

Dunklin R-5 School District
Theatre Rental Packet Table of Contents and Checklist

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119

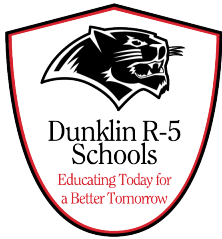


Table of Contents:

Table of Contents and Checklist
Facility Rental Agreement
Rental Guidelines
Rental Application and Permit
Rental Estimation of Cost
Deposit Return Form

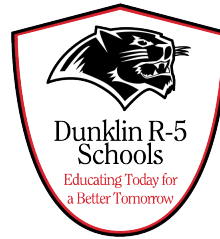
Dunklin R-5 Theatre Rental Checklist:

- Complete and sign pages 3-7 of this packet
- Complete the online registration at www.dunklin.k12.mo.us follow the School Dude link. Please contact Jason Gillman at 636-479-5200 ext, 4002 or jgillman@dunklin.k12.mo.us if assistance is needed
- Procure \$200 deposit check made payable to “Dunklin R-5 School District”
- Procure Insurance Certificate (details on page 4, point A.2)
- Be prepared to provide full payment seven days before your event (failure to do so may result in the



Dunklin R-5 School District
Facility Rental Agreement

497 Joachim Avenue
Herculaneum, MO 63048
636-479-5200, ext. 4119



Beginning Date of Activity _____ Ending Date of Activity _____

We, _____, headed by, _____,
(Name of Group) (Person Responsible for Event)

agree to protect, indemnify, save, and keep harmless, the Dunklin R-5 School District, the School Board Directors, and all employees against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises causing injury to any person or property, including injury to ourselves, and will protect, indemnify, save, and keep harmless the above mentioned parties from any and all claims, costs, or expenses arising out of our use of the premises for _____, and comply with and perform all requirements and provisions agreed to and required by the Dunklin R-5 School District.
(Designated Activity)

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, indemnify, save, and keep harmless the Dunklin R-5 School District.

We also agree to pay for any damages to the premises or equipment caused by our use or negligence, excluding normal wear and tear of the premises or equipment.

We also agree to notify the Principal of the building or facility of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises, until the condition can be corrected.

Non-School related groups need to provide the Dunklin R-5 School District with proof of liability insurance in the form of a certificate of insurance naming the Dunklin R-5 School District as additional insured.

Name of Organization _____

Address of Organization _____

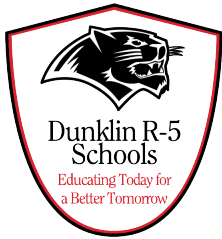
Person Responsible _____ Phone Number _____

Email Address _____

Address of Person Responsible _____

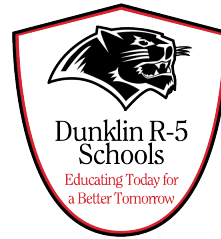
Signature of Person Responsible _____ Date _____

Signature of School Official _____ Date _____



Dunklin R-5 School District Theatre Rental Guidelines

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



A. Scheduling of the Theatre

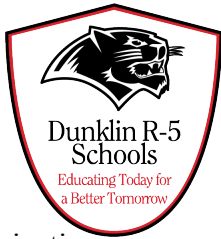
1. Groups or individuals requesting use of the Dunklin R-5 Theatre will complete and submit the Application and Permit to the Theatre Manager at least four weeks in advance of the requested date of facility use. This application must be accompanied with a security deposit check of \$200 made payable to the Dunklin R-5 School District. This will be refunded if no damages occur. A deposit of 100% of the fee (less initial deposit) will be required seven days prior to facility use. If the Dunklin R-5 District agrees to rent the facility, the Theatre Manager will approve the application and notify the applicant. The District Facility Schedule will serve as the official reservation list of rental/use permits.
2. The Dunklin R-5 School District will require a minimum of \$500,00 Certificate of Insurance providing liability and property insurance for the tenants during the period of time they will be using the Dunklin R-5 Theatre. The certified copies of insurance will name the Dunklin R-5 School District as additional insured. Certificate of insurance must be attached to the Rental Application and Permit.
3. Groups or individuals utilizing the Theatre agree to be responsible for the supervision of the event, for the conduct of the parties present, for any damage which may result to said property, and for the observance of all regulations governing the use of the facility.
4. Rental fees incurred are payable upon receipt of invoice (presented the date of rental). Past due invoices shall incur interest of 1% per month until paid in full. Applicant agrees to pay reasonable costs of collection including attorney fees for all unpaid invoices.
5. All Dunklin R-5 schools' use of the Dunklin R-5 Theatre must be approved and scheduled by the Theatre Manager.
6. When school is in session, priority for the Theatre usage will be given to Dunklin R-5 School district educational and/or activity programs.
7. In the case of severe weather, cancellations will be determined by the Superintendent of Schools for the Dunklin R-5 School District or his/her designee.
8. All programs and performances held in the theatre must conclude by 11:00pm.
9. On days when school is in session, the building will not be available for use until 4:00pm.

B. Rules and Regulations of the Theatre

1. No one may use the Theatre without the direct supervision of a Dunklin R-5 Staff Member trained in the use of the Theatre.
2. The Theatre will be kept locked at all times except when in use. Locked areas will include the stage, house, lobby, scene shop, and technology booth. All storage areas will be kept locked and will be opened only under the direction of a staff member. The exterior doors will be kept unlocked during the regularly scheduled school day and during scheduled use.
3. Light and sound equipment may not leave the building for any reason.
4. Theatre equipment (light, sound, rigging, shop tools, etc.) may be operated only by persons trained and/or approved by the Theatre Staff. No equipment may be brought into the Theatre without prior approval of the Theatre Manager. No equipment may be connected to the Theatre's light or sound system.
5. No unauthorized person may be in the technology booth or on the access stairs, on the lighting catwalk or access stairs, or in the scene shop.
6. No food or drink of any kind is permitted in the house of the Theatre or on the stage (except as part of the performance). No food or liquid of any kind is permitted in the technology booth. Food and drink are allowed in the dressing room areas.
7. Smoking is not permitted in the Theatre nor on any Dunklin R-5 School District Campus.

