

Hartland Consolidated Schools
Hartland High School Auditorium Reservation Application

Return completed application to:
Hartland Educational Support Service Center
Facility Scheduling Coordinator
9525 Highland Rd.
Howell, MI 48843

For information call:
Hartland Community Education Center
(810) 626-2150
rentals@hartlandschools.us

Physical address: 10635 Dunham Rd.
Hartland, MI 48353

Days Requested:

REHEARSAL: _____
MONTH/ DAY/ YEAR TIME IN TIME OUT

EVENT: _____ Event Start time _____
MONTH/ DAY/ YEAR TIME IN TIME OUT

If you have more than one rehearsal date or performance date, please attach a separate document indicating the dates and times.

Name of Organization: _____

Type of Event: _____

Individual Responsible: _____ Phone: _____

Please note that unless you specify below under additional spaces, this reservation is for the HHS auditorium and the adjoining lobby only.

Number Expected to Attend _____ Admission Charge: \$ _____

Requested by: _____ Contact Phone #'s _____

Billing / Contact Address: _____

City: _____ State: _____ Zip code _____ FAX: _____

EMAIL ADDRESS : _____ (Invoice will be emailed to this address unless noted)

Specify Equipment Needed: Addl Chairs _____ Addl Tables _____ Addl Spaces (extra cost) _____

Risers _____ Band Shell Set Up Coat Racks: # _____

Hand held Wireless _____, Handheld Wired _____, Wireless Body Mic _____, Choir Mics _____

Please Note: Staff are included in the rental amount to run lighting and sound. If you have special requests or questions regarding equipment, please contact our PAC Manager, Mr. Scott Usher at 810.626.2119 or scottusher@hartlandschools.us

Signature of Applicant: _____ Date: _____

Please Note: By signing this application you and your group have accepted responsibility for following the rules attached/stated on the back of this form. The person that signs this application will be held responsible for the cost(s) of any and all needed repairs due to the misuse of the facility or equipment.

Office Use Only: _____
_____ DEPOSIT PAID \$ _____ (Date : _____ Invoice

Approved by: _____ Date: _____

Room Rental Fee(s) _____ Custodial Overtime (est.) _____

Special Notes: _____

RULES TO FOLLOW

1. The applicant is fully responsible for the facility. The applicant agrees to defend, indemnify and hold harmless HCS, its boards, employees, and representatives from any and all claims, actions, judgements and expenses including claims, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damages to property arising from or out of use by the User or its agents, members, partners, associates or employees.
2. It is the applicant's responsibility to ensure that the attendees of the activity/event understand that the event/activity is not offered by the school district and therefore they acknowledge that they are attending/using the facilities at their own risk. Additionally, insurance liability/coverage is provided through the applicant and not the district.
3. There may be a time during the school year when this request may have to be cancelled. It is our hope that you understand K-12 programs have priority over service clubs, scouting activities, etc. You will be notified in advance when possible, and accommodations in another facility will be provided if possible. Should the district have to close due to inclement weather your event may be cancelled. In these cases, full refunds of deposits will be processed.
4. There may be an additional charge for custodial services for events/activities during the week. Weekend events/activities must have a custodian on site at all time and thus will incur custodial charges.
5. A non-refundable deposit is required to secure your event. The amount varies depending on the time of year, type of event and number of hours being requested. Payment in full for the rental costs must be received two weeks before the event. An invoice will be emailed to the email address provided on the reservation. A final invoice to include any additional hours used and custodial charges will be emailed after the event. Payment in full must be made prior to booking any additional reservations.
6. No pets are permitted inside the building or on district property.
7. NO ALCOHOL, SMOKING, FOOD, BEVERAGES are permitted in the auditorium or on the stage. Food and non-alcoholic beverages are allowed in designated non-carpeted areas. In addition, no alcohol or smoking are allowed on the grounds.
8. Do not disturb any messages that may appear on blackboards or attempt to use any computers or technology including the SMART boards.
9. **NO** duct tape or other tapes or glues that leave sticky residues are allowed (making tape ONLY).
10. **NO** permanent fixtures are allowed (These include drilling into the stage, painting the stage, stapling curtains or teasers, etc.)
11. Hartland Consolidated Schools is **NOT** responsible for **ANY** equipment, props, merchandise, etc., left on Hartland Consolidated School grounds.
12. The use of strobe lights requires special precautions on your behalf. Requests must receive prior approval from our auditorium manager.
13. The acoustical shell for the stage area can **ONLY** be installed or removed by the Hartland Consolidated Schools staff and must be prearranged.
14. **ONLY** technicians and authorized personnel are permitted in the catwalk and the control booth.
15. The auditorium (including lobby, stage area, back stage etc.) must be cleared of all props, equipment, etc., after each event that same day, unless other arrangements have been made with Community Education. If the auditorium is not cleared, additional charges will be incurred. Any props, equipment, etc., left by an organization for more than one week (7 days) will be disposed of by Hartland Consolidated Schools. Additional charges will be billed to you for the disposal of the props, equipment, etc.)
16. To insure future use of these facilities, please be sure to leave room and equipment in proper condition and furniture arranged as found.

NOTE:

Every event **MUST** be scheduled through Hartland Community Education! If an event is not scheduled, the technicians will **NOT** and are **NOT** permitted to work.

If you are not sure if something is acceptable for the auditorium, please check with Community Education staff or the auditorium manager.

Hartland Consolidated Schools has the right to keep any deposit(s) made if the applicant fails to follow the above rules. Also, if the rules above are not followed extra charges may be added for repairs and the costs incurred. We appreciate your cooperation with leaving the auditorium the way you found it for the enjoyment of others.