

Snake River School District #52**COMMUNITY RELATIONS****4210F2****Facility Usage Auditorium User Agreement**

I _____ (name of person, Lessee) representing _____ (name of organization) do hereby agree to the following conditions for the use of the Snake River High School/Jr. High Auditorium.

The use/rental date(s) is/are _____ from _____ to _____
_____ (Fees are for 3 Hours).

Type of activity: _____

Event supervisor(s) will be: _____

Contact # is: _____

This is the person who will be in charge of specifically supervising the participants and premises during the event.

CONDITIONS:

1. Lessee agrees to hire a certified lighting/sound technician from the list of approved technicians at a rate of \$10 per hour up to \$100 per event. (The approved list of technicians can be obtained from the Snake River High School front office.) Any additional technicians needed to run the light board, soundboard or spot lights must also come from the approved list and be paid at the same rate.
2. Lessee agrees to check all doors leading out of the auditorium, including emergency access exits and workroom and dressing room exits at the end of the event.
3. Lessee shall make certain all lights are turned out in the house area on stage and in the back dressing rooms at the end of the event.
4. Lessee agrees to manage or move the stage curtains only through the use of the pulleys or draw strings in the back of each curtain. (Pulling the curtains by the fabric tears the curtains and ruins the braking system on the tracts above.)
5. Lessee agrees to completely remove any decor put up for their event. Lessee agrees not to attach any decorations to the curtains or the bars or tracks the curtains are attached to. Other empty bars may be used.

6. Lessee agrees to take out the trash from the stage, dressing room, and audience areas at the end of the event.
7. Lessee agrees to remove any other props or objects brought in for the event at the end of the event so that the area is clear and empty for the immediate use by other groups the following day.
8. Lessee agrees to repaint the floor flat latex black, if the stage has been changed by its group in color or texture. This is to be done immediately so that another group may use the stage the following day. Paint and rollers for this are available, but needs to be arranged with the Drama director at the high school ahead of time so that the supplies are available.
9. Lessee agrees to return the screen to the up position, and, if the projector is used, make certain it is turned off and the remote control devices for the projector are secured in the utility closet. A key to this closet will be provided, if needed.) A laptop is available for power point presentations, DVD film presentations, or internet access applications. An additional technician will be necessary if you need assistance using the projection equipment.
10. A rental fee of \$25 will be charged for the use of each wireless body microphone. Other microphones can be used without the additional rental cost. A CD player is also available for use. All sound equipment must be managed by a certified technician.
11. In the event that any of the above points of agreement are not observed, Lessee agrees to pay restitution for any costs incurred because of the violation. (Please be aware that sound, lighting, curtains and other theater equipment can run in the thousands of dollars.)

Signature of Organization/Individual Lessee

Printed Name

Address

Phone Number

Signature of School Official (Lessor)

Date