

NORTHSHORE SCHOOL DISTRICT #417
PERFORMING ARTS CENTER USE APPLICATION

Please **read and complete** the entire application. Please sign at the end of the document and return to: Northshore School District, Support Services Center, Attn: Facility Use Specialist, 22105 23rd Drive SE, Bothell, WA 98021-4409, OR **FAX** to 425-408-7828. Phone: 425-408-7810.

Allow a minimum of TEN (10) working days for your application to be processed.

Once permission is granted, a copy of the Facility Use Permit will be issued as a Confirmation. Do not send money with your application – invoices are sent the first week of each month, after your use.

The permit will allow access to the Northshore Performing Arts Center only. The permit does not include the cost of technical services or other costs that may arise.

A CURRENT COPY OF YOUR CERTIFICATE OF INSURANCE WITH THE STATED COVERAGE IS REQUIRED AT TIME OF APPLICATION

Name of Organization: _____ Today's Date: _____

Tax I.D. #: _____ Non-Profit _____ or Commercial _____
(If non-profit please send proof of your non-profit status)

Type of Organization: _____ Youth _____ Adult

Address: _____

Billing Address (if different than above): _____

Two (2) Phone Contact Numbers: _____

EMAIL Address: _____

Representative's Name and Title: _____

Type of Event: _____

Rental Dates Requesting: _____

Are dates flexible? _____ Yes _____ No Time: _____ to _____

**PERFORMING ARTS CENTER
RULES AND REGULATIONS**
(Please read and sign)

1. The Performing Arts Center Use Application must be completed and returned to the Support Services Office allowing a minimum of ten (10) working days in advance of intended use for the determination of fees and approval. All applications must include the name of the person who will be responsible for sponsorship, supervision, and security of the facility, to protect premises and property.
2. A paid District employee must always be in the building during and after school use of a school building, but the organization authorized to use the facilities shall assume full responsibility for supervision of the activity involved.
3. All applicable local, state, and federal laws shall be adhered to.
4. Use of alcoholic beverages, tobacco products, and boisterous conduct on any school premises is prohibited. Bicycle riding, skateboarding, motorcycle riding, roller-blading, and roller-skating are not allowed on school grounds.

5. Proper footwear must be worn on appropriate surfaces.
6. Users are required to remove their excess materials, equipment, furnishings, and rubbish after the use of the facilities and leave the facilities in the same manner and condition in which they found them.
7. The District reserves the right to cancel any use of facilities in order to perform maintenance, or in the event of a power curtailment or other situation outside of the District's control. The District also reserves the right to cancel or revoke any permit at any time for good cause. Every effort will be made to give the user seventy-two (72) hour notification. In the event of such cancellation or revocation, there shall be no claim or right to damage or compensation on account of any loss, damage, or expense whatsoever endured by the applicant as a result of cancellation.
8. The customer organization must respect the authority of the Technical Director.
9. Access to facilities will be granted in accordance with the time specified on the permit. All use will stop with sufficient time to vacate the building at the termination time stated on the building permit.
10. Any use of non-service related animals in the PAC must receive prior approval by the Technical Director.
11. If it is necessary for the school district custodial staff to clean excessive litter from the PAC following an activity, an additional fee will be charged for the clean-up time.
12. The customer is financially responsible for damage or vandalism to school district property during its use of the Performing Arts Center.
13. Police will be called on cars parked illegally (i.e. fire lanes and/or designated "No Parking" areas, or private property) and will be towed at the owner's expense.
14. In case of an emergency, call the Police at 911 and the 24-hour district emergency number at 425-408-9535. To report a security problem during the normal workweek (6:00 a.m. – 4:00 p.m.), please call 425-408-9535.
15. The customer organization will need to attend a mandatory production meeting with the PAC Technical Director, on your Permit has been issued.
 Topics will include:
 - Technical/Lighting Requirements
 - Equipment Requirements
 - Staffing Requirements
 - Additional fees
16. The customer organization must agree to obtain all necessary performing rights and licenses and to pay any applicable royalties and other fees as they pertain to your event.
17. Please designate a staff member from you organization to coordinate with the PAC Technical Director. Please have this staff member present during the production meeting.
18. The Northshore School District does not allow flame of any kind in the PAC. Also, all paper, materials, and props used must be self-extinguishing.
19. Do not attach any items to the walls. Please contact a member of the PAC staff for help if you have items that you would like to display.
20. Adult supervision is mandatory. The customer organization is responsible for the conduct of participants and spectators.
21. The applicant agrees to fully comply in accordance with RCW 4.24.660 and 28A.600 relating to the management of concussion and head injury in youth sports if applicable.

22. Insurance Requirements:

The following items are required to rent or lease the Northshore Performing Arts Center. A Certificate of Insurance showing the required amounts and an endorsement form as outlined below must accompany this application. By signing the Agreement, you agree to provide the following:

- The name insured on the certificate of insurance must match the name on the application.
- \$2 Million per occurrence Commercial General Liability coverage including Bodily Injury, Personal Injury and Legal Liability for damage to property in your care, custody or control. General Liability policy must be Occurrence policy – not Claims Made.
- \$4 Million General Aggregate per project
- Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage
- Workers compensation coverage for your employees, volunteers, and/or independent contractors
- Please name “Northshore School District and its officials, agents, and employees” as additional insured on the Commercial General Liability insurance policy. NOTE: An Additional Insured endorsement must be issued by the carrier to effectively convey Additional Insured status to the Certificate Holder. In the event the insurance carrier authorizes the agency to issue an Additional Insured Endorsement on its behalf, the Northshore School District requires supporting documentation to accompany the agency-issued endorsement (e.g. Form CG2010).
- Please use the following address for Certificate Holder:
Northshore School District, 3330 Monte Villa Parkway, Bothell, WA 98021

23. Payment/Cancellations/Change Policy:

Rates are determined by the current approved fee schedule.

Performances:

- You may cancel or make changes to your booking up to 120 days prior to your event, without penalty.
- If any cancellations/changes occur within 120 days of the scheduled event, the customer will incur a 25% fee.
- If you cancel all or a portion of your booking within 30 days of the scheduled event, you will be responsible for the total estimated cost associated with your event.
- If you would like to add additional time to your original booking you may do so without penalty if the PAC is available. Please note that you will receive an updated permit detailing the additional charges.
- You will be invoiced for the outstanding balances at the beginning of the month following your event.

PLEASE NOTE:

Building use will be cancelled when power curtailment is in effect or when there is a closure due to some act or condition out of District control. Northshore School District buildings are not available for community, commercial, school, or youth use during school hours or school functions.

In consideration for the use of District premises, the permitted assumes all liability for and shall indemnify, hold harmless and defend the Northshore School District #417, 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 permitted, any child or adult visiting or participating in any of the permitted 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 extent caused.

By signature below, I acknowledge that I have read and understand all the information on this application and have agreed to abide by the rules and terms herein.

Signature of Applicant

Date

Name of Organization Requesting Use