

# Indian River Theatre of the Performing Arts

32925 US Rte. 11  
Philadelphia, New York 13673

## Application for use of the Theater

To be submitted at least **3 weeks** in advance.

Application Date: \_\_\_\_\_

**Organization:** \_\_\_\_\_  
**Purpose for Use:** \_\_\_\_\_  
**Date(s) Requested:** \_\_\_\_\_

**Furniture/Equipment Requested**  
*Lighting, sound, and audio-visual needs should be discussed with Theatre Technician, Marlin Reyes (642-5521 ext.19302)*

Estimated Attendance: \_\_\_\_\_  
 # of Chaperones: \_\_\_\_\_  
 # of Performers: \_\_\_\_\_

Performance Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected time of arrival: \_\_\_\_\_ a.m./p.m.

Admission price:  
 Adults \$ \_\_\_\_\_ Students \$ \_\_\_\_\_

Is setup time requested? Yes or No

Date: \_\_\_\_\_ Times: \_\_\_\_\_  
 \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Is rehearsal time requested? Yes or No

Date: \_\_\_\_\_ Times: \_\_\_\_\_  
 \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Fee Schedule:	Estimated
Theatre:	(350.00/event) _____
Rehearsal:	(175.00/event) _____
Technician:	(35.50/hour) _____
Custodian:	(31.00/hour) _____
Total Fee: \$ _____	
50% deposit: _____	

**Microphones #** \_\_\_\_\_  
 Lapel (2 available) \_\_\_\_\_ Wired (6 available) \_\_\_\_\_  
 Handheld (2 available) \_\_\_\_\_  
 Location: \_\_\_\_\_

**Podium** Yes or No

Location: \_\_\_\_\_

**Piano** Yes or No

Location: \_\_\_\_\_

Pit Area On Stage

**Choral Risers #** \_\_\_\_\_

Location: \_\_\_\_\_

Pit Area On Stage

**Chairs #** \_\_\_\_\_

Location: \_\_\_\_\_

**Tables #** \_\_\_\_\_

Stage Right Stage Left

Pit Area Lobby

**Audio-Visual Needs:**

Do you need the theatre laptop provided?  
 Yes or No

If YOU ARE bringing a laptop,  
 Mac or PC

**Projection Screen** Yes or No

**Side Monitors** Yes or No

**Contact Information:**

Elaine Finley, Performing Arts Assistant  
 elainefinley@ircsd.org; 315-642-5521 ext.19109

Marlin Reyes, Theatre Technician  
 marlinreyes@ircsd.org; 315-642-5521 ext.19302

I, \_\_\_\_\_, have read the rules and regulations set forth by the Indian River School District and do hereby certify that all members of the organization will conform with the conditions set forth and will observe all rules and regulations as stated on this form. The above person agrees to notify the theatre staff of any accidents involving personal injury or damage to school facilities or equipment. An accident report must be obtained, completed and filed with the Performing Arts Assistant within 24 hours. It is hereby agreed that the above organization will be fully responsible for compliance with State Education Department Law and the Indian River Central School District regulations governing the use of the school facilities.

Name of the person assuming responsibility: (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

<b>DISTRICT USE ONLY:</b> _____ approved _____ not approved	
Authorized signature: _____	Date: _____
Date Insurance Certificate Received: _____	

## **POLICY AND APPLICATION**

These policies and regulations have been established so as to conform to the regulations stated in Section 414 of New York State Education Law.

1. School events take precedence when scheduling use of the facility.
2. The theatre will not be used by any organization prohibited under law or regulations of the Commissioner of Education.
3. Applicants are responsible for any injury or liability incurred. The Board of Education requires a certificate of insurance in the amount of \$1,000,000 protecting the District against any liability resulting from the organization's use of the theatre.
4. Applicants are responsible for any breakage or damage to school property.
5. An application form requesting the use of the theatre may be obtained from the Performing Arts Assistant. Outside groups or individuals wishing to request use of the theatre must complete the appropriate application and return it to the Performing Arts Assistant at least three weeks prior to the date of proposed use. Upon determination of availability of the theatre, and appropriation of the application, the Performing Arts Assistant shall signify approval of the application by endorsing name and will then forward a copy to the High School Principal, Superintendent of Schools, and requesting party.
6. The application shall not be transferable and must be shown upon request of school personnel.
7. The approved application is valid only for use on the days or dates, at the hours and for the purposes specified in the application.
8. Applicants will not be admitted to the premises prior to the time stipulated on the application. The Board of Education reserves the right to attach an additional hourly fee for additional time approved by the Performing Arts Assistant. Authorized school personnel may request persons on the premises to leave in sufficient time so that the area might be cleared and the building secured as per the schedule in the approved application.
9. The organization using the facility must be prepared to vacate the building by noon the day following the final event. The school district is not responsible for any items left behind.
10. Storage of non-school property is limited and must be approved by the Performing Arts Assistant in advance. The responsible organization assumes all risk for such storage.
11. Only those facilities and items of equipment requested and approved may be used by the applicant. No custodian is authorized to provide District owned supplies or equipment.
12. The group using the facilities shall be limited to their assigned areas.
13. Authorized school personnel will be on duty at all approved functions.
14. Any individual or group making application for the use of the theatre will be expected to abide by all applicable provisions of the Code of Conduct for Maintenance of Public Order for Public Secondary Schools, a copy of which is available for review in the office of the High School Principal.
15. Applicants are responsible for maintaining adequate discipline. All activities must be properly supervised by the organization. Unauthorized persons not essential to the approved activity shall not be allowed.
16. School authorities reserve the right to eject and bar the further attendance any member of a group or the entire group guilty of unsatisfactory conduct, abuse of the facilities, or not following regulations.
17. The Board of Education reserves the right to make changes and/or additions to these regulations.

## **FEES**

The District at its discretion may assess fees based on operational costs for use of the school facilities.

1. The Board of Education reserves the right to impose a charge for the use of the premises, according to the services rendered. Such charges, when applicable, will be fixed in compliance with the attached schedule.
2. The school district requires a minimum of 24 hours notification if a cancellation or change in schedule occurs. Without proper notice, the district will impose a charge equal to twice the hourly rate for the staff persons who were present for the scheduled event.

## **REGULATIONS**

1. New York State law prohibits smoking on school property.
2. There shall be neither gambling nor use of intoxication beverages or controlled substances at any time on the school premises. Such misapplication of school premises will automatically void any previous authorization given.
3. No food or drink will be permitted in the main theatre.
4. If refreshments are to be served, or if there will be sales conducted, such facts must be stated in the application, and the Performing Arts Assistant reserves the right to designate the area to be used.
5. All participants need to familiarize themselves with the location of fire exits.
6. Vehicles parked in fire lanes, bus loops or other areas designated as NO PARKING may be towed away at the owner's expense.
7. Motor vehicles operated upon school grounds must not exceed 15 miles per hour.