

# COPLEY-FAIRLAWN CITY SCHOOL DISTRICT

## APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

Name of applicant:		Date:	
Address:		Phone:	
City, State Zip:	E-Mail:		
School facilities desired:			
Note any specific needs: number of rooms, special equipment, etc. (Special requests may require additional costs).			
Date(s) desired:			
Hours of event -- From:	To:		
Total hours required including set-up and clean-up times -- From:	To:		
Purpose/type of program:			
Number of participants/size of audience expected:			
Will admission or participation fee be charged?		If so, how much?	
Is your organization chartered as non-profit?			
Are you planning any special security supervision for this event?			
<p><i>I affirm that I have authority to represent the above-named organization, that I have been authorized to make this application and the rules of the Board of Education for use of the facilities requested will be enforced. I, or the organization I represent, agree to be responsible for the supervision of the event, for the conduct of all persons present, and for any damage which may result to school property. I/we understand that if there is a conflict with a school event, the school has priority on the use of facilities and further read and concur with the conditions outlined on the reverse side of this application and permit.</i></p>			
<table border="1" style="display: inline-table; margin-left: auto;"> <tr> <td style="padding: 5px;">Signature of Applicant:</td> </tr> </table>			Signature of Applicant:
Signature of Applicant:			

<b>APPROVALS (FOR OFFICE USE ONLY):</b>		Building Principal:	Date:
Treasurer:	Date:	Business Manager:	Date:
Rental Fee:	Custodial Charge:	Superintendent:	Date:
		Approval mailed to applicant by:	Date:

Copies to: Treasurer; Applicant; Principal;

Custodian; Dir. of Food Service; Athletic Director; Auditorium Director

## **APPLICATION PROCEDURE:**

- 1 - Application shall be made in person at the superintendent's office. Permission to apply by mail may be granted to regular users (PTA, Girl Scouts, C.A.A. etc.).
- 2 - Application must be made whether or not fees are to be charged.
- 3 - LIABILITY INSURANCE of \$500,000/\$1,000,000 must be provided by the renter/user. Certificate of insurance must be in the Board of Education office before the event is held.
- 4 - It shall be the responsibility of the superintendent or his/her designated representative to check each application against the activity calendar maintained by the principal of the building requested.
- 5 - Copies of the application/permit shall be given to:
  - a. treasurer's office
  - b. renter/user (bring to building on the day of the event)
  - c. principal
  - d. head custodian
  - e. food service director
  - f. athletic director
  - g. auditorium director

## **GENERAL REGULATIONS:**

- 1 - Set-up and clean-up time, as well as rehearsal time, must be included in the application. Charges for these times are the same as for the actual event.
- 2 - Special equipment such as microphones and lighting must be requested when application is made. Special requests may require additional costs.
- 3 - Equipment shall not be moved from one building to another.
- 4 - Use of cafeterias for meetings will be restricted to dining areas. The serving area of a kitchen may be used only under the supervision of the cafeteria manager or a member of his/her staff.
- 5 - Smoking is not permitted on the property of the Copley-Fairlawn City School District.
- 6 - Alcoholic beverages of any type are not permitted on the property of the Copley-Fairlawn City School District.
- 7 - Decorating materials must have the custodian's approval and must be flameproof.
- 8 - Activities shall be closed and the building vacated by the time the permit expires.
- 9 - Holders of the permit shall be responsible for the control of their own parking. The enforcement of no parking in fire lanes is also the responsibility of the permit holder.
- 10 - It shall be the responsibility of the permit holder to make his/her own arrangements for police protection.
- 11 - Permit holders will confine use strictly to that area of the building and to the equipment specified in the permit.
- 12 - A custodian must be on duty when a building is open. A cafeteria worker must be on duty when kitchen facilities are used.
- 13 - Necessary snow removal will be the responsibility of the renter/user.
- 14 - All checks are to be made payable to the Copley-Fairlawn City School District for the full payment of the projected rental fees at least ten (10) days prior to the reservation date.
- 15 - Refunds will be made in full if reservation is withdrawn at least five (5) calendar days in advance of the reserved date.

