

Please – Include all of the dates for ONE event on this form.

**Alverson Center of Performing Arts &  
J.H. Auditorium Rental Request**  
Fowlerville Community Schools  
7677 Sharpe Rd • Fowlerville, MI 48836 • (517)223-6157

**EXTERNAL  
USE ONLY**

Organization: \_\_\_\_\_ Are you a 501(c)3 Organization? **Y N**  
 Contact Name: \_\_\_\_\_ Date of request: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Street City State Zip  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Event Information**

Performing Arts Center Expected no. of persons attending: \_\_\_\_\_  
 Junior High Auditorium Is there a charge for admission? **Y N**  
 \* Items below are available in the JH Auditorium.

Proposed Use: \_\_\_\_\_

**Event dates & times – Including setup & cleanup:**

Date Needed	Day of Week	Arrive time	Event begin & end time	Leave building	Brief Activity Description
			to		
			to		
			to		
			to		

**If you have specific setup requirements, please include a diagram on a separate sheet of paper.**

**Additional Room Needs:**

Band Room\*     Dressing/Makeup Rooms     Scene Shop     Lobby  
 Music Room     Concessions area     Ticket booth     Cafeteria

**Staging Needs:**

Acoustical Shell     Choral Risers / qty: \_\_\_\_\*     Lecturn\*     Computer\*     DVD\*  
 Projector     Chairs / qty: \_\_\_\_\*     Tables / qty: \_\_\_\_\*     Headsets / qty: \_\_\_\_\*     VCR\*  
 Items hung from battens # \_\_\_\_     Wireless handheld mic. # \_\_\_\_\*     Wireless lavalier mic. # \_\_\_\_\*     Piano\*

**Theatre Lighting Needs:**

General lighting (lecture style)\*  
 General stage lighting\*  
 Special lighting design (coordinate w/ manager)\*  
 Follow spots / qty: \_\_\_\_\*

**House Needs:**

Orchestra pit: UP                      DOWN  
 Balcony (audiences over 550 only)  
 Other: \_\_\_\_\_

**Lobby Needs:**

Tables / qty: \_\_\_\_\*     Chairs / qty: \_\_\_\_\*     Other \_\_\_\_\_

**ALL FORMS MUST BE RECEIVED 14 OR MORE DAYS BEFORE EVENT DATE.**

**Return completed form to High School Main Office or mail to the above address, attention Kim Sergent. This is only an application and the applicant is not entitled to use the facility and equipment, nor advertise the dates of use until this application has been approved with all necessary signatures, deposits and insurance riders.**

**OFFICE USE ONLY**

Lobby Lights: On: \_\_\_\_\_ Off: \_\_\_\_\_ Parking Lot Lights: \_\_\_\_\_ Theatre Mgr. \_\_\_\_\_  
 Doors to be unlocked: \_\_\_\_\_ Bldg. Admin. \_\_\_\_\_  
 Custodial/Maintenance Staffing Time: \_\_\_\_\_ Maintenance \_\_\_\_\_  
 Custodian Assigned:  All reserved times     Rehearsals only     Performances  
 Only Dynacal: \_\_\_\_\_

