

Application for Use of Facility
Carroll County School System Performing Arts Center
 775 Old Newnan Road, Carrollton, GA. 30116

KG-E(2)

Event Name: _____

Contact: _____

Name of Organization: _____

Title: _____

Organization Street Address: _____

Phone (H) _____

City/State/Zip: _____

Phone (W) _____

Type of Organization: For Profit Non-Profit Government CCSS Partner

Phone (Cell) _____

Event Type: (Circle One)

Email: _____

Concert Band/Orchestra Choral Ballet Play Lecture Meeting

Other: _____

Will there be food served?* Yes No

Date(s) and Time(s) Requested: _____

Area(s) Requested:

- Auditorium Meeting Room Lobby
 Prep Kitchen Exhibition Room Conference Room
 Green Room Dressing Rooms Other _____

Concessions/Pictures/Videos/T-shirts: All selling must be pre-approved by the PAC Director. In the event that concessions/items are sold by your organization, four (4) people from your organization are required to monitor the performance space at all times.

***NOTE: No food or beverage is allowed in the auditorium at any time. Following an event, if the remains from any concessions are found in the auditorium, your organization will be fined \$50 per item.**

Check area of facility requested, determine use rates, calculate amounts and enter total amount due.

AREA	HOURS	# DAYS	RENTAL RATE	UTILITY RATE	AMOUNT	NOTES
Auditorium (Rehearsal)	Up to 4		\$500	\$25 per hr.	\$ _____	
	Up to 8		\$1000		\$ _____	
	Over ____		\$125 per hr.		\$ _____	
					\$ _____	
Auditorium (Performance)	Up to 4		\$500	\$25 per hr.	\$ _____	
	Up to 8		\$1000		\$ _____	
	Over ____		\$125 per hr.		\$ _____	
					\$ _____	
Lobby			\$75 per hr.	\$25 per hr.		
Meeting Room			\$100 per hr.	\$25 per hr.		
Exhibition Room			\$100 per hr.	\$25 per hr.		
Conference Room			\$25 per hr.	\$25 per hr.		
Piano Fee <input type="checkbox"/> \$100 Kawai <input type="checkbox"/> \$200 Steinway Model D						
PERSONNEL	HOURS		COST		AMOUNT	NOTES
SOUND/LIGHTING Technical Staff				\$25 per hr.		
Admin Staff				\$25 per hr.		
Student Assistants				\$15 per hr./per Assistant		
Security				\$40 per hr./per Officer		
				TOTAL AMOUNT DUE		

NOTE: Completion of this application and payment of deposit (\$200) is required to book usage of facility. Full payment for the usage is expected one week prior to usage. Additional custodial charges and technician charges (above estimated amount) and charges for damages to the facility will be billed after use and will be payable within thirty (30) days of invoice. Make all checks payable to the *Carroll County School System*.

Will admission be charged? Yes No Prices: Adult \$ _____ Child \$ _____ Sr. Adult \$ _____ Student \$ _____

Additional Notes on Admission Charges: _____

Number of Participants in Event: _____ Estimated Audience Expected: _____

IF ACCEPTED BY THE CARROLL COUNTY SCHOOL SYSTEM THIS SHALL CONSTITUTE A BINDING AGREEMENT ON THE APPLICANT. THE AGREEMENT SHALL BE GOVERNED BY THE ATTACHED PROCEDURE FOR USE OF CARROLL COUNTY SCHOOL SYSTEM PERFORMING ARTS CENTER.

Signature _____ Date _____

CERTIFICATE OF APPLICANT

I, _____, certify that I am an officer in the above named organization and that I am authorized to execute this agreement. I further certify that I have read the Carroll County School System Procedure for Use of the Performing Arts Center, and that we hereby bind our organization to the conditions of the procedure. I also understand and agree that the District reserves the right to cancel this agreement upon our failure to comply with the procedures set forth.

Sworn to and subscribed before me.

This _____ day of _____, 20____ SIGNATURE _____

PRINT NAME _____ TITLE _____

FACILITY NOTES: *Additional Fees May Apply**

Sound and Lighting – The Performing Arts Center (PAC) is equipped with state-of-the-art sound and lighting equipment. For performances and rehearsals needing sound and/or lights, the PAC will not finalize a date on the calendar until rental party meets with the PAC’s Technical Manager and technical requirements are established. Technician fees are paid hourly in addition to performance hall (rehearsal and performance) rental charges.

Full Day Rental Free Rehearsal- Full day rental includes one free (auditorium rental charges only) four (4) hour rehearsal the day before the performance. Rehearsals over four hours or any additional rehearsals will be billed at regular rental rates. Custodian services, utility rates, and all technicians’ fees will be billed at the regular rate.

THIS SECTION TO BE COMPLETED BY THE PERFORMING ARTS CENTER ADMINISTRATION

I, Charity Aaron, Director of the Carroll County School System Performing Arts Center have reviewed this application for facility use.

The event can cannot* be scheduled as requested.