I have read and agree to abide by the guidelines set forth by the Dunklin R-5 School District.

Signature of Person Responsible for Event _____ Date _____



Dunklin R-5 School District Theatre Rental Application and Permit

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



Name of Organization _____

Person responsible for event (must be over 21) _____

Purpose for which facility will be used _____

It is the responsibility of the person named above to inform all outside vendors (videographers, photographers, food vendors, etc.), that they must abide by all Theatre Guidelines. Including, *“No equipment may be connected to the Theatre’s light or sound system,”* and, *“No unauthorized person may be in the technology booth.”*

Please list any outside vendors to be in attendance at this event:

Date(s) and estimated time(s) being requested, including rehearsals and performances:

Date	Purpose	Open(am/pm)	Close(am/pm)

Equipment needed:

_____ Hand-Held Wireless Mics (2 available)
(specify how many)

_____ Lavalier Mics (8 available)
(specify how many)

_____ Podium (1 available)

_____ Screen

_____ Laptop

_____ Bluetooth

_____ Music Stands (50+ available)
(specify how many)

_____ Tables on Stage (2 available)
(specify how many)

_____ Risers (4 or 3 steps, 5 sets available)
(specify how many) (circle)

Other (please be specific) _____

_____ Hand-Held Wired Mics (1 available)
(specify how many)

_____ On Stage Monitor (1 available)
(specify how many)

_____ Mic Stands (3 available)
(specify how many)

_____ Projector

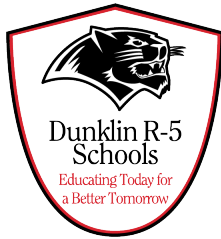
_____ CD Player

_____ Chairs on Stage (100+ available)
(specify how many)

_____ Digital Piano (1 available)

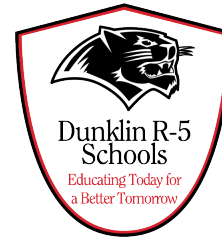
_____ Tables in Lobby (2 available)
(specify how many)

_____ Internet Access (specify how many devices)



Dunklin R-5 School District Theatre Rental Estimation of Cost

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



Name of Organization _____

Person responsible for event (must be over 21) _____

Date(s) and estimated time(s) being requested, including rehearsals and performances:

_____	_____	_____	_____
Date	Open(am/pm)	Close(am/pm)	Total Hours for the day
_____	_____	_____	_____
Date	Open(am/pm)	Close(am/pm)	Total Hours for the day
_____	_____	_____	_____
Date	Open(am/pm)	Close(am/pm)	Total Hours for the day
_____	_____	_____	_____
Date	Open(am/pm)	Close(am/pm)	Total Hours for the day
_____	_____	_____	_____
Date	Open(am/pm)	Close(am/pm)	Total Hours for the day

Assessment of Charges:

Usage:

Total Hours _____ x \$125.00 = _____
minimum of \$375.00

Custodial:

Total Hours _____ x \$25.00 = _____

Technical:

Total Hours _____ x \$25.00 = _____

Security Deposit:

Will be refunded when the custodian and technician certify that all facilities and equipment were left clean and undamaged. \$ 200.00

Total Amount Due _____

To be completed by Theatre Manager and Secretary

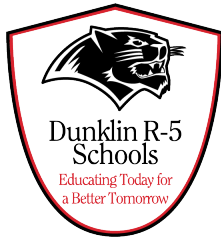
Accurate: _____ yes _____ no
Correction: _____ Initial: _____

Accurate: _____ yes _____ no
Correction: _____ Initial: _____

Accurate: _____ yes _____ no
Correction: _____ Initial: _____
Date Received: _____ Ck#: _____
Contact notified of corrected total on _____
by _____
via _____
Date Received: _____ Ck#: _____

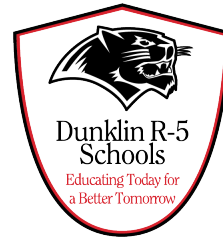
I, _____, agree to pay the above amount in full to the Activities Secretary of Herculaneum High School seven days prior to the beginning of the event. I understand that failure to pay may result in denial of this rental agreement and/or future agreements. I understand that I may be charged additional fees if the actual usage times are longer than what is listed above.

Signature of Person Responsible for Event _____ Date _____



Dunklin R-5 School District
Theatre Rental Deposit Return Form

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



Date(s) of Activity _____

Name of Organization _____

Person Responsible for Event (must be over 21) _____

Please check an option:

_____ Mail returned deposit check to Organization Mailing Address

_____ Shred deposit check

Areas Utilized: (Check all that apply)

_____ Stage/House

_____ Lobby

_____ Dressing Rooms

_____ Choir Classroom

_____ Band Classroom

_____ Theatre Classroom

To be completed by Custodian and Technician

_____ All areas checked above were left clean and in order. No damage was observed.

_____ All areas checked above were not left clean and orderly. Description: _____

Custodian on Duty: _____ Date: _____
Printed Name Signature

_____ All audiovisual equipment was left undamaged and clean. No damage was observed.

_____ Not all audiovisual equipment was left undamaged and clean. Description: _____

Technician on Duty: _____ Date: _____
Printed Name Signature