

# MAUMEE CITY SCHOOL DISTRICT

## APPLICATION FOR USE OF MAUMEE PERFORMING ARTS CENTER (MPAC)

*The right to deny an application or cancel an activity at any time is reserved by the Board of Education*

Organization name \_\_\_\_\_ Today's date \_\_\_\_\_  
 Person in charge \_\_\_\_\_ Address \_\_\_\_\_  
 Phone at home \_\_\_\_\_ Phone at work \_\_\_\_\_ Cell \_\_\_\_\_  
 Type of activity to be held: \_\_\_\_\_ Concert \_\_\_\_\_ Musical \_\_\_\_\_ Play \_\_\_\_\_ Meeting/Lecture \_\_\_\_\_ Other \_\_\_\_\_  
 Will admission be charged? \_\_\_\_\_ (If yes, submit details on separate sheet.) Expected House \_\_\_\_\_

**PERFORMANCE DATE(S)** – (Time must include setup and cleanup)

Single Activity: Date \_\_\_\_\_ Day of week \_\_\_\_\_ Hours \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

**OR**

Series of Activities: Total number of performances: \_\_\_\_\_ Dates of all performances: \_\_\_\_\_

**REHEARSAL DATE(S)**

Single Rehearsal: Date \_\_\_\_\_ Day of week \_\_\_\_\_ Hours \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

**OR**

Series of Rehearsals: Total number of rehearsals: \_\_\_\_\_ Dates of all rehearsals: \_\_\_\_\_

### YOU MUST ATTACH RENTAL ESTIMATE FORM

Check all facilities needed:     Theatre     Lobby     Theatre Office     Cafeteria  
 Sound/Light Booth     Ticket Office     Piano     Media Center     Concession Area  
 Locker rooms/showers/makeup     Kitchen (serving line only)     Kitchen-meal     Other

**I understand the regulations governing the use of school facilities on this application and hereby agree to all terms and conditions. Applicant agrees to indemnify and HOLD HARMLESS the Maumee Board of Education and its agents and employees from all liability, claims, demands, damages and cost for or arising out of applicant's use of Maumee Board of Education property whether caused by the negligence of applicant or its agents or representatives or guests, invitees, or its patrons or otherwise.**

Signature \_\_\_\_\_

*RETURN THIS APPLICATION TO THE MAUMEE HIGH SCHOOL ACTIVITIES DIRECTOR AT LEAST 10 DAYS PRIOR TO THE ACTIVITY FOR INHOUSE GROUPS AND 21 DAYS PRIOR TO THE FIRST ACTIVITY FOR OUTSIDE GROUPS*

**FOR OFFICE USE ONLY**

Activities Director: Approved \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Reason \_\_\_\_\_

Denied \_\_\_\_\_

Theatre Manager : \*Approved \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Reason \_\_\_\_\_

Denied \_\_\_\_\_

Supr./Food Service: Approved \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Reason \_\_\_\_\_

Denied \_\_\_\_\_

Superintendent: Approved \_\_\_\_\_ Signature \_\_\_\_\_

*\*Pending approval of Rental Estimate Form*

Copies:	Applicant	Supervisor of Facilities	Activities Director
	Theatre Manager	Building Engineer	Treasurer (if applicable)
	Building Principal	Music/Drama Departments	Supervisor of Food Service (if applicable)

**RULES GOVERNING USE OF MPAC**

1. Permits will be issued only according to Maumee Board of Education Policy 7510 – Use of District Facilities.
2. Unless authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance on these premises.
3. The use of intoxicants in school building and the use of tobacco on school premises is prohibited.
4. Outside doors may NOT be propped open during evening meetings and events. It is the permit holder's responsibility to personally admit late arrivals, or designate someone to do so. This ensures the security of our building and the safety of those participating in evening activities.
5. Requests for cancellation of permits must be received at least \_\_\_\_ hours in advance of the effective time of the permit. Non-use or failure timely to cancel the permit will not excuse the applicant from payment of costs incurred.
6. Proof of liability insurance in amounts not less than \$500,000/individual and \$1,000,000 aggregate is required before use of the facility is approved. Proof of insurance must be attached if applicant is not a school sponsored group.
7. The applicant and the group or organization will be held personally responsible for the use of the school building and property by persons participating in or attending the activity. This includes the conduct of opposing teams, visitors and guests.
8. Property damage, theft or loss of supplies and equipment arising from the use of the MPAC or any other portion of the building will be charged against the applicant and may cause the cancellation of any further use of the MPAC by the applicant.
9. Applicant shall not sublet any portion of the MPAC.
10. Admission may be charged, articles sold, and/or funds solicited or collected only when specifically disclosed on the application for use and approved on the permit.
11. Applicant shall abide by all occupancy restrictions. No animals are permitted in the MPAC without special permission, which permission shall be noted on the permit.
12. Applicant agrees to conform to all applicable health and safety codes including but not limited to safe serve guidelines when using kitchen facilities.