

GILL-MONTAGUE REGIONAL SCHOOL DISTRICT
35 Crocker Avenue
Turners Falls, MA 01376
Superintendent's Office (413) 863-9324
Business Office (413) 863-9325

Turners Falls High School
222 Turnpike Road
Montague, MA 01351
Tel. (413) 863-7200

THEATER USE APPLICATION CHECK LIST

- ___ 1. Check available dates for use at the school site.
- ___ 2. Complete as much of the application form as possible before consulting with school staff listed in #4 below. Costs for custodial, technical support, and food services are determined based on your consultation with these staff members.
- ___ 3. Consult with the school principal regarding the school staff and equipment your event or program will require.
- 4. Based on the need for staff and equipment, meet with:
 - ___ Head Custodian - Phone (413) 863-7200
 - ___ Manager of Food Services - Phone (413) 863-7315
 - ___ Network Manager/Technical - Support Phone (413) 863-7318(Staff must initial the item(s) after consulting with applicant)
- ___ 5. If necessary, arrange for necessary police protection and orderly parking and/or assembly, as recommended by the Police Department & School.
- ___ 6. Obtain the required certificate of insurance. Please contact the Business Office at 863-9325 if you need further information about this requirement.
- ___ 7. Complete and sign the Indemnity Agreement on the back of the application.
- ___ 8. Return the completed application and related documents to the school office. Allow 2 weeks for processing.

Use of a school building requires that you reimburse the district for any school staff needed for your event.

Number of Custodians: ___ X \$25/Hour = _____ (there is a minimum 1 hour charge for custodial)

Number of Kitchen Staff: ___ X \$25/Hour = _____

Number of Technology Staff: ___ X \$32/Hour = _____

A security deposit of up to \$500 may be required. Total cost of usage is determined by the Business Dept. based on your consultation with the custodial, food services, and/or technology staff.

The signing of this application shall constitute an agreement to abide by all the rules and regulations governing the use of school buildings, to accept full responsibility for any damage to or loss of school property, and to hold harmless the Gill-Montague Regional School District for any liability claims resulting from the loss of personal property or bodily injury.

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Contract #

<p style="text-align: center;">Turners Falls High School/Great Falls Middle School THEATER RENTAL/USE APPLICATION</p>

Please print or type

1. Applicant Information:

Name of Individual/Organization: _____

Contact Name: _____

Contact Day Number: _____ Evening Number: _____

Address: _____

E-mail: _____

____ Commercial/For Profit
____ Non-Profit Tax ID # _____

2. Event Information:

Title of Event: _____

Attach a description of the event including: purpose of the event, nature of the event, names of all individuals who will be working/performing in any capacity in the theater or school, plus the name(s) of person(s) providing supervision. You **MUST** provide adult supervision for all youth under the age of 18 at all times. Also include a brief description of the credentials/qualifications of the person(s) supervising the event on site.

Type of Event: (check one)
____ Theatrical Production
____ Multimedia Production
____ Music Production
____ Other: _____

3. Videotaping:

Are you videotaping the production? ____ YES ____ NO

Who will own rights to any videotapes produced? _____
Renter/user is wholly responsible for obtaining all necessary releases/permissions to tape individuals involved in the event, and must provide their own recording equipment.

4. Costs:

- ___ We will pay a security deposit of up to \$500.
- ___ We will pay a rental fee of \$_____.
- ___ We will pay \$32/hour for any school assigned technology staff.
- ___ We will pay a minimum of one hour of custodial time for each use.
- ___ We will supply our own liability insurance with a minimum of \$1 million coverage naming the Gill-Montague Regional School District, its agents, officers, and employees as additionally insured. A copy of the insurance certificate is attached.
- ___ We will provide supervisory personnel for all youth under the age of 18 at all times.

5. Liability: Renter/user hereby waives all claims against the Gill-Montague Regional School District, its officers, agents, and employees, for fees or damages caused by, arising out of, or in any way connected with the exercise of this contract.

On behalf of our organization we agree to assume all risks for injuries arising out of, or resulting from the use of the theater, the Great Falls Middle School/Turners Falls High School facilities, and/or personal property located thereon, and further agree to make no claim whatsoever for injuries out of, or resulting from, the use of any buildings, grounds, real property or personal property located thereon.

Furthermore, we shall be personally responsible on behalf of our organization for any damage during the occupancy of said premises by those under our supervision, and will pay all costs associated with the repair of any damage caused by anyone under our supervision, or anyone accompanying those under our supervision.

I/We understand that the theater will be available only if the security deposit, proof of insurance and rental amount are received two weeks prior to start of intended use of the facility in the form of a Cashier’s Check, Cash, or Money Order made out to GMRSD. Furthermore, I/We agree to forfeit one half of the security deposit in the event of cancellation less than two weeks before scheduled use.

6. Dates Requested/School Personnel Required:

Please indicate all dates you will need the theater including all set load in and load out days. A school theater manager must be present for each hour the theater is utilized. School audio and lighting equipment must be operated by school approved technicians.

Activity	Date(s)	Hours	Personnel Required*
Load In			Theater Manager
Rehearsals			Theater Manager** Audio Technician** Lighting Technician**
Performances			Theater Manager Audio Technician Lighting Technician
Load Out			Theater Manager

*Cost billed to renter for Theater Manager, Technology Specialist(s) or Custodian(s)

** If needed for rehearsals