*The application is disapproved because: _____

Notes, Comments, Instructions: _____

Signature _____ Date _____

Carroll County Schools Performing Arts Center
Building Policies for Event Organizers and Participants

The Carroll County School System recognizes that the Performing Arts Center is a substantial investment and should be used to showcase the talents of our students and to serve the needs of our community. This facility shall be available for community use under conditions prescribed by law and in accordance with the following procedures:

School programs, school-sponsored activities, and school related activities shall have priority for the use of the Performing Arts Center without charge. However, the school event reservation must be made prior to the outside organization's reservation.

Carroll County Schools Performing Arts Center is a great place to host your musical performance, educational event, corporate meeting or gala. In order to be considered for rental of our facility your organization must be an entity of the Carroll County School System, must possess a 501C3 for non-profit, or must be a partner of the Carroll County School System.

The following are policies for the use of the performance venue and technical equipment in the Carroll County Schools Performing Arts Center. These policies are designed for the protection of the facility, staff, and equipment as well as the safety and well-being of the presenters/performers and public. It is the responsibility of the event organizer (contract signer) for each group to make sure that all participants are fully aware of these rules and that they adhere to them. Violation of any of these rules will result in the violator(s) being ejected from the facility for the remainder of the group's time. Violations of these rules may also result in the loss of your group's remaining time as well as their ability to use the facility in the future. Our goal is to provide your group and your audience with a safe and comfortable environment for your event.

1. Organizations making application for use of the Performing Arts Center must be domiciled within Carroll County.
2. Carroll County Schools reserves the right to refuse service to any applying outside entity.
3. The District reserves the right to cancel any permission granted.
4. The Carroll County Schools Performing Arts Center is open from 8:00 am until 3:00 pm Monday through Friday. However, not all services are available during those times. Lobby doors open one hour prior to the advertised start time for an event. Performing Arts Center staff work scheduled events and have irregular schedules, often including nights and weekends, and are not always available during office hours. Due to their strict schedules it is advisable to book appointments directly with them.
5. Use of the Performing Arts Center by non-school related organizations or individuals will be defined for a specific amount of time on the Carroll County School System Application for Use of Facility.
6. For all scheduled events, The Performing Arts Center closes at 10:00 p.m. Performances/Events should end no later than 9:00 p.m. to allow time for the audience and the participants to vacate the facility. All parties must vacate no later than 9:45 p.m. including all vendors and outside recording agencies. Please allow time in your program schedule for any post-show receptions, meet and greets, etc. to be completed in time to have the facility cleared by 10:00 p.m.
7. Groups receiving approval for use of the Performing Arts Center are restricted to the dates, times and facility area specified in the application.

_____initial

8. No one will be allowed into the facility prior to the scheduled access time. Please make sure that all of your participants arrive at or after the scheduled access time. Changes in scheduled times must be approved by the Performing Arts Center staff at least 48 hours in advance. Your scheduled arrival and/or departure time will not be changed the day of the event. Please plan accordingly for set up, event, and break down times.
9. All presentation, music, and video needs must be submitted to the Technical Manager no less than one week in advance to ensure quality and functionality of electronic files.
10. An employee of the Carroll County School System must be present to unlock the building and supervise the use of the building facilities. Group activities on the grounds will be permitted upon request with the approval of the Director, provided supervisory personnel for the particular group shall assume complete responsibility for the liability for personal injury and/or damage to the building and or premises.
11. Non-school related organizations using the Performing Arts Center will be required to pay fees for the facility rental, the cost of utilities, the cost for personnel, technical assistance and security services. Such fees will be computed at prevailing rates and pro-rated for the period of time the facility is used. The sponsoring agency of any activity shall be responsible for payment of adequate police protection if this service is required by the activity planned.
12. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times. Fire Safety regulations prohibit sitting or standing in the aisles or at the back of the theatre.
13. Groups receiving approval for use of the Performing Arts Center must not exceed maximum capacity for the facility. Maximum capacity for the designated spaces within the facility are as follows: Main Auditorium 1100; Meeting Room 250 without tables and 120 seated at round tables; Exhibition Room capacity is 180 without tables and 96 seated at round tables.
14. Smoking/Tobacco use is not permitted anywhere on the property of or within the Performing Arts Center. Violators will be asked to leave campus.
15. Food and beverage is not allowed in the auditorium. Any food and/or beverage provided by an event coordinator must be kept within the kitchen, hallways, Green Room, Exhibition Room, or Meeting Room. It is the event coordinators responsibility to ensure that no food or drink is taken in the auditorium.
16. Catering is permitted. All catering needs must be overseen by the event coordinator; this includes meeting said caterer for set up as well as clean up. Performing Arts Center staff will not be available to open the building prior to scheduled times in order to meet your catering needs, this time must also be allotted within your event schedule.
17. The Performing Arts Center nor the Carroll County School System, its officials, officers, employees, agents, members, representatives, volunteers or their respective insurers shall not be held liable for the loss of any personal items. Please make sure that personal items such as purses, wallets, phones, etc. are secured by a member of your group.

