



LAS CRUCES PUBLIC SCHOOLS

Date of Application: _____

APPLICATION for Use of the Performing Arts Center

This form is to be used when requesting the use of the **Performing Arts Center**. Make sure all sections are complete before submitting. Attach a copy of your liability insurance, food permit and Memorandum of Understanding if needed. Please deliver with your Application Fee and Security Deposit to Visual & Performing Arts Coordinator, LCPS Instruction Office, 505 S. Main, ste.249, Las Cruces, NM, 88001

Month, dates(s) of event(s) _____ Year _____

Time the building must be open for event(s) From: _____ To: _____

Month, date(s) of ****closed** rehearsal(s): _____ Year _____Time the building must be open for ****closed** rehearsal(s) From: _____ To: _____

Reason for Use of Building: _____

Your Administrator's Signed Approval: _____ **Date** _____

Changes for use of building shall be in accordance with the schedule of rates. Required labor costs, which shall include fringe benefits, shall be added to these rates. These and other changes for services required by this application shall be indicated by the Visual and Performing Arts Office. **** ALL rehearsals are closed. **Open rehearsals MUST be scheduled as Event/Performance times and dates.**

1. Will admission be charged or collections solicited?	No	Yes
2. For what purpose are these funds to be used?		
3. Are you selling food?	No	Yes (If yes, attach food permit and Fund Raiser Memorandum of Understanding. ALL LCPS use of kitchen rules must be observed.)

Liability insurance needs to be attached if organization is not associated with the school district.

If you need to use any rooms at Oñate High School, a separate Building Use Form MUST be filled out and submitted to Oñate High School.

BILLING INFORMATION: A one hundred dollar non-refundable Application Fee is required from all NON-LCPS Applicants PLUS one-half the contract amount as a Security Deposit to secure the reservation date or dates. The Security Deposit ONLY will be refunded IF the reservation is cancelled in writing 30 calendar days prior to the first day of the booking date or dates. Both the Application Fee and the Security Deposit will be deducted from the final billing.

This application is made subject to the General Regulations for the Use of School Buildings and the PAC RULES. The undersigned agrees that these rules shall be strictly observed and accepts entire responsibility for the enforcement of these rules, and agrees to protect the premises and indemnify the School district for any damage due to occupying the building covered by this permit. It is understood and agreed to by the applicant that this permit may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim by the undersigned for right to damages or reimbursement on account of any loss, damage, or expense whatsoever. The undersigned further agrees to protect, indemnify and save harmless the School District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this application.

Name of Organization: _____

Bill To: _____

Mailing Address: _____ City/State/Zip: _____

Phone #: _____ Cell # _____ Fax # _____

Representative's Signature: _____ Date: _____

Representative's Printed Name and Title: _____

Visual & Performing Arts	Date	Custodial Services	Date
--------------------------	------	--------------------	------



EVENT ADVANCE SHEET

DATES Checked _____
NO conflicts

APPLICATION for Use of the Performing Arts Center

Event Name: _____

Need Building Open and Accessible From: _____ am/pm To: _____ am/pm

Event Requirements: TIME of show(s) From _____ To _____

- Open Rehearsal dates & times: _____
- Closed Rehearsal dates & times _____
- Sound: Mtg./Presentation _____
- Lighting: Mtg./Presentation _____
- Microphones _____
- Theatrical/Concert _____
- Risers _____
- Video/Film _____
- Chairs Number needed _____
- Band Shell _____
- Spotlights _____
- Dance Floor _____
- Piano(s) Number needed _____

- Light Technician
- Sound Technician
- Custodial
- Security Officer (or proof of contracted services)

Other (describe) _____

FOR OFFICE USE ONLY		Dance Floor
Building rental		Piano Tuning
Security		Additional Equipment Rental/Services
Custodial		
Technicians		
Approved	Disapproved	Total Estimated Cost
Date		
Coordinator of Visual & Performing Arts A signed copy of this application will be returned to you upon completion and serve as confirmation of this contract. Make sure you have requested exactly what you need and filled out the forms completely.		Remit To: Las Cruces Public Schools Instruction Department Attn: V&P ARTS Coordinator 505 S. Main Street, Suite 249 Las Cruces, NM 88001

For additional requests or changes as the date draws near but, no less than five days preceding application schedule please contact: Performing Arts Center Manager at (505) 527-9436.

