



**Terms & Conditions of Agreement  
Auditorium Use – Sycamore High School**

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**Auditorium General Guidelines:**

- **The use of school facilities for school purposes has precedence over all other uses. (Exhibit B)**
- The use and possession of intoxicating liquors and tobacco is prohibited on school premises and grounds.
- Only the area requested is available for use.
- No furniture or equipment may be moved without prior approval from the Building Administrator.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
- Events held during inclement weather which requires snow removal and/or salting may be charged at a rate of \$50/hour per staff member, with a minimum of two hours per time.
- The District has the right to increase staffing when more than one group rents the facility at the same time. This staffing may include, but is not limited to, custodial staff and/or security staff to manage the facility and or/ parking due to the volume of attendees. The cost of these staff members may be passed onto the renters.
- Renters will be charged custodial fees if the event occurs outside the regular staffing schedule. Monday through Friday, elementary schools are scheduled until 8pm; Sycamore Middle School and Sycamore High School are scheduled until 11pm.
- A deposit of 10% will be required upon contract approval.
- All sales of food and drink for the Auditorium shall be conducted under the sole and exclusive control of Sycamore CUSD 427, which shall receive all revenue associated with such sales. Sycamore CUSD 427's discretion regarding times and location of sales of food and drink, or where in the auditorium food and drink may be taken during performances, shall be absolute.
- Sycamore CUSD 427 shall be the sole provider of video sales and production of performances, if the renter chooses to offer video sales of the performance. It is the renter's responsibility to secure any licensing needed for recording of said performance. (Please note, a minimum order of 10 DVDs or Blu-ray discs is required at least one week prior to show date.)
- Any non-food artist merchandise may be sold by Renter at designated areas in the lobby with the consent of Sycamore CUSD 427.
- If the event requires tickets to get in, the Renter must use tickets provided by the Ticket Office. Details of the ticketing process are provided in the ticketing forms.
- The requesting organization may cancel the contract (in writing) without penalty, if the rental is canceled more than 5 days before the scheduled event. If the rental is canceled less than 5 days prior to the event, the organization will forfeit 100% of the deposit.

**District Priority of Facility/Grounds Use and Rentals (Refer to Exhibit A for the fee schedule):**

- Priority A – District Sponsored Activities & Local Governments
- Priority B – Sycamore Community Organizations
- Priority C – Non-Sycamore Community Organizations
- Priority D – For Profit Organizations

**All non-District related groups must agree to:**

- Use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
- The District will not supervise the activity nor will it supply individuals to act as emergency responders.
- All Auditorium House Rules (Exhibit C).

Renter's initials acknowledging compliance with the terms and conditions as listed above: \_\_\_\_\_