Hold Harmless Clause  
 (Applicant's Copy)

\_\_\_\_\_ (the community group's organizational name), in consideration of the use of the facilities of the Copley-Fairlawn City School District, agrees to defend, hold harmless and indemnify the Copley-Fairlawn City School District Board of Education, its officers, members, employees and agents in both their official capacities and individual capacities (collectively the "Board") from all liability, claims, demands, damages, or costs for, or arising out of the Renter's use of the facility, including any acts of omissions of the Board, its members, employees, or agents, whether it be caused by the negligence of the Renter, the Board or either party's agents or employees as defined in Ohio Revised Code Section 2744.01(B) or otherwise.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

## CHS John Halchin Auditorium Technical Requirements

All events require a Theatre Manager to be in the auditorium. The cost of the Manager includes basic stage and house lighting. Basic stage lighting consists of full stage on and full stage off and house lights on or off. Basic sound consists of a single stationary wired microphone only. If a function requires anything other than the basic sound and lighting as described, you must complete the **Auditorium Rental Equipment & Labor Form** provided below. Use of the master lighting and/or sound consoles is restricted to trained and authorized technicians only. A service fee will be charged per hour, per technician required, with a minimum of three (3) hours. See the **Auditorium Stage Fee Schedule** on the back of this form (includes prices for equipment and technicians).

### AUDITORIUM RENTAL EQUIPMENT & LABOR FORM

Name of Group/Sponsor \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_

#### Sound Equipment Needed

\_\_\_\_\_ # Handheld Wireless Microphones (up to 2)  
\_\_\_\_\_ # Corded Microphones (up to 4)  
\_\_\_\_\_ # Microphone Stands (up to 6)  
\_\_\_\_\_ # Hanging Mics (up to 3)  
\_\_\_\_\_ # Wireless Lavalier Mics (up to 4)  
\_\_\_\_\_ # Floor Mics (up to 3)  
\_\_\_\_\_ # Monitors (up to 2)  
\_\_\_\_\_ Grand Piano (on stage)

#### Lighting Equipment Needed

\_\_\_\_\_ House Lights/Stage Lights  
\_\_\_\_\_ Theatrical Lights  
\_\_\_\_\_ # Follow Spot (up to 2)

#### Technicians Needed

\_\_\_\_\_ Theatre Manager (1 required)  
\_\_\_\_\_ Sound Board Operator  
\_\_\_\_\_ Stage Technician (manage wireless mics, etc.)  
\_\_\_\_\_ Video Technician  
\_\_\_\_\_ Light Technician

**Note: All events must use Copley High School provided stage tape.** Please see Theatre Manager for the tape. Any group that uses tape that has not been approved by the Theatre Manager will be subject to a \$250.00 fine for the repair and repainting of the stage. Also, any equipment that is broken must be replaced at current market price.

**Copley High School Auditorium  
Stage Fee Schedule**

<b>Level of Support</b>	<b>Description</b>	<b>Cost</b>
Theatre Manager	Must be present for all uses of the auditorium	\$25 per hour
<b>SOUND</b>		
One Microphone	Use of ONE (1) microphone is permitted. This setup does not require a sound person.	No additional cost
Basic Sound	From two to eight microphones mixed appropriately - requires Sound Board Operator	\$5.00 per Mic plus Sound Board Operator @ 10/hr
Playback	CD or other media if player is provided - requires Sound Board Operator	Sound Board Operator @ \$10/hr
Wireless Mics	Up to 4 Lavalier Microphones available - requires Sound Board Operator and Stage Technician	\$10.00 per Mic plus Sound Board Operator and Stage Technician @ \$10/hr for each
Choral Mics	Overhead microphones - requires Sound Board Operator	\$10.00 flat fee plus Sound Board Operator @ \$10/hr
Video Production	Overhead, Video, Computer Projection - requires a Sound Board Operator and Video Technician	\$20.00 flat fee plus Sound Board Operator and Video Technician @ \$10/hr for each
Grand Piano	On stage	\$30.00 per event
Sound Board Operator	As required	\$10.00 per hour
Stage Technician	As required to manage wireless mics or stage work	\$10.00 per hour
Video Technician	As required to run projection equipment	\$10.00 per hour
<b>LIGHTS</b>		
Zero support	Only House Lights	No additional cost
All Lights	House and Theatrical Lights - requires Lighting Technician	\$25.00 flat fee plus Lighting Technician @ \$10/hr
Follow Spot	One follow spot - requires Light Technician	\$10.00 flat fee plus Lighting Technician @ \$10/hr
Lighting Technician	As required	\$10.00 per hour