PERFORMING ARTS CENTER RULES

1. Cast and crew are the only people permitted backstage. This includes chaperones; a list of these people must be provided in advance by the renter. Badges will be issued to approved individuals and must be worn while using the PAC facility.
2. Adult supervision must be provided in each room that students are to be using.
3. No food or drinks are allowed on the stage or in the seating area. Food and beverages are allowed in the green room and dressing rooms.
4. Students are not allowed in the Performing Arts Center without their director or group sponsor.
5. Dressing rooms are gender specific unless cast is all male or all female.
6. The capacity of the Performing Arts Center is:
 - 592 seats
 - 8 wheelchair spotsThere is no standing room only.
7. Performing Arts Center staff only in the audio booth unless prior consent has been given by the PAC Manager.
8. The use of flash photography during an event is strictly prohibited.
9. The use of video recording can occur only with the permission of the PAC Manager.
10. Renters must abide by times stipulated on the rental agreement.
11. Renters must apply for any Open Rehearsals as Performances so that arrangements can be made in advance.
12. Renters must notify PAC staff to any changes in tech requirements five days in advance of the event.
13. The PAC is located on a school campus - a smoke-free and tobacco-free environment.
14. Lobby doors will open one hour prior to the performance, and house doors will open one-half hour prior to the performance unless other arrangements have been made with the PAC Manager.
15. The maximum occupancy load on the stage is 80 people.
16. If the occupancy of the theatre or the stage is exceeded, we reserve the right to stop an event until the issue is rectified.
17. Lost and found items will only be held for thirty days.
18. Tripods are only permitted to be used along the back wall of the theatre, provided they do not block any paths of egress.
19. We reserve the right to refuse service to any one for any reason.
20. Use of the concession stand must be in accordance with LCPS' Kitchen use/ food policies.

GENERAL REGULATIONS FOR USE OF SCHOOL BUILDINGS

School buildings may be used for various community activities by nonprofit or charitable community groups and organizations subject to the following provisions and to such other rules and regulations as the Board of Education from time to time may prescribe:

1. The school and its organizations shall have first claim to the use of the buildings at all times. Applications for the use of such facilities are dependent upon their availability.
2. Applications for use of buildings must be made in writing on forms provided and signed by the building principal before they are submitted to the Operations Office for approval. Applications should reach the Operations Office two (2) weeks before the date facilities are requested. Cancellation request must be received two (2) days in advance to avoid being charged for the use of the facilities.
3. All permits to use school facilities will be issued for specific rooms in school buildings and it shall be the responsibility of the organization to see that the remainder of the building is secured and not disturbed. The organization must provide competent adult supervision for each room occupied by participants.
4. The organization shall be responsible for all thefts of school property and/or damage thereto and shall reimburse the school district for such thefts or damage.
5. The organization shall assume responsibility for securing appropriate security/police protection when it is deemed that such attendance is necessary.
6. Consumption of food and beverages shall not be permitted except in places designated by the building principal. Smoking, alcoholic beverages or liquors shall not be permitted on school property at any time.
7. Permits shall not be granted for any meetings, which in the judgment of the School Board of Education, may be in any way prejudicial to the best interests of the schools or the educational system, or for which satisfactory sponsorship is not provided. Every application for the use of a school building shall state the general nature and purpose of the meeting and, upon request, the program proposed must be furnished.
8. The organization requesting the space must also request chairs, risers or other equipment if it is not available at the requested location. You must indicate this need in "Other Request and Remarks" on the application for use of school building. This also applies to having the heaters or air conditioners turned on.
9. All building charges for food service workers and custodians will be due by **Money Order** at the time the Building Use Form is submitted in to the Operations Office.
10. Each organization is responsible for clean up of any area used in the building. If custodial services are needed they must be requested in advance and payment made.
11. Food Service workers are required if kitchen facilities are used at any function. Payment is due in advance.
12. The organization using the kitchen must supply its own cleaning supplies, working supplies, etc. The Las Cruces Public Schools District is not responsible for providing such supplies or material.
13. If you are selling food, a food permit and MOU will need to be attached. If you have any questions in regards to the MOU, please call Foods Services at 527-5996 or 527-5943.
14. Should custodial problems arise at the time of your event you can contact - Sandra Singh 636-4502.

Revised 12/02/2008

EVENT TIP SHEET

Have the show organized, last minute changes are hard to accommodate.

_____ Remember the stage occupancy load (80) when you are organizing the show.
_____ Remember theatre capacity (592+8 wheelchair spots) if you are selling tickets.
_____ If you are selling tickets, you need to provide ticket sellers and takers, and have them here 45 minutes before the show.

_____ Are you using chairs and/or music stands and how many?
_____ Are you using a lectern(podium)?

_____ Think about what microphones you might like to use..
_____ Are you using a projector and for what purposes?
_____ Are you using the grand piano?
_____ Do you need the dance floor?

_____ Think about what you want the show to look like in terms of lighting.
_____ Are you using follow spotlights?
_____ Are you using any sort of special effect lighting?

_____ Are you bringing any type of scenery for your event?
_____ What if any drapes are you going to use for the event?
_____ Does anything have to move vertically during the show?

_____ If you're using music playback, put it on as few CD's as possible and make *sure* it is labeled.

_____ Are you having someone video record your performance?
_____ Is your event going to be recorded via audio?

_____ Do you have a stage manager or need one?

_____ Are you selling food or having a reception afterwards?
_____ Director or group sponsor needs to arrive before students.
_____ Make sure you have enough chaperones to watch over the students at the PAC.
_____ Make sure you know the safety policies and procedures of the PAC.
_____ Make sure your students know the food policy of the PAC.
_____ Inform you performers to enter through the stage door.
_____ Remind performers not to exit via the house doors when the lobby is open.
_____ Remind students to bring only what they need for the performance.
_____ *Remind parents and friends that they are not allowed backstage without pre-approval and they must be wearing a PAC issued badge.*

_____ Make sure you have filled out separate building request forms if you want to use the band room or the orchestra room.
_____ Have you put a load in time of your contract?
_____ Have you filled out all the necessary paperwork at central office?