

CENTRAL CITY PUBLIC SCHOOLS
PERFORMING ART CENTER – EDWIN & BERNICE LOCK THEATER
FACILITY USE REQUEST

Date Request Submitted _____

Name of Event _____ Organization _____

Requested Date(s) _____

Contact Information:

Printed User Name _____ E-mail _____

Complete Address _____

Phone # _____ Work Phone # _____

Alternate Contact Person _____ Phone # _____

Person Supervising Event _____ Phone # _____

Is this a non-profit organization? _____ Yes _____ No

Will there be an admission fee(s) or charge(s)? _____ Yes _____ No

Space/Location Request (Check those that apply)

Theater _____ Classroom _____ Dressing Rooms _____

Lobby _____ Showers _____ Loading Dock _____

Sound/Lighting Request (check those that apply)

General Lighting _____ Basic Sound _____ Light/Sound Technician _____

Technical equipment can only be operated by certified personnel approved by CCPS.

For special light or sound plots please attach

Furniture/Equipment Needed (Check those that apply)

Screen _____ Overhead Projector _____ DVD Player _____ CD Player _____

Spotlight _____ Television _____ Microphone _____ Portable Mic _____

Platforms _____ Risers _____ Piano _____

Additional Special Considerations _____

Load In / Load Out Times (If applicable)

Load In Date: _____ Starting Time: _____

Load Out Date: _____ Starting Time: _____

The custodian will be on duty at all times when the Performing Arts Center is being used. He/She will be responsible for monitoring and cleaning the premises as required. He/She will not be responsible for assisting with loading or unloading equipment, lights or sound. The building closes at 11:30 p.m. plan accordingly.

When advertising your event, we must be called: Performing Arts Center, Edwin and Bernice Lock Theater.

PARKING: Parking is allowed only in designated areas. Vehicles in violation will be towed at the owner's expense.

HOLD HARMLESS CLAUSE: The Organization named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless Central City Public Schools its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorney's fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.

THE ORGANIZATION USING THE FACILITY WILL BE RESPONSIBLE FOR THE PROPER CARE OF THE PERFORMING ARTS CENTER: EDWIN AND BERNICE LOCK THEATER. ANY DAMAGE MUST BE PAID FOR BY THE ORGANIZATION.

PERFORMING ARTS CENTER, EDWIN AND BERNICE LOCK THEATER IS A DRUG, TOBACCO AND ALCOHOL FREE-ZONE. NO FOOD, DRINK OR GUM ALLOWED IN THE EDWIN AND BERNICE LOCK THEATER.

Signature of Request Applicant _____

For office Use Only

Type of Activity:

Class I _____ Class II _____ Class III _____

Facility Use Granted:

_____ Yes _____ No

Special Notes:

Fees:

Auditorium _____ Technician/hrs _____

Custodial/hrs _____ Classroom _____

Dressing Room _____ Deposit _____

Total Fee _____

Signature _____ Date _____