APPLICANT INFORMATION

Group/Organization Name:  
Contact Name:  
Email:  
Cell Phone:  

RENTAL OF THE FACILITY INCLUDES THE FOLLOWING

- Use of the auditorium
- Two corded microphones. If more microphones are needed, the permit holder must furnish their own microphones and mixers.
- DVD/CD player
- General white wash of lights – no special lighting or spot lights
- Projector and screen - Laptop is not provided
- No tools of any kind (i.e. extension cords, tape etc.) are furnished with the rental
- We do not allow permit holders use of headsets for communication, the easiest and best way is to text with a cell phone.

RULES FOR USE

NON COMPLIANCE WITH THE FOLLOWING RULES WILL RESULT IN DENIAL OF FUTURE PAC RENTAL REQUESTS AND MAY RESULT IN THE IMMEDIATE TERMINATION OF YOUR EVENT

1. The use of alcoholic beverages or tobacco products is not permitted in any Blue Valley School District facility or outdoor area including parking lots.
2. No open flames (including incense materials) are permitted in any Blue Valley School District facility.
3. Food and drink (including bottled water) only allowed in the Commons.
4. Volunteers from your group should be stationed at each door of the PAC to ensure that food and drink do not enter the auditorium.
5. No standing on theater seats is allowed
6. Groups of people should not stand in aisles or in front of the stage during a performance.
7. No items may be pinned or stapled to the stage curtains.
8. No changes or additions may be made to rentals less than 14 days prior to your event. Please do not ask for changes during your event.
9. As a first time renter if you need to schedule a brief (15 minute) tour of the PAC, you must contact the school secretary to schedule an appointment with the custodian. Appointments will only to be made after school hours. We require a minimum of 48 hours’ notice to schedule an appointment.
10. You must contact your PAC Supervisor at least 14 days prior to your event. The purpose of this call is to review the details of your event.
11. If you need to consult with the PAC Supervisor, email correspondence works best.
12. You will only be allowed to enter the building at the agreed upon time that is listed on the rental confirmation, not before.
13. Provide accurate attendance estimates. Accuracy in estimating your attendance is critical. Estimates are used to determine adequate staffing to support your event. Inadequate attendance estimates may require us to schedule additional staff at your expense.
14. Permit holder is responsible for ensuring children stay with their parents or an adult at all times. Cancellation of the event could occur if the safety of the audience, staff or the district property is in question.

By your signature you accept responsibility for all provisions stated above and on the Facility Request Form, Rental confirmations are non-transferable. The District reserves the right to cancel outside facility usage, if needed, at any time.

Signature of applicant:  
Date: