

TIMBERLANE REGIONAL SCHOOL DISTRICT
Atkinson, Danville, Plaistow, Sandown

APPLICATION FOR USE OF PERFORMING ARTS CENTER

D a t e o n e

Date Requested _____ **Room(s) Needed** _____ **Reason:** _____

Arrival Time: _____ **Event Time:** _____ **Departure Time:** _____

D a t e T w o

Date Requested _____ **Room(s) Needed** _____ **Reason:** _____

Arrival Time: _____ **Event Time:** _____ **Departure Time:** _____

D a t e T h r e e

Date Requested _____ **Room(s) Needed** _____ **Reason:** _____

Arrival Time: _____ **Event Time:** _____ **Departure Time:** _____

Organization: _____ **Phone** () -

Address _____ **City** _____ **State** _____ **Zip** _____

Estimated # of Participants: _____ **Check one** ___ **Certificate of Insurance Provided** ___ **Need Event Insurance**

School Sponsored School Related Community Outside District

ADDITIONAL SERVICES - PLEASE SPECIFY (An extra charge may be required)

Audio/Visual Equipment: _____

Stage: _____ **Lighting:** _____

OTHER; PLEASE BE SPECIFIC _____

It is understood that this permit is not transferable and the holder is responsible for the maintenance of order and for any damage to the building or equipment. The holder must pay the tax on any admissions. The applicant agrees to pay for the cost of police or fire protection if it is required. All school equipment such as projectors, public address systems, etc. must be operated by the authorized personnel and a fee will be charged for this service. All activities are to terminate no later than midnight unless approval is granted one week in advance to extend beyond midnight. A custodian will be present during an event. *Alcohol and tobacco are prohibited on the grounds of or within the PAC building.*

Should conflict with school-related use arise after agreement for use is made, the school-related use will take priority. Exceptions and alternatives will be considered when undue or extreme hardships would result for the contracting organization.

General fees are to be paid to the Performing Arts Center Coordinator. Checks are to be made payable to the Timberlane PAC. Disorderly conduct or abuse of the building may result in forfeiture of the right for future use.

Groups or organization using school facilities do so at their own risk and at the risk of their own materials and equipment which may be used or stored on PAC premises. Each applicant must sign a covenant not to sue and indemnity agreement and be required to provide Certificates of Users Insurance Coverage documentation or purchase special event coverage from the Timberlane School District.

SIGNED BY: _____ DATE: _____

Applicants Signature

An approval, confirmation notice will be returned within 3 days business days of receipt of this form