18. The loading dock at the rear of the facility is available for large-scale set pieces and equipment. There is a large roll-up door and a ramp for load-in. If you use a vehicle to transport equipment to the facility it should be moved to a parking place as soon as you have finished unloading. The loading dock area is considered a Fire Zone and must be left open for emergency vehicles, so all equipment & personnel vehicles must be moved as soon as you have finished unloading. Any vehicles left parked in this area will be towed at the owner's expense.
19. The Performing Arts Center staff has complete control over the individuals who will operate equipment within the facility. All technical personnel must be approved by either the Technical Manager or the Managing Director. The Performing Arts Center staff reserves the right to refuse to allow any person they see as unfit to operate equipment within the facility. Performing Arts Center equipment shall be operated by an employee of the Carroll County School System as authorized by the Director of the Performing Arts Center.
20. Clearance to use the Steinway and/or Kawai pianos in the Performing Arts Center must be obtained from the Managing Director of the facility prior to the load in of your group. If permission is not obtained, you will not be allowed to use these pianos. Only the Performing Arts Center staff will be allowed to move the pianos in the facility. If your group has obtained permission to use one of these pianos and you need to move it, please contact a member of the Performing Arts Center staff. At no time is any member of your group allowed to move the pianos. There is a mandatory tuning fee for any of the pianos used in performance.
21. Groups using Carroll County Schools Performing Arts Center facility must conform to all school policies including alcoholic beverages. All activities shall be in compliance with local, state, and federal laws and shall be in keeping with the school board policies. The use of tobacco products, alcoholic beverages, profane language, or gambling in any form is not permitted on school campuses including the Performing Arts Center.
 - a. Alcoholic beverages will not be served nor brought into any function on campus.
 - b. Consumption of alcoholic beverages is prohibited in all areas of the campus.
 - c. The furnishing of alcoholic beverages or the possession or consumption of alcoholic beverages by persons on campus will subject the violator to disciplinary action and/or arrest.
22. Authorization for use of the Performing Arts Center shall not be considered an endorsement of or approval of the activity, group, or organization nor the purpose they represent.
23. All applicants must recognize and consider the risk they are assuming under the save harmless agreement and covenant not to sue, which they must accept and agree to the terms thereof prior to any approval for use of the Performing Arts Center.
24. A written request for permission to use the facility shall be filed by an officer of the sponsoring organization/group with the Director of the Performing Arts Center. Such request must be made on the Application for Use of Facility designated specifically for the Performing Arts Center. The Director will determine if the applicant fulfills the requirements of this procedure.
25. Any applicant wishing to appeal the decision of the Director of the Performing Arts Center may appeal directly to the Carroll County Superintendent of Schools or designee.

26. In situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent of Schools or designee, and a separate agreement will be executed. In situations where extended usage for a long period of time is approved, the rental rate may be set at a contract price.
27. Every effort will be made to ensure that the Performing Arts Center has received adequate set up information. If this information is not received 48 hours prior to your event, please ensure that you bring adequate assistance in order to meet your staging needs.
28. The person and/or organization allowed to use the facility covenants and agrees that the Carroll County School System, its officials, officers, employees, agents, members, representatives, volunteers or their respective insurers (collectively referred to hereafter as the "School System") shall not be liable for any loss damage, injury or liability of any kind to any person or property caused by, arising from, or in any way related to, any use of property owned by the School System, the or any part thereof, or by defect in any building structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its employees, agents, affiliates, representatives, invitees, licenses or other persons entering upon or using said.
29. Notwithstanding anything to the contrary herein contained or irrespective of any insurance carried by the person and/or organization allowed to use the facility for the benefits of the above enumerated entities, the person and/or organization allowed to use the facility agrees to protect, indemnify, covenant not the sue and hold the School System harmless from and against any and all costs, expenses (including, without limitation, attorneys' fees), damages, losses, actions, causes of actions, fees or liabilities of any nature arising out of or in any way related to the School System or the use or occupancy of the School System property or arising from any state or condition of said premises or any part thereof.
30. Affiliated organizations (PTO, PTA, Booster Clubs, etc.) are deemed to be covered under the Carroll County School System's insurance. However, individual participants must sign a waiver indemnifying the Carroll County School System.
31. The person and/or entity allowed to use the facility shall maintain in force and effect occurrence based liability insurance with limits of at least \$1,000,000.00 per occurrence to cover its use of the School System property. Carroll County School System shall be named as additional insured on said policy and the undersigned shall provide the School System with a certificate of insurance evidencing proof of said coverage. Said insurance shall be primary to any insurance maintained by the School System. Notwithstanding any term or condition herein, Carroll County School System shall have the right to revoke this agreement at any time in its sole discretion.
32. This agreement shall be interpreted, controlled and governed by Georgia law, including, without limitation, O.C.G.A. § 51-1-53.