

Permit #



**SNOHOMISH
SCHOOL
DISTRICT**

1601 Avenue D, Snohomish, WA 98290

Performing Arts Centers Application & Agreement

District: (360) 563-7328
Snohomish: (360) 563-4211
Glacier Peak: (360) 563-7655

Instructions

Please complete, sign and return this application to Kramer Kales, Kramer.Kales@sno.wednet.edu at least ten (10) business days prior to your event. Submit all documents (certificate of insurance and 501c3, if applicable) with application. Lack of requested documentation will result in the return of your application without processing.

Requested Location	
Snohomish Performing Arts Center <input type="checkbox"/> Auditorium <input type="checkbox"/> Black Box <input type="checkbox"/> Choir Room	Glacier Peak Performing Arts Center <input type="checkbox"/> Auditorium <input type="checkbox"/> Black Box <input type="checkbox"/> Choir Room

Organization Information	
Group/Organization	<input type="checkbox"/> Non-Profit (attach 501c3) <input type="checkbox"/> In-District <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agencies
Billing Address	
City, State, Zip Code	
Contact Person	Cell Phone Number
E-mail Address	Day Phone Number

Event Information		
Event Name	Expected Attendees	
Requested Event Date(s)	From	To
Alternative Event Date(s)	From	To
Additional Set-up Date(s)	From	To
Requested Rehearsal Date(s)	From	To

Agreement		
<p>The undersigned hereby makes application to the District for use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application and agrees that all Performing Arts Centers Policies and Procedures of the Board of Directors and the building administrator will be followed by the participants and will reimburse the District for the use and or any damage arising from said use of the building as invoiced. In consideration for the use of District premises, the user assumes all liability for and shall indemnify, hold harmless and defend the Snohomish School District, its directors, officers, officials, employees and agents, as well as their successors and assigns, from and against all loss, damage or expense which the District sustains or incurs, and against any and all claims, demands, suits, and actions whatsoever, including expense of investigation and litigation, on account of injury to or death of persons, including without limitation employees of the District, employees of the user, any child or adult visiting or participating in any of the user's programs or on account of damage to or destruction of property, including without limitation property owned by and property in the care, custody or control of the District during the terms of this permit to the extend caused.</p>		
Contact Person Name	Signature	Date

Performing Arts Center Procedures and Policies

Category A: District sponsored Events, PTA's, Snohomish School District Foundation, Booster Clubs

Category B: Non-profit groups serving youth with open enrollment and open participation of all ability levels.

Category C: Non-profit Organizations & Individual Users. If charging admission, collecting an offering or selling merchandise (other than to offset activity/meeting costs), Category D rates apply

Category D: Adult groups and organizations that do not qualify in the groups listed above and commercial and for profit promotional activities.

Rental Procedures

1. Applications: Applications shall be made in accordance with the school year calendar, September through August and are required at least ten (10) business days in advance of requested date.

2. Insurance: All users are required to provide a Certificate of Insurance for a minimum of \$1,000,000 combined single limit per occurrence. Snohomish School District must be named as an additional insured with an endorsement attached, some activities may require additional coverage limits.

3. Approvals: Applications will be reviewed based on availability after school programs have been scheduled. Should two parties request the auditorium for the same dates, a fair allocation may be determined by the Superintendent or designee. The user group is required to meet with the Theatre Manager for a Production Meeting to discuss user requirements.

4. Changes: Changes to a request or approved event must be made to the Theatre Manager and will be billed to the user (first change free).

5. Cancellations: Cancellations require at least two (2) business days' notice prior to the event. If adequate notification is not made, the user will be charged for all expenses incurred by the district. The District reserves the right to cancel or revoke at any time for good cause, without liability.

6. Invoices: In most cases, the user will be billed after the event in accordance with the established fee schedule. Invoices are due within 30 days of receipt. Outstanding invoices will result in denial of future requests or cancellation of on-going use.

7. Promotional Activities: Any promotional activities in conjunction with non-district sponsored events must clearly state that the event is not sponsored or endorsed by Snohomish School District.

Personnel and Equipment Needs

1. Personnel: The user shall be responsible for all staffing fees incurred as a result of their use.

a. The Theatre Manager or designee shall be present during use of the auditorium. The user organization must respect the authority of the Theatre Manager and all technicians and staff.

b. Additional District staff shall be present and billed to user as determined necessary by the Theatre Manager.

c. Custodial staff will be assigned to ensure the building is school ready after the use.

2. Equipment & Supplies: The district is not required to make equipment available, however; equipment may be available for an additional fee.

a. Basic lighting and sound are included with the facility. Additional lighting and sound equipment may be made available with advanced notice.

b. Requested equipment must be requested and approved by the Theatre Manager.

c. Computers, internet, audiovisual, technical and special equipment are not included with rental and must be approved prior to use.

Responsibilities of the User

1. Supervision: The user shall assume full responsibility for the supervision of their activity, as well as the conduct of all attendees and participants. Persons will not be admitted to the facility until an adult supervisor (over 21) is on-site. Supervisor is to remain on site throughout the entire use.

2. Damages: The individual named on the agreement and the group in whose name the agreement is used must accept responsibility for all damaged to District property while the group is on-site.

3. Tobacco, Alcohol, Weapons: The use of tobacco, alcohol and weapons are not permitted on district property. (The only exception is a prop weapon that is being used in a performance. The prop weapon must be noted on the Rental Agreement and be viewed and approved by the Theatre Manager before it is brought into the building.)

4. Set-Up: The user is responsible for set-up of the event(s), under the supervision of the theatre staff required for production preparation. The user may not make adjustments to heating, light or furnishings/equipment without prior approval. No decorations or application of material to the walls or floors will be allowed without permission of the Theatre Manager. The Theatre Manager or designee will assist with any items for display.

5. Clean-Up: The user is responsible for clean-up and must leave the facility in a clean and orderly condition with all furniture in the same location it was found. An authorized employee will be responsible for sanitizing restrooms. Any clean-up expense incurred by the district will be charged to the user. The user shall not vacate the facility until a walk-through with the Theatre Manager or designee has been performed and the Strike Check List has been completed.

6. Access: Access will be granted in accordance with the time specified on the Use Application. All use will stop with sufficient time to vacate the building at the end time stated on the permit. Additional fees will apply for all uses exceeding their permitted schedule.

7. Large Events: Large events require at least one Production Meeting with the Theatre Manager to determine the appropriate staffing, parking needs, fees and facilities for the event. When large crowds are expected in the City of Snohomish, it will be the responsibility of the user to notify police and fire and, when applicable, obtaining a special events permit through the City of Snohomish.

8. Live Animals: Per Board Policy 2260, Live animals are not permitted on district grounds, or inside buildings, except for qualified service animals.

9. Performing Rights, Licenses, and Royalties: The user must agree to obtain all necessary performing rights and licenses and to pay any applicable royalties and other fees as they pertain to the event.

10. Safety: The Snohomish School District does not allow flame of any kind in the Performing Arts Center. Also all materials and props must be self-extinguishing. Fog machines and equivalent are not permitted. All participants shall wear solid closed-toe shoes, unless sandals or bare feet are a part of performance.

11. Food and Drinks: No food or drinks are permitted on stage (unless they are a part of a performance), in the make-up room and changing rooms, in the house or in the booth. Food is permitted in the backstage hallway.

The above is a summary of the Facilities Use Policies and Procedures, which are available online at www.sno.wednet.edu