### **Policies & Procedures for Users of the ACPA**

1. All requests for use of the ACPA and JH Auditorium must be made 14 days in advance of the event.
2. The Superintendent or designee reserves the right to deny or cancel use of facilities, even though the proposed use is in accordance with Board policies, if granting or continuing such permission would result in disruption or interference with the instructional program of the schools.
3. A deposit of 20% must be received within 30 days of contract approval or prior to the scheduled use. This deposit will serve to hold the reservation and will be applied to the balance due on the final invoice. The deposit can be increased up to the entire rental amount at the discretion of the district.
4. All fees will be paid in advance. Fowlerville Community Schools requires full payment of estimated fees prior to event unless otherwise agreed in writing. Additional charges incurred will be billed to the user after the event and must be paid in full within 15 days of billing date.
5. The user must notify ACPA of event cancellation at least 48 hours in advance of the scheduled event start time. ACPA reserves the right to retain any or all advance payments in order to cover costs and fees, or to cover loss of revenue if there is insufficient time to book another use.
6. If the event is rescheduled, a \$5 fee is applied. If the facility use is cancelled due to weather, public emergencies, or acts of God, the deposit will be applied to the new date and no re-scheduling fee will be charged. Fowlerville Community Schools has the right to cancel any event due to inclement weather, public emergencies, or acts of God. In this case, the user may be granted special permission to hold the event, but additional fees may be charged.
7. Functions of the Fowlerville Community Schools take priority over all other ACPA users. Fowlerville Community Schools reserves the right to reschedule or relocate any event with little or no notice in order to facilitate school functions.
8. Tobacco products, alcohol or alcoholic beverages and controlled substances are not permitted on district property at any time.
9. Weapons and firearms are not permitted on district property at any time. Authorized law enforcement personnel are exempt from this regulation.
10. All users must submit a copy of liability insurance listing Fowlerville Community Schools as an additional insured. Non-profit groups must submit a copy of the 501-C3 form.
11. The group must provide ushers for each performance; 4 for the ground floor and 2 additional for the balcony when applicable.
12. The user of ACPA equipment must accept responsibility and liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. The district may require users to utilize district personnel or contractors to operate certain equipment.
13. Users shall be liable financially for damage to the facilities and for proper chaperonage, and supervision. Fowlerville Public Schools assumes no responsibility for the property of any organization or group or any of their agents, employees, invitees, or licensees. All organizations and groups release and discharge the district from any and all liability for loss, injury or damage to person or property sustained during the use of school facilities and shall hold the district harmless from all claims and damages resulting from the acts or omissions of any organization or group or any of their agents, employees, invitees, or licensees.
14. All lighting, sound, and Vortec use will be approved by the ACPA manager. No user is authorized to move or adjust lights in the ACPA without ACPA manager permission.
15. Decorations must be erected and taken down in a manner not destructive to district property. Decorations are subject to pre-approval of the district in accordance with school safety standards. Items hung on walls or doors must be attached with Ticky Tack or a similar adhesive. No items or hardware shall be affixed to the stage floor or facility areas. Nothing shall be attached to any of the stage curtains. Absolutely no duct tape.
16. Absolutely no fire, open flame, candles, grills or the like will be used inside the building.
17. Use of equipment, supplies and materials not listed in the permit is strictly prohibited. All individuals affiliated with event must remain in areas assigned on the permit.
18. Items belonging to the user or those associated with the event cannot be stored on district property without prior written consent of theatre manager.
19. Users shall not arrive more than 5 minutes before their scheduled arrival time and should leave no later than their scheduled departure time.

20. No unauthorized method of obtaining funds, including any form of gambling, is permitted in district buildings.
21. Any changes to be made to the standard ACPA house set up shall be approved by the theatre manager and must be restored at the cost of the user.
22. All facility time, labor, and equipment required for the event must be identified on the application for use agreement. Meeting last minute requests may not be possible.
23. No construction will be permitted in the ACPA. All scenery shall arrive intact and ready for assembly during a pre-scheduled load-in. The user organization will be responsible for the removal of all scenery items.
24. The user is responsible for all licensing rights for the performance and novelty sales.
25. Food and drink of any kind are prohibited in the ACPA stage, house, and seating areas. All food/concessions contracts must be offered to our Food Service staff first. If they cannot or do not wish to provide food service, the user may provide with permission from Theater manager.
26. Any custodial time required beyond general cleaning may be billed to the user organization. (excessive trash, spills, carpet stains, etc.)
27. The user organization shall follow all fire code regulations pertaining to the use of the facilities.
28. Responsibility for enforcement of rules and regulations concerning use of ACPA rests with the user, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests and/or for immediate discontinuing the use that has been granted.
29. Any group sponsoring an event for which admission is charged is cautioned to abide by regulations concerning Federal or State Taxes. The group is solely responsible for the payment of any taxes, which may be owed as a result of the use of district facilities, the charging of an admission fee, or the sale of items.
30. The ACPA manager, in cooperation with the district, may establish charges for use of facilities not defined herein or under unusual circumstances.
31. All Technicians will be provided by Alverson Center of Performing Arts. Additional people in the booth must be approved by theatre manager.
32. **All publicity for the event MUST contain the following:** *Use of district facilities should not be construed as endorsement by Fowlerville Community Schools of the event, content of the event, or the viewpoints expressed during the event. Fowlerville Community Schools is an equal opportunity employer & facility.*

**SUPERVISION OF RENTED FACILITIES**

1. Each user requesting the use of district facilities must use the services of a district custodian and/or district supervisor and shall be responsible for corresponding costs.
2. Each user the use of ACPA must indicate a group supervisor, satisfactory to the district, in charge of the group who will be using the facilities, who will serve in an oversight capacity during the use of the facilities.
3. The Custodian will not open the facility until the group supervisor for the sponsoring group is on duty.
4. Each group requesting the use of ACPA audio, visual, lighting, or rigging equipment must use the services of district provided employees.
5. The group supervisor must always be in possession of the building use permit when using the facilities.
6. If the balcony is being used, supervision will be provided by the user.

I have read and am aware of all conditions pertaining to the use of the ACPA or the JH Auditorium and I agreed to abide by all policies and contract agreements listed above. I agree to enforce all applicable policies.

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Signature of User

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Date