

MAUMEE CITY SCHOOLS

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 _____
 Home phone _____ Work phone _____ 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 audience size for each performance _____

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 performances: _____ Dates of all performances: _____

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

*** Please attach Rental Estimate Worksheet & Technical Information – Form 7520 F2**

*** Please also complete Form 7520 F3 “Rules & Regulations Governing Use of School Premises”.**
Client sign off on Form 7520 F3 AND proof of insurance (Certificate of Liability Insurance) that names “Maumee City Schools” as an additional insured under the policy and indemnifies the Board in an amount not less than \$1 million per occurrence/\$1 million general aggregate for any claims whatsoever arising out of the use of school premises by the user is required before the permit will be approved.

HOLD HARMLESS CLAUSE AND AGREEMENT TO ABIDE BY SECURITY REGULATIONS

HOLD HARMLESS - FOR AND IN CONSIDERATION OF the use of the facilities and/or equipment of the Maumee Board of Education _____ (indemnitor/group) hereby agrees to save, indemnify and HOLD HARMLESS the Maumee Board of Education and its agents, representatives, members and employees from any and all liability, claims, demands, damages, attorney fees, expenses or costs for, or arising out of indemnitor's use of _____ (name of school building) for the purpose of _____ (state nature of event/activity) held on _____ (date/s of activity) whether it be caused by, or as a result of, the negligence of indemnitor, or the Maumee Board of Education, or either party's agents or representatives, employees or otherwise.

SECURITY REGULATION - Outside doors may NOT be propped open during evening meetings and classes. It is the permit holder's responsibility to personally admit late arrivals or designate someone to do so. This ensures the security of our buildings and the safety of those participating in evening activities. All areas of the property are subject to be monitored by video surveillance cameras except restrooms, locker rooms, dressing rooms, and individual classrooms.

I have read the Security Regulation and agree to abide by it. I understand that violation of this rule may result in immediate cancellation of this building permit.

Signature _____

I understand the regulations governing the use of school facilities, have completed the "Hold Harmless Clause/Agreement to Abide by Security Regulation" at the top of this form, and hereby agree to all terms and conditions. Proof of comprehensive liability insurance in amounts not less than \$1 million per occurrence/\$1 million general aggregate claim is attached if applicant is not a school-sponsored group.

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	_____		
Superintendent/Designee: Approved	____	Signature	_____
Date	_____		
Reason Denied	_____		
Food Service Supv.: Approved	____	Signature	_____
Date	_____		
Reason Denied	_____		

*Pending approval of Rental Estimate Form 7520 F2

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