



Tracy Unified School District

FACILITY USE THEATER CHECK-IN

Before Use Checklist

By signing this form, the Renter is aware of emergency exits and fire extinguisher locations. Food and drinks are prohibited in theater. Assigned custodian provides renter with approved requested equipment. Custodian does not set-up or tear down for Renters. If provided with racks of chairs, renter puts chairs back on rack and all trash in garbage bins. Renter is prohibited to staple, pin or hammer nails into any TUSD property walls, equipment or structures. Renter is responsible for supervising everyone in their organization including spectators and children. **Under no circumstances are outside groups allowed entrance to Light & Sound Room, offices, classrooms or prop/costume storage closets.**

Site: _____ **Date:** _____ **Open Time:** _____

Organization Name: _____

√**District Employee Opening Facility (Print Name):** _____

√**Signature of Organization:** _____ √**Print Name** _____

Checklist for condition of each area before use:

Clean	No Damage	Area	Exceptions Noted:
<input type="checkbox"/>	<input type="checkbox"/>	Lobby	
<input type="checkbox"/>	<input type="checkbox"/>	Ticket Booth (KHS only)	
<input type="checkbox"/>	<input type="checkbox"/>	Coat Room (KHS only)	
<input type="checkbox"/>	<input type="checkbox"/>	House Floors	
<input type="checkbox"/>	<input type="checkbox"/>	House Seats	
<input type="checkbox"/>	<input type="checkbox"/>	Stage Floor	
<input type="checkbox"/>	<input type="checkbox"/>	Stage Curtains	
<input type="checkbox"/>	<input type="checkbox"/>	Stage Walls	
<input type="checkbox"/>	<input type="checkbox"/>	Back Bay	
<input type="checkbox"/>	<input type="checkbox"/>	Make-Up Dressing Room (KHS)	
<input type="checkbox"/>	<input type="checkbox"/>	Rest Rooms	
<input type="checkbox"/>	<input type="checkbox"/>	Parking Lot	
<input type="checkbox"/>	<input type="checkbox"/>	Other	
<input type="checkbox"/>	<input type="checkbox"/>	Other	

Check condition of approved equipment before use:

Clean	No Damage	List Approved Equipment	Exceptions Noted:
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Custodian and Renter describe all check-in issues:



Tracy Unified School District

FACILITY USE THEATER CHECK-OUT

After Use Checklist

Checklist for condition of each area after use:

Clean	No Damage	Area	Exceptions Noted:
<input type="checkbox"/>	<input type="checkbox"/>	Lobby	
<input type="checkbox"/>	<input type="checkbox"/>	Ticket Booth (KHS only)	
<input type="checkbox"/>	<input type="checkbox"/>	Coat Room (KHS only)	
<input type="checkbox"/>	<input type="checkbox"/>	House Floors	
<input type="checkbox"/>	<input type="checkbox"/>	House Seats	
<input type="checkbox"/>	<input type="checkbox"/>	Stage Floor	
<input type="checkbox"/>	<input type="checkbox"/>	Stage Curtains	
<input type="checkbox"/>	<input type="checkbox"/>	Stage Walls	
<input type="checkbox"/>	<input type="checkbox"/>	Back Bay	
<input type="checkbox"/>	<input type="checkbox"/>	Make-Up Dressing Room (KHS)	
<input type="checkbox"/>	<input type="checkbox"/>	Rest Rooms	
<input type="checkbox"/>	<input type="checkbox"/>	Parking Lot	
<input type="checkbox"/>	<input type="checkbox"/>	Other	
<input type="checkbox"/>	<input type="checkbox"/>	Other	

Check condition of approved equipment after use:

Clean	No Damage	List Approved Equipment	Exceptions Noted:
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Custodian and Renter describe all check-in issues:

--

√District Employee Closing Facility (Print Name): _____

√Signature of Organization: _____

√Print Name: _____

If renter did not perform required clean-up and additional time is required to complete clean and close, you will need to obtain authorization from one of the following employees:

*MOT Coordinators: 321-3925 or 321-6229; KHS Maintenance Supervisor: 321-6205,
THS Maintenance Supervisor: 321-321-0349, WHS Maintenance Supervisor: 321-3625 or
Director of MOT/Facility Use: 321-3708 or Other: 321-0984*

For Facility Use Questions or Conflicts contact Facility Use Coordinator: 830-3297