

Required Personnel costs for each event

Supervision Fee	\$35.00 per hour
Custodial Fee	\$30.00 per hour
Stage Manager Fee	\$10.00 per hour (not required for public meetings – only performances, pageants, dance recital, etc.)

Technicians for Hire

(Only VBSEDFAC certified personnel may operate equipment. See use policy requirements to gain certification.)

<input type="checkbox"/> Sound Operator	<input type="checkbox"/> Light Operator	<input type="checkbox"/> Follow Spot Operator	<input type="checkbox"/> Stage Grip	<input type="checkbox"/> Ushers
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VBSEDFAC USE ONLY Total Personnel Cost _____

Facilities Needed (Check all that are required. No additional charge for use)

<input type="checkbox"/> Main Theatre	<input type="checkbox"/> Make Up Room	<input type="checkbox"/> Loading Door	<input type="checkbox"/> Lobby
<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> VIP Dressing Room	<input type="checkbox"/> Set Shop	

Equipment Rental (Please enter TOTAL number items needed for each category. Refer to rate sheet for prices.)

<input type="checkbox"/> Electronic Piano \$50.00	<input type="checkbox"/> Grand Piano \$200.00	<input type="checkbox"/> Music Stands NC	<input type="checkbox"/> Wired Microphones NC
<input type="checkbox"/> Choral Risers NC	<input type="checkbox"/> Choir Shell NC	<input type="checkbox"/> Microphone w/stand NC	<input type="checkbox"/> Lectern w/microphone NC
<input type="checkbox"/> Cordless Microphone NC	<input type="checkbox"/> Digital Projector \$75.00	<input type="checkbox"/> Projection Screen NC	<input type="checkbox"/> Lapel microphone \$25.00

VBSEDFAC USE ONLY Total Equipment Cost _____

VBSEDFAC USE ONLY Total Cost _____

Please complete the following by answers of Yes or No:

Will merchandise be sold?	Will Flames or weapons be used?	Will admission be charged? (VBSEDFAC will sell tickets through the box office for all commercial rentals.)	Will tickets be sold in the VBSEDFAC Box Office or online? (VBSEDFAC Assesses a \$3.00 fee per ticket sold.)
Will sound be used?	Will pre-recorded sound be used?	Are special lighting effects needed?	Ticket pricing: Orchestra and/or Balcony

I, the undersigned, do affirm that I have read the regulations pertaining to the use of the VBSEDFAC facilities, and hereby agree to comply with the rules and regulations of the Van Buren School District governing the use of said facilities and further agree to be responsible for any damages that may occur to the facilities during such use. I understand that any charges are to be paid in advance or upon presentation of an invoice. Additionally, I understand any special services or accommodations required by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (including all associated amendments) for any participants, officials, spectators, workers, volunteers, and employees of the lessee will be the full responsibility of the lessee.

Signature

Date

Accepted Accepted as Amended Declined

Signature VBSEDFAC Executive Director

Approved by Board of Education 10/13/09
Amended by Board of Education 05/14/13