



APPLICATION FOR USE OF DISTRICT PROPERTY

APPLICATION FOR RENTAL OF: _____
(Must indicate school name and area to be used)

NAME OF ORGANIZATION: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

DESCRIPTION/PURPOSE OF ACTIVITY: _____

DATE(S) REQUESTED	EVENT TIME	EVENT SET UP/BREAK DOWN TIMES

Will admission be charged? Yes No If so, amount per person \$ _____

LAUNCH (PLEASE CHECK IF NEEDED)

1st Floor Convening Room Maker Studio Student Pop-up Shop 2nd Floor Professional Studies Center

SPECIAL NEEDS (PLEASE CHECK IF NEEDED)

Sound System Cafeteria Showers/Lockers Restrooms Kitchen/Serving Concession Areas

Smart Board/Projector/AV Other _____

Seating Number _____ Type Desired _____

Audio Visual Number _____ Type Desired _____

ADDITIONAL LIGHTING COMMENTS OR NEEDS: _____

WHAT DO YOU NEED FOR SOUND?

Standard Microphone; Number _____

Wireless Microphones: Additional Fee Applies, Number _____

Portable Sound System CD/DVD Player

ADDITIONAL SOUND COMMENTS OR NEEDS: _____

MISCELLANEOUS NEEDS

Podium Tables; how many _____ Chairs; how many _____

ADDITIONAL COMMENTS OR NEEDS: _____

If required, the Fort Thomas Board of Education shall furnish appropriate supervisory and custodial personnel for the event. The organization renting the facility shall be responsible for reimbursing the Fort Thomas Board of Education for expenses incurred in providing the supervisor, custodial services, or any other related services. This includes, but is not limited to, wages paid to the supervisor, as well as employer matching benefits on the wages. If the Performing Arts Center at Highlands High School is the venue, the Auditorium Manager will be present. The Auditorium Manager will determine if Sound or Lighting Technicians will be required for the event. There will be an additional charge for those services. If a group wishes to utilize their own technicians, they will be required to attend training sessions offered by the Auditorium Manager.

The Fort Thomas Board of Education shall not be responsible for providing any specialized equipment or for any set-up or break-down activities such as scenery. All specialized equipment and set-up or breakdown activities in the Performing Arts Center will be coordinated with the Auditorium Manager.

Prior to the first date of the activity, the organization's sponsor shall provide the Office of the Superintendent with a certificate of liability provided by the Organization's insurance company naming the Fort Thomas Board of Education as additional insured under the policy.

IF THIS REQUEST IS APPROVED AND THE ORGANIZATION'S EVENT SCHEDULED, A CONTRACT WILL BE SENT TO THE AUTHORIZED PARTY FOR A SIGNATURE. PLEASE RETURN THE SIGNED CONTRACT TO FORT THOMAS INDEPENDENT SCHOOLS, ATTN: DIRECTOR OF OPERATIONS.

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I, the undersigned, do hereby request the use of the facilities listed above. I understand that until this request is approved, a contract signed, and a deposit (if necessary) is paid, my event will not be scheduled.

ORGANIZATION'S AUTHORIZED REPRESENTATIVE

DATE

EVENT INFORMATION FORM

Please fill out the information below to help us prepare for your event. The information you provide will be forwarded to the appropriate staff member who can assist in meeting your needs.

1. Is your group a youth sports group or other comparable organization? If so, please attach a copy of your roster(s) to help us determine which usage priority applies to your Organization.
2. What are your audio/visual needs for this event? _____

3. Our custodial staff will be cleaning the space before and after your event. Please provide any information you can give us that will help us better prepare for your event. _____

4. The Highlands High School and Woodfill Elementary campuses feature electronic door access that will be programmed for your event.
 - When would you like to have the doors unlock?
 - When should the doors lock at the conclusion of your event?
5. What are your needs for event setup? _____

6. What are your needs for event breakdown? _____

7. The Highlands High School, Highlands Middle School, and Woodfill campuses feature automated climate controls. To assure a comfortable climate when you arrive, we will be programming controls to begin operation one (1) hour before your scheduled event start time and cease operation at the end of your event.
8. What are your IT/technology needs for this event? _____

9. Many of our spaces feature “state-of-the-art” performance lights and sound, and stage spaces. If you are planning to use any of these spaces, we will have our staff contact you regarding your needs. We will be contacting the Organization’s authorized representative, but if we should contact someone else regarding those needs, please list this contact information below: _____

