

**CHELAN PERFORMING ARTS CENTER
APPLICATION FOR USE**

Name of Applicant/Organization: _____

Address: _____

Name of person in charge: _____ Phone: _____

Email: _____

NAME OF PERFORMANCE/EVENT: _____

DESCRIPTION OF PERFORMANCE/EVENT:

FACILITIES REQUESTED:

_____	Full Auditorium Seating	_____	Dressing Rooms
_____	Orchestra Level Seating Only	_____	Band Room
_____	Rear Mezzanine Seating Only	_____	Kitchen
_____	Stage Only	_____	Other: _____

DATE/S REQUESTED for Rehearsal: _____

Hours needed for REHEARSAL: Day: _____ From: _____ To: _____ Total hours: _____

Hours needed for REHEARSAL: Day: _____ From: _____ To: _____ Total hours: _____

~If more days/hours are needed for rehearsals, please attach another page with details.

DATE/S REQUESTED for Performance/Event: _____

PERFORMANCE START Time: _____

PERFORMANCE END TIME: _____

Hours needed for PERFORMANCE: Day: _____ From: _____ To: _____ Total hours: _____

Hours needed for PERFORMANCE: Day: _____ From: _____ To: _____ Total hours: _____

TECH Hours needed for REHEARSAL: Day: _____ From: _____ To: _____ Total hours: _____

TECH Hours needed for REHEARSAL: Day: _____ From: _____ To: _____ Total hours: _____

EQUIPMENT NEEDED (PLEASE CHECK ALL THAT APPLY):

_____	Stage Lighting	_____	Sound System	_____	Chairs/Music Stands on Stage
_____	Follow Spot Light	_____	Grand Piano	_____	Projector/AV Equipment
_____	Movie Screen				List: _____

Dress rehearsal & performance only

_____	Band Risers	_____	Choir Risers	_____	Lectern
_____	Ticket Table	_____	Other (please list)	_____	

ESTIMATED CHARGES (refer to Policy 4261 for rental costs by user category):

Rental: _____

Custodial: _____

Technical: _____

Other: _____

TOTAL: _____

THIS APPLICATION FOR USE OF THE CHELAN PERFORMING ARTS CENTER IS APPROVED WITH THE FOLLOING UNDERSTANDING:

Any organized activity of the Lake Chelan School District or the City of Chelan shall have precedence of the use of the facilities by any other group.

Possession or use of alcoholic beverages or illegal drugs in any form is prohibited in the school buildings, on school grounds, in or on any other school property. No smoking allowed in the school buildings or on school grounds at any time. No food or drink will be allowed in the building unless by prior agreement with the building administrator.

Only district trained personnel or approved technicians will be allowed to operate equipment. Arrangements must be made for their services in advance.

The sponsor of the groups, indicated herein, shall assume all liability for accidents occurring upon the school grounds during the time covered by the organization named herein. Lake Chelan School District reserves the right to require applicants to furnish their own liability insurance. A *Certificate of Insurance*, issued by an insurance company authorized to do business in Washington State, covering any injury or damage with at least \$1,000,000.00 per occurrence will be submitted to the school district office. The school district will not be responsible for any lost or stolen articles.

USER GROUP INSURED BY: _____

It is further understood that any damage to the grounds or neighboring buildings, whether under public or private ownership, arising out of this use will be compensated for by the individual signing the application as the representative responsible for the organization.

We agree to be responsible for the audience in and about the building and any damage beyond ordinary wear and tear which may occur to this school property incident to our occupancy thereof. We further agree that the school property will be used in accordance with rules and regulation of the board of directors.

Signature of person assuming responsibility **Date**
Phone _____ **Alternate Phone** _____

Approval by PAC Director: _____ **Date** _____

Rental Charge for Use of Auditorium (per performance – 4 hours):

(Please read Policy 4261 procedures for detailed categories)

Class 1 (e.g.; School district, City of Chelan, youth oriented groups):	\$ 0
Class 2 (e.g.; Non-profit adult oriented groups, adult community clubs):	\$ 100
Class 3 (e.g.; Revenue/Profit/Commercial organizations generating revenue during the event):	\$ 500 or 10% profit, whichever is greater

Custodial / Professional Charges:

Custodial	\$40 per hour
Lights & Sound	\$40 per hour
Food Service	\$40 per hour

If other rooms or facilities are needed for an event, please complete a Facilities Use Form to accompany this PAC Use Form and return to Lake Chelan School District Facilities Coordinator at the district office: **303 E Johnson, Chelan, WA 509-682-3515**