



PERFORMING ARTS CENTER FACILITIES RENTAL INFORMATION AND REQUEST FORM

**DIRECTOR OF FACILITY USE
465 MAIN ST.
SAINT HELENA, CA 94574
JOE PEREZ (707) 967-5118**

SHUSD Rental Policy

The Saint Helena Unified School District welcomes the use of facilities owned by the District by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational program of any campus or District scheduled activities, including facility maintenance and/or repair projects. The District is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, nonprofit organizations, for-profit organizations, and civic groups) in establishing the length of time that a facility may be used or the fee charged. All organizations/groups within the same category shall be offered fair and equal access to District facilities.

PLEASE READ AND SIGN ACKNOWLEDGEMENT BELOW:

SIGNATURE: _____

USE AGREEMENT

The renting organization agrees that all information of the Performing Arts Center Rules and Regulations has been read, understood and accepted and that any violation or deviation from those rules may result in fines or fees and loss of future rental privileges as deemed appropriate by the Saint Helena Unified School District.

In consideration of its use of the Performing Arts Center, the organization agrees to pay the required rental fees. It also agrees that the Saint Helena Unified School District, its Board of Trustees, Agents, Employees and Representatives shall not be liable to the organization for damage to person or property regardless of whose negligence or acts of omission cause such injury or damage. The rental organization agrees to indemnify and save harmless the Saint Helena Unified School District, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, claims, expenses, including attorney's fees and damages of any character, type or persons or property rising out of or occasioned by the use of the premises used by the organization, its Agents, Patrons, Visitors, Guests, Representatives, Employees, or other persons allowed on premises by the organization during the time set forth on the attached forms. The rental organization hereby waives all defects that may exist on the premises to be used by the organization.

This organization represents to the Saint Helena Unified School District that it has read the Use Agreement for the SHUSD Performing Arts Center and agrees to ALL provisions contained therein.

Printed Name of Organization Representative

Signature of Organization Representative

Representative's Title

Day Time Telephone

Organization Name

Physical Address

Today's Date

City / State / Zip

EVENT INFORMATION

Organization Name: _____

Event Name: _____

Mailing Address: _____

Billing Address: _____

Event Information Website Address: _____

CONTACT INFORMATION

Contact / Submitter Name: _____

Contact Person Phone Number: _____

Contact Person Cell Phone Number: _____ Fax Number: _____

Contact Person Email Address: _____

RENTAL INFORMATION

Estimated Number of Participants: _____

Estimated Attendance: _____

REHEARSAL INFORMATION

Rehearsal Date(s): _____

Facility Unlock Time: _____

Rehearsal Begin Time: _____

Rehearsal End Time: _____

Facility Lockdown Time: _____

PERFORMANCE INFORMATION

Performance Date(s): _____

Facility Unlock Time: _____

Performance Begin Time: _____

Performance End Time: _____

Facility Lockdown Time: _____

PERFORMING ARTS CENTER FACILITIES REQUESTED

- Full Center (Includes all areas below except the Plaza)
- Main Stage Auditorium and Seating Only
- Box Office
- Dressing/Class Room
- Lobby
- Plaza

All specific equipment requirements will be arranged and added to invoice by the designated PAC managers.

Description	Days	Direct Cost	CAT I	CAT II a	CAT II b	CAT III	CAT IV	
<i>Full Center</i>	<i>2 hours</i>	<i>\$ 795.00</i>	Fees Shown for Two Hours of Use					
Performance time	M-TH	\$ 795.00	\$ -	\$ 235.00	\$ 398.00	\$ 795.00	\$ 954.00	
	F-Sa-Su	\$ 1,033.00	\$ -	\$ 310.00	\$ 517.00	\$ 1,033.00	\$ 1,240.00	
Rehearsal time	M-Su	\$ 397.00	\$ -	\$ 120.00	\$ 200.00	\$ 397.00	\$ 477.00	
Green room	M-Su	\$ 50.00	\$ -	\$ 15.00	\$ 25.00	\$ 50.00	\$ 60.00	
Lobby only	M-Su	\$ 50.00	\$ -	\$ 15.00	\$ 25.00	\$ 50.00	\$ 60.00	
Auditorium Only	M-Su	\$ 251.00	\$ -	\$ 75.00	\$ 126.00	\$ 251.00	\$ 302.00	
Additional Rentals are set rate, hourly, or To Be Determined. For certain events individual items below may be determined mandatory by the district.			CAT I	SHUSD student-related use, parent-faculty organizations, school community advisory councils, school employee organizations				
PAC Plaza	Only/Add on	\$ 150.00	CAT II a	Local non-profits and local governments serving youth 30% Direct Costs				
Custodial Theater Tech	Per 2 hours	\$ 60.00						
Site Supervision	Per 2 hours	\$ 80.00	CAT II b	Local Non-profit serving adults and local government 50% Direct costs				
FOH Supervision	Per 2 hours	\$ 34.00						
Projector & Screen	Portable	\$ 50.00	CAT III	Non-local Non-profit 100% Direct Costs				
Projector & Screen	Mounted	\$ 250.00						
Tables (up to 10)	Per table	\$ 2.00	CAT IV	Commercial 120% Direct Costs				
Chairs (up to 50)	Per chair	\$ 1.00						
Online Box Office		TBD	CAT IV	Commercial 120% Direct Costs				
Box Office Staff	Per 2 hours	\$ 34.00						
Ushers	hours	\$ 34.00	DEPOSITS:	Deposit are determined by length of rental. 50% of full rental no including add-ons.				
Podium		\$ 25.00						
Risers	Ea.	\$ 25.00						
Music Chairs	Per chair	\$ 2.00						
Music Stands	Per stand	\$ 2.00						
Grand Piano		\$ 250.00						
Theatrical Lighting	Per light	TBD						
Security		TBD						