



## Huron School District Application for Auditorium Use

### HURON CIVIC AUDITORIUM

Name of Organization \_\_\_\_\_

Billing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (        ) \_\_\_\_\_ Signature \_\_\_\_\_

Scheduled Activity \_\_\_\_\_

Admission Charge \_\_\_\_\_ Purpose of Proceeds \_\_\_\_\_

Dates(s) of Activity	Time of Arrival	Audience Entrance	Custodial Start/End Time	Start/End Time of Event
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*On the lines above, please use one for each date/time that you will be requesting the use of the auditorium, i.e., if you are planning on double use on one date, use two lines, for each time of that particular event. Extensive setup and/or take-down considerations may increase the time invoiced for the event. If any members of your organization remain in the building during the interim between performances, requiring the crew or manager to remain, this time may also be charged to you. The Auditorium Manager and the crew may be compensated one-half hour prior to the arrival to the event, and one-half hour after the event, if extensive setup and as security checks may be involved. Caution your participants not to arrive too early as it may inhibit the setups of the area, and may result in an additional charge for earlier time. Please initial upon reading \_\_\_\_\_*

#### Room and Equipment Requests/ Consideration (please check those that are needed)

Stage Apron _____	Tables/number of.. _____	Dressing Room A _____	Dressing Room B _____
Full Stage _____	Chairs/number of.. _____	Band Room _____	
Piano on Stage _____	Follow spot _____	Sound System _____	Number of mics _____
Orchestra Pit _____	Use of Main Curtain _____	Projection Screen _____	Playback: Laptop _____
Playback:Audio _____	TV/DVD _____	Digital Projector _____	Podium _____
Additional Rm's _____	Annex Aud Right _____	Annex Aud Left _____	Walls Closed _____
Cafeteria _____	Fly Gallery _____	Marley (\$50 fee) _____	

Permission Granted        YES        No        Date: \_\_\_\_\_  
Signature of School Personnel \_\_\_\_\_

**Additional Technical Information/Consideration(s)**

*Scenic Needs:* Please consider the available door entry to the shop, the shop storage space, the flying capabilities, and the wing space, when you are planning on your scenery; in addition, the amount of time for both setup and removal of the scenery at the close of the production. Any materials left behind will be disposed of and will be charged to a second event invoice, if needed. If you will be renting drops to use, check with the height of the fly system to see if they will fly out of sight before renting the drop. Additional "trip-flying" may result in the loss of time for the rigging, both prior to the rehearsal/performance, and during the performance.

Please initial that you have read this: \_\_\_\_\_

Lighting Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Requests/Considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sign Marque:** Do you wish to have your event posted on the electronic school sign located in front of the Auditorium:  
\_\_\_\_\_ YES                      \_\_\_\_\_ NO

**Guide to Personnel Needs:**

Events using only the stage apron, general lighting and one microphone will usually require one crew person. Those utilizing the full stage, curtains, light changes and cues, will require up to two or more members of the crew, assigned to the areas that they are strong in. This is inclusive of use of a spot – as it is nearly impossible to run sound, lights and a spot with two crew members in the booth, thus, you would need three. Please provide a copy of the script or announcements (or an outline for multiple-event activities) for each member of the crew.

We reserve the right to bill your group for damage or unusual messiness. If the Auditorium Manager finds that your group is not adequately supervised, personnel may be assigned at your expense. The Band and Drama rooms must have adult supervision at all times when in use; in addition, they may not be available for all rentals. We encourage the use of the Auxiliary Gym as a holding area for some dance recitals.

**Important Note:** This is to advise you that all tenants, lessees or any other parties using the facilities of the Huron School District are not covered for any liability by the School District. The licensee agrees to save and hold harmless the Huron School District and agrees to assume responsibility for all liabilities arising incident to the occupancy of said building use, it being understood and agreed that Huron School District assumes no obligation respecting the use of such premises. Complete the "Hold Harmless and Use Agreement" and return it along with your deposit for the rental event.

The Huron Civic Auditorium contains 796 seats. The Huron Township Department of Safety does not allow the placement of chairs in any areas that are not already designated as "seating areas", including along the back behind Row P, usually held for those needing assistance, and at the ends of the first rows in each of the annexes.

\*ASBESTOS NOTIFICATION: A management plan identifying the location of asbestos containing building material for each school is located in that School Office, and the District's entire plan is located in the Superintendent's office. These plans are available for public and staff inspection during regular office hours. Copies will be made available to the public at a nominal fee. If you have any questions regarding the Huron School District asbestos management plan, please call 734-782-2441.

**HURON SCHOOL DISTRICT  
"HOLD HARMLESS AND USE"  
AGREEMENT**

Hold Harmless and Use Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Huron School District, 32044 Huron River Drive, New Boston, MI 48164 and \_\_\_\_\_ (**User**).

The User will be permitted access to the School District on \_\_\_\_\_ (**Date**) from \_\_\_\_\_ (**Time**) and will agree to follow any and all rules governing use of the (See back of request for Building/Facility usage form).

The specific location of any use shall be subject to the School District's discretion and the User will be responsible for all expenses related to its presence at the School District.

The User agrees to indemnify and hold harmless the School District, its boards, employees, and representatives from any expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of the School District.

The User shall, at its own expense, keep in full force and effect until the cessation of its activity a policy of public liability and property damage insurance with respect to the Huron School District having limits of not less than One Million Dollars (\$1,000,000.00) for each occurrence and aggregate, including bodily or personal injury, product liability, if applicable, and property damage, with the Huron School District named as an Additional Insured for the period of the activity. Automobile liability coverage of at least One Million Dollars (\$1,000,000.00) may also be required depending on the circumstances. The User agrees to provide proof of such insurance to the School District at least 24 hours in advance of the scheduled activity.

\_\_\_\_\_  
Name/Authorized Representative

\_\_\_\_\_  
HURON SCHOOL DISTRICT Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date