Facility Use Request Form				
Please check only one: 🗌 District	Non-profit Educatio	nal 🗌 Other Non-Profit	Commercial	
Event				
Sponsoring Organization				
Address				
City 2	Zip			
Contact Person	P	hone		
Email	Fax			

Expected per performance_____

*All individuals and organizations should use this form for request.

Complete the form below, listing all performances, rehearsals and times.

The total fee will be quoted based on total number of hours in the facility from entry to exit.

Rent requests by organizations or individuals not affiliated with the Van Buren School District are limited to 12 events over a three month period.

Date mm/dd/yyyy	Arrival Time	Curtain Time	Ending Time	Departure Time
,,,,				
	Date mm/dd/yyyy			Date mm/dd/yyyyArrival TimeCurtain TimeEnding TimeImage: Image of the stress

VBSDFAC USE ONLY Total Rental Hours _____ Total Cost _____

Additional Custodial Fee	\$30.00 per hour

Technicians for Hire

(Only VBSDFAC certified personnel may operate equipment. See use policy requirements to gain certification.)					
[] Sound Operator	[] Light Operator	[] Follow Spot Operator	[] Stage Grip	[] Ushers	

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

[] Main Theatre	[] Make Up Room	[] Loading Door	[] Lobby
[] Dressing Rooms	[] VIP Dressing Room	[] Set Shop	

Equipment Rental (Please enter TOTAL number items needed for each category.)

[] Electronic Piano \$50.00	[] Grand Piano \$200.00	[] Concert Grand	[] Wired Microphones
		Piano Tuning \$75.00	
[] Choral Risers	[] Choir Shell	[] Microphone w/stand	[] Lectern w/microphone
[] Cordless Microphone	[] Digital Projector	[] Projection Screen	[] Lapel microphone

VBSDFAC USE ONLY Total Equipment Cost _____

Please complete the following by answers of Yes or No:

rease complete the following by answers of res of No.			
Will merchandise be sold?	Will Flames or weapons be used?	Will admission be charged?	Will tickets be sold in the VBSDFAC Box Office or online?
		(VBSDFAC will sell tickets through the box office for all commercial rentals.)	(VBSDFAC 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 VBSDFAC 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

Approved by Board of Education 10/13/09

Signature VBSDFAC Executive Director Amended by Board of Education 06/11/19

Amended by Board of Education 05/14/13