



ACALANES UNION HIGH SCHOOL DISTRICT
 1212 Pleasant Hill Road, Lafayette, CA 94549
 925-280-3966 rentals@auhsdschools.org

Permit ID# _____

THEATER RENTAL PERMIT APPLICATION

Step 1: Fill out the application.

Step 2: Obtain Certificate of Insurance. (See page 9 of the Facility Rental Handbook for instructions)

Step 3: Email completed application **and** Certificate of insurance to rentals@auhsdschools.org

*** Please note application must be submitted a minimum of two weeks in advance.**

SCHOOL SITE REQUESTED:					Application Date:
Acalanes HS	Campolindo HS	Del Valle	Las Lomas HS	Miramonte HS	

ACCOUNT INFORMATION:		
Organization Name:		
Contact Name:	Email:	Phone:
Address:		
Billing Address:		
Non Profit ID# (if applicable) - Please provide 501(c)(3) documentation for Group II rate.		

GROUP CLASSIFICATION: (District will determine Group Classification)		
Group I - District and School Use, School Connected Organizations	Group II - Gov't Agencies, Community Organizations, and 501(c)(3) groups.	Group III - Commercial groups, businesses, & religious organizations.

RENTAL INFORMATION:				
Event Description:				
No. of Spectators:	No. of Participants:	Use of Third Party Vendors:	YES	NO

THEATER:	
<input type="checkbox"/> Acalanes Theater (387 capacity) <input type="checkbox"/> Dressing Room <input type="checkbox"/> Campolindo Theater (462 capacity) <input type="checkbox"/> Green Room <input type="checkbox"/> Las Lomas Theater (284 capacity) <input type="checkbox"/> Dressing Room	<input type="checkbox"/> Del Valle Theater (485 capacity) <input type="checkbox"/> Dressing Room <input type="checkbox"/> Miramonte Theater (279 capacity) <input type="checkbox"/> Other: _____ _____
* No Food or Drink in any of the Theaters.	

EVENT DATES/TIMES:			
<i>2 hour rental minimum plus operations support set-up & clean-up. Hours of use must be between 6a-10p</i>			
DAY	DATE(S)	START TIME	END TIME

*** Alcohol, tobacco products, e-cigarettes, marijuana, drugs, and weapons of any kind are NOT allowed at any AUHSD facility at any time.**



EQUIPMENT: (There is a separate charge for equipment rental and extra set-up/clean-up hours will apply.)

<input type="checkbox"/> Sound Booth	Microphone(s):	<input type="checkbox"/> General Lighting
<input type="checkbox"/> Auxillary Cord(s) Qty: _____	<input type="checkbox"/> Wired Qty: _____	<input type="checkbox"/> Speciality Theatrical Lighting
<input type="checkbox"/> Podium	<input type="checkbox"/> Wireless Qty: _____	<input type="checkbox"/> Specific Lighting Cues
<input type="checkbox"/> Projector & Screen (HDMI/VGA)		

STAFFING: (District use only)

AV Technician (for theater sound, theater lighting, stadium sound, etc.)
 AV Technician name: _____

Theater Walk Through Yes No Date/Time: _____

Operations support will be charged for all events at the hourly rate listed on the Schedule of Fees.

LIST ADDED STRUCTURES/EQUIPMENT TO BE BROUGHT BY USER TO FACILITY AND/OR SPECIAL INSTRUCTIONS:

I hereby certify that I am authorized by the organization named on this document to execute on its behalf. In doing so, the organization agrees and consents to the terms and conditions set forth herein, including all the rules, regulations and policies of the Acalanes Union High School District governing the use of the premises and/or equipment.

Initial

DISCLAIMER FOR NON SCHOOL ORGANIZATIONS: Except for school based organizations, all organizations using school facilities must make it known that neither the Board nor the administration have endorsed the users' activities. Any advertisement, circular, and/or flyer must contain this language, "Acalanes Union High School District does not endorse nor support the program or individuals in this activity."

Initial

HOLD HARMLESS AGREEMENT: To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless District and its Board, officers, agents and employees against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of Applicant's use of District facilities, regardless of any active or passive negligence on the part of District, Board, officers, agents and/or employees.

Initial

POLICIES AND PROCEDURES: Please make sure you have read the entire AUHSD FACILITY USE RENTAL HANDBOOK before submitting this application. I have read and understand the policies, terms, and conditions in the AUHSD Facility Use Rental Handbook.

Initial

Signature

Date

Rec'd: _____ Fee Schedule
Initial

After receipt of your application, the Facility Rental Representative will contact you via email with your preliminary approval and your invoice for pre-payment of your rental. Once AUHSD receives your pre-payment for your event and a COI, you will receive your permit for facility use. If you have any questions, please call (925) 280-3966 or email rentals@auhdschools.org

***Facility user is required to have the permit at the facility rental throughout the event.**

OFFICE USE ONLY

COI Received	YES	NO	District Staffing required:	YES	NO
Site Approval	Date		Facility Use Director Approval	Date	
Invoice Created date	Payment Received Date	Check #	Credit Card		

Comments: