

## **Facility Use Contract**

Organization:

Date of contract:

Address:

Phone:

Event Supervisor Contact:

### **Conditions of Use**

Current Insurance Certificate on file? Yes\_\_ No\_\_ \*Must be provided prior to scheduled event.

1. Main facility requested: Performing art Center (PAC)
2. Additional rooms: Blue room, gym, lobby area
3. Date(s) of Event:
4. Event type: Dance recital
5. Time of Event:
6. Number of Students:
7. Estimated attendance:
8. Estimated Ticket Pricing:
9. \*There will be a ½ hour grace period for overtime on event days. Beyond this, renters will be charged an additional \$100 per ½ hour.

### **Facility Rules, Regulations, and Expectations**

- Alcohol/Tobacco use is strictly prohibited on school property. Violation of this rule is grounds for revocation of use, as well as monetary fines.
- The use of VJM facilities by off-campus groups shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities. VJM reserves the right to cancel a scheduled use of its facilities at any time in the event of emergency or other circumstances beyond its control, including inclement weather. In this instance, some fees may be refunded.
- No facility use is permitted without a correct and current Certificate of Insurance (COI) on file in the VJM Business office.
  - COI must indicate user has at least \$1,000,000 in personal and property liability insurance. It must also state on the certificate that Villa Joseph Marie High School is named as an additional insured.
- When charging admission, the organization using the facilities is responsible for the payment of any admission tax to the Collector of Internal Revenue.
- The user is responsible for payment for any theft or damage that occurs to school facilities during use. Damage charges will be assessed by the school and the amount will include the cost of labor required to repair or clean assessed damage(s).
- Users are responsible for supervision of participants at all times including (but not limited to) PAC, gym, lobby, bathrooms, backstage and "blue room" areas,

outside gathering areas and parking lots. If lack of supervision becomes an ongoing problem, school officials may require security (any necessary security fees will be paid by the contracted organization). More persistent issues may lead to termination of the event.

- Gym stage access is prohibited. Access to gym equipment is also prohibited unless approved by VJM officials.
- Lessee agrees to accept the facility in its “as-is” condition “with all faults.”
- There shall be no installation of equipment or alterations to existing facilities by the user without the expressed consent of Villa Joseph Marie.
- Fireworks of any kind are prohibited on school property.
- Weapons of any type are prohibited on school property.
- Any and all decorations to be used must be fireproof or fire retardant rated and subject to the approval of school officials. No open flame shall be used anywhere in the building. The use of smoke producing equipment is also prohibited.
- Pets are not permitted on school grounds without prior approval. Owners/handlers of animals on school ground, *with* permission, are required to have them leashed and under control, and must clean up after the animal. Violators of this policy will be subject to charges for a minimum of one hour at overtime rate for custodial clean-up.
- No parking is permitted on athletic fields.
- Start and stop times must be observed so as not to interfere with any other group or event, or the custodial crew. \*Please take note of the ½ hour grace period + overtime fees as listed above.
- Renters must complete an “Exit ticket” at the conclusion of each event with a walk-through accompanied by the building supervisor.

### **Deposit/Total Fees/Cancellation Policy**

- Reservations will be held with a **20%** deposit, fully refundable in the event of cancellation up to **4** weeks prior to the scheduled event. **Full payment is due on Day One of the scheduled event.** Cancellation after the 4 week time frame, will lead to the forfeit of the deposit. Rescheduling in this case may be an option as the school calendar permits.

### **Performing Arts Center (PAC) Fee Scale**

{Hours Required + Studio size}

Up to 8 hours + 150 Students or less = \$1500

Up to 8 hours with more than 150 students = \$2500

9-16 hours + 150 students or less = \$2500

9-16 hours with more than 150 students = \$3500

17-20 hours + 150 students or less=\$5000

17-20 hours with more than 150 students=\$6000

**PAC rental includes:**

- Full access to Performing Arts center facility including stage, backstage area, blue room area, lobby, restrooms, and gym (for changing space only).
  - Tables/chairs can be provided as needed
    - Access to all available technology
    - Tech training and support
  - Cleaning and sanitization between uses.
- Marley dance flooring provided with \$100 fee

**Facility Use Fees:**

1. Deposit
2. Facility Usage
3. Floor fee \$100
4. Building Supervisor fee \$50/hour (specific charge will be updated with time needed)
5. **Total fees (payment due on Day One of scheduled event, minus building supervisor fees paid separately)** -----

Signed,

Mrs. Melissa Holdren  
Performing Arts Administrator/Fine Arts Department Chair  
Villa Joseph Marie High School  
[mholdren@vjmhs.org](mailto:mholdren@vjmhs.org)  
ext.106

I, (print name)\_\_\_\_\_agree to the terms and conditions set forth in the Facility Use Contract for Villa Joseph Marie High School.

(Signature)\_\_\_\_\_ Date\_\_\_\_\_