipment, whether this equipment and materials are either stored or being used on school premises.
8. Individuals are responsible for their own personal belongings and valuables.
9. The renter is responsible for the security of all connected school facilities while their group is using the Auditorium. Example: Classroom hallways, lockers, gyms, etc.
10. Disorderly conduct or abuse of the building may result in forfeiture of the right for future use of the facility.
11. Any damage to the facility, equipment, other school grounds, etc. will be the responsibility of the person renting and signing the rental agreement below.

I have read the above information and agree to the conditions and guidelines as presented.

Responsible party's name (please print)

Signature

Date

Approved: _____

Reviewed: _____

Revised: _____

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Rental Information: Fee Schedule Breakdown

- Group 1:** District School Activities/School Sponsored: limited to student and school related functions
Group 2: District Related Activities: direct school activities and indirect school activities
Group 3, 4, 5: Local Tax Supported Organizations/Local Non-Profit/West Branch Youth Groups (non-school offered or sponsored). Rental charges *may* apply eg. \$50.00 per hour
Group 6: Outside Group. Rental - \$100.00 per hour

Additional Fees (Groups 3, 4, 5, and 6 only)

Auditorium Damage Deposit: Groups 3, 4, & 5 is \$500. Group 6 is \$1000.
Piano (upon request): \$75
Band Shells: \$200
Projector: \$100

Personnel

West Branch School auditorium rental provides the following personnel:
Auditorium Manager (required to supervise): \$25.00/hour
Tech Director: \$40.00/hour
Student Technician: \$20.00/hour (If deemed necessary by Auditorium Manager/Tech Director)
Custodian (if applicable): \$40.00/hour (includes cleaning supplies)
Fly Loft Technician: \$40/hour

All fees are subject to change.

Please note: Personnel will be scheduled by the activities director in consultation with the presenting organization and in accordance with the school district policies in order to facilitate a safe and artistically pleasing performance. Consideration is given to set-up/strike times as well as the restoration of the auditorium to its original condition.

User Priority List

The West Branch auditorium is scheduled on a first come, first serve basis. In the event of a scheduling conflict, the following prioritized list will be used as a guide when considering a request for use:

- Group 1:** District School Activities/School Sponsored: limited to student and school related functions
Group 2: District Related Activities: direct school activities and indirect school activities
Group 3: Local Tax Supported Organization
Group 4: Local Non-Profit
Group 5: West Branch Youth Group: non-school offered or sponsored
Group 6: Outside Groups

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Information Concerning School Facilities

The activities director shall facilitate all requests for use, impose or waive fees, and schedule events consistent with district policies and administrative/school board directives. Every effort will be made to provide community access to the auditorium during non-school hours.

The activities director shall have the authority to deny presenting organizations facility access during any non-school time period when he/she, an authorized designee, a required technician, or custodial services are not available. This will ensure that building operations and security needs can be provided. Auditorium rental during holiday schedules must be predetermined by staffing availability. Funding for these services and other personnel costs are the responsibility of the presenting organization.

Liability Insurance coverage may be required by the presenting organization for the duration of the event.

Scheduling and Billing

The activities director is responsible for all scheduling. Bookings for community use will normally be made after school district events are scheduled.

The presenting organization will complete the rental application/contract and return it to the activities director. A copy of the application/contract will be returned to the presenting organization for their records. Please be aware that the fees on the application are an estimation based on the information provided by the presenting organization. Final billing is established by the actual time of occupancy and the specific technical needs of the production.

Unless previous arrangements have been made, all props, musical instruments, and other technical gear must be removed from the auditorium immediately following the final performance. The presenting organization is responsible for all labor costs required to return the auditorium to its original condition. This fee includes custodial, technical, and excessive damage costs.

Once a community or commercial group is scheduled, every effort will be made to accommodate all events. The activities director schedules non-school events on the calendar when the application has been signed and proof of liability insurance has been obtained, if applicable. Failure to notify the activities director of cancellations will require the user to pay up to the total cost of the production's building use and labor fees.

Severe Weather / School Closure

In the event that severe weather or natural disaster causes school closure, the auditorium will be closed and the event must be rescheduled. On days when school is not in session, the school will determine the availability of the auditorium. All efforts will be made to reschedule the event at the earliest, mutually agreed upon date. If no such date can be found, all fees collected will be reimbursed.

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Event Procedures and Guidelines

Unless otherwise arranged, the activities commons and lobby will be open to the public one hour prior to the start time of an event. The doors to the auditorium will open 30 (thirty) minutes prior to the start time of the event. The auditorium doors will not be opened without consultation between the auditorium manager/trained designee and a representative of the presenting organization.

It is the responsibility of the presenting organization to comply with the occupancy limit of 640. If an overcrowding situation does arise, the auditorium manager has the authority to deny access and/or shut down the event.

The Americans With Disabilities Act requires equal access for people with different capabilities. The presenting organization must provide their own interpreter, if applicable.

Conditions for Rental

A walk through of the auditorium will be done prior to its use to ensure that both the school and the party using the auditorium agree on the condition of the auditorium.

Damages in excess of the deposit fee are the responsibility of the renter.

Since the auditorium is on school grounds, all school and school district related policies will be adhered to by all users. This includes patrons, performers, volunteers, and staff. As the presenting organization representative, you will be held accountable for the compliance of your group and patrons with all conditions for rental and school district policies. Organizations or individuals that do not abide by the regulations will be denied access to school facilities.

All production requirements must be approved by the activities director. Technical needs, such as sound, light, stage settings, and props should be submitted in writing and discussed with the activities director. This should happen a minimum of 2 (two) weeks prior to scheduled load-in of the production. Please consult with the activities director before delivering any equipment, props, costumes, sets, or supplies. Members of the presenting organization must arrive at the time indicated on the application. Under no circumstances is any member of the presenting organization allowed in the building without either the activities director or a district designee on site.