

WEST OTTAWA PUBLIC SCHOOLS

Performing Arts Center
1024 North 136th Avenue
Holland, MI 49424

Application/Contract for use of the Performing Arts Center

Date of Application:	Name of Organization:
Rental Representative:	Phone #:
Mailing Address:	Specific Purpose & Nature of Activity:

Date(s)	Time In	Time Out	Time of Performance	# Hours Needed
TOTAL HOURS				

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

Light Board	Chairs (approx. #)	Dressing Rooms
Sound Board	Tables (approx. #)	Coat Room
Microphones (approx. #)	Podium	Ticket Booth
Follow Spots (2 available) – <i>applicant must provide operator</i>	Choir Risers (7 available)	Concession Stand
Overhead Projector	Piano	Scene Shop
Video Projection	Grand Piano	Choir/Orchestra Room
Computer Projection	Technicians (approx. #)	Band Room
Other:	Acoustical Shell	Acoustical Clouds
Other:	Other:	Other:

Details regarding equipment/services needed:

Applicants should be aware of School Board policy of closing the facility due to weather conditions. In applying for the use of the PAC, I agree to accept all liability for damage to the facility and/or equipment in it and to enforce all applicable Performing Arts Center policies and School Board rules.

Signature of Applicant _____
Date

Estimate of Rental Charges

	Rental Rate Category
Basic Rental	\$ _____
Custodial Charges	\$ _____
PAC Facilitator Charges	\$ _____
Other Fees	\$ _____
Total Estimated Charges	\$ _____
30% Deposit	\$ _____

Application approved for West Ottawa Public Schools by: _____

Performing Arts Center Representative, Irma Tibbitts (616-738-6970) Date _____
West Ottawa Public Schools, 1138 136th Av., Holland, MI 49424

No advertising or promotion permitted until application is approved.
Absolutely no food or drink allowed in the Performing Arts Center.
No smoking allowed on school premises.

USE OF WEST OTTAWA PERFORMING ARTS CENTER AGREEMENT*

Rental

All organizations or groups desiring to use the West Ottawa Performing Arts Center must fill out an application/contract form and seek the Performing Arts Center Facilitator's approval prior to using the complex. The representative signing the application/contract must be a responsible person who shall be held personally accountable for fulfillment of the terms of the agreement including the conduct and discipline of the patrons, payment of damages beyond ordinary wear and tear and the payment of rental fees. This person will be referred to throughout this agreement as the "rental representative."

The rental representative agrees to:

1. Abide by all regulations as established by the Board of Education in the policy for the use of the West Ottawa Performing Arts Center (PAC).
2. To assume responsibility for the building and users while in use by this group for the purpose(s) stated in this application.
3. Limit the use of the complex to purpose and description stated. Any proposed changes shall be directed to the Performing Arts Center Facilitator, and if approved, be made part of the application/contract.
4. Use the West Ottawa Performing Arts Center at times when it does not conflict with previously scheduled school activities or essential maintenance.
5. Be shown locations of emergency equipment, switches and procedures by a qualified school employee. The rental representative will personally assume the responsibility for the actions and safety of all persons entering the building and shall have the authority to only limit entrance to those individuals who comply with the rules governing the use of the building by this agency for this purpose.
6. Personally inspect all areas of use, and equipment, as listed in the application/contract, as directed by the Performing Arts Center Facilitator before leaving the building. The rental representative shall report to the Performing Arts Center Facilitator as soon as possible any damage or any unusual condition observed.
7. Immediate eviction from the center by the Performing Arts Center Facilitator if any misuse of the center or equipment has taken place by the renter.
8. Have the Performing Arts Center Facilitator and technical staff present during the rental.
9. Have a custodian open and close the Performing Arts Center after each rental.
10. Get approval from the Performing Arts Center Facilitator for using scenery, stage lights, stage sound system and other supportive apparatus. The rental representative will be charged accordingly.
11. Have the Performing Arts Center Facilitator act as the agent of the Board of Education in scheduling and fulfilling the application/contract. In the event of the Performing Arts Center Facilitator's absence such matters are to be referred to the West Ottawa High School Principal.
12. Get approval by the Performing Arts Center Facilitator as early as possible for schedule change(s).
13. Direct all requests, suggestions, criticisms and other reports concerning this agreement to the rental representative and by him/her to the Performing Arts Center Facilitator.
14. Rent the facility for a minimum of four hours. Additional time will be charged at a per hour rate. A 30 percent deposit will be required at the time when the Performing Arts Center Facilitator approves the application.
15. Restrict the serving of food and beverages to performers during rehearsals and performances to dressing and drama rooms.
16. Restrict the serving of food and beverages to the audience to the Performing Arts Center lobby - no food or beverages are allowed in the Performing Arts Center auditorium.
17. Prohibit smoking, gambling, and the use of alcohol on school premises.
18. Remove all refuse and garbage from the Performing Arts Center before leaving.
19. The West Ottawa School District will do any special snow plowing that is required to carry out the rental agreement. The rental representative will be charged accordingly.
20. Furnish a certificate of insurance to the Performing Arts Center Facilitator assuring the following liability and property damage coverage: BODILY INJURY LIABILITY: each person, \$1,000,000; each accident, \$1,000,000; PROPERTY DAMAGE LIABILITY: each person, \$1,000,000; MEDICAL: each person, \$500; each accident, \$10,000.
21. Maintain the equipment and systems rented at the Performing Arts Center to the maximum extent possible. The rental representative agrees not to hold West Ottawa Public Schools responsible in the event of unforeseen failure of any equipment or any electrical system that may affect the performance quality. Under these circumstances the rental representative may elect to proceed with the event using what equipment is available or may request that the Performing Arts Center Facilitator reschedule the event where possible. In the event of major system failure, the Performing Arts Center Facilitator may cancel and reschedule the event if, in his/her opinion, proceeding with the event would further damage equipment or in any way compromise the safety of the audience or performers.
22. Insure that all equipment and materials left by the renter are secured after each event; however, the rental representative is responsible for all item(s) left in the Performing Arts Center.
23. Give a five working day notice of any cancellation. All events canceled with less than a 24 hour notice will be billed for the entire contracted time at the applicable rate(full amount).
24. Billable time for the facility rental and West Ottawa employee fees is defined as the time the Performing Arts Center is first opened to any member of the rental group(including rehearsal and set-up), through the time the West Ottawa employees are able to lock the facility following the move out of all equipment. This time is rounded to the nearest half hour.
25. Not assume that equipment may be stored beyond the contracted move-out time.
26. Restrict all advertising and promotion until application is approved by West Ottawa Public Schools.
27. The District will provide, upon request with advance notice, services necessary to afford a qualified individual with a disability equal opportunity to participate in activities conducted in the PAC.-ADA 1990

CHURCH OR OTHER RELIGIOUS GROUPS

When making an application on behalf of a church or other religious group, meet the following criteria:

- a. Show proof of property ownership within the District or acceptable proof of intent to build within the District (building plans).
- b. Provide a list of members (at least 50% of the active members must reside in the West Ottawa School District).

Participation shall not be limited by reason of race, religion, color, national origin or sex: School Code 1268 of 1976.

*Includes lobby, auditorium, stage, dressing and make-up rooms, restrooms, coatroom, concessions, ticket booth, exterior walkways and entrances, interior hallways and scene shop.

Contact Irma Tibbitts @ 616-738-6970 with any questions regarding the West Ottawa Performing Arts Center.