

**URBANDALE COMMUNITY SCHOOL DISTRICT**  
**Application for Use of Performing Arts Center**

Do not write in gray areas.

Urbandale Activities Department  
 7111 Aurora Avenue, Urbandale, IA 50322  
 Phone: (515) 457-6945 Fax: (515) 457-6949

SCHEDULE ID #

|                            |                  |                              |                      |
|----------------------------|------------------|------------------------------|----------------------|
| SCHOOL BUILDING/FACILITY   | DATES REQUESTED: | % OF URBANDALE PARTICIPANTS? | SET-UP BEGIN TIME:   |
| FIELD/ROOM/SPACE REQUESTED |                  | # ATTENDING:                 | ACTIVITY START TIME: |
| EVENT TITLE                | NAME OF CONTACT  |                              | ACTIVITY END TIME:   |
| NAME OF ORGANIZATION       |                  |                              | BREAKDOWN END TIME:  |
| BILLING ADDRESS            |                  |                              | CONTACT PHONE        |
| Street _____               |                  |                              | EMAIL                |
| City _____ ZIP _____       |                  |                              |                      |

EVENT DESCRIPTION/EXTRA SERVICES/EQUIPMENT REQUIRED

|   |  |
|---|--|
| IS AN ADMISSION FEE BEING CHARGED? <input type="checkbox"/> Yes <input type="checkbox"/> No | HAS YOUR ORGANIZATION APPLIED FOR FACILITY USE WITH URBANDALE COMMUNITY SCHOOL DISTRICT BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

**All information on this application must be completed and signed before this application will be approved.**  
 I have read, understand and agree to abide by all PROCEDURES, RULES, REGULATIONS and INSURANCE COVERAGE REQUIREMENTS specified on the back of this agreement form. Yes No  
 I am authorized to sign this agreement. Yes No

|  |      |                                |   |
|--|------|--------------------------------|---|
| SIGNATURE OF APPLICANT                     | DATE | <b>ADMINISTRATIVE USE ONLY</b> |   |
|  |      | Personnel Fee _____            | Personnel will be present from _____ to _____ |
| SIGNATURE OF DISTRICT FACILITY COORDINATOR | DATE | Rental Fee _____               | Total Fees _____                              |
|  |      | Special Instructions           |   |
|  |      | CATEGORY #                     | INVOICE #                                     |

| FEE SCHEDULE                                     | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 | Category 6 |
|--|------------|------------|------------|------------|------------|------------|
| Performing Arts Center                           |            |            |            | \$75.00    | \$75.00    | \$200.00   |
| Sound Operator**                                 |            |            |            | \$25.00    | \$25.00    | \$25.00    |
| Light Operator**                                 |            |            |            | \$25.00    | \$25.00    | \$25.00    |
| Projection System                                |            |            |            | \$25.00    | \$25.00    | \$25.00    |
| Dressing Rooms                                   |            |            |            | \$30.00    | \$30.00    | \$30.00    |
| Ticket Office                                    |            |            |            | \$20.00    | \$20.00    | \$20.00    |
| Coat Check                                       |            |            |            | \$15.00    | \$15.00    | \$15.00    |
| <b>3 hour minimum for each of the following:</b> |            |            |            |            |            |            |
| Building Supervisor                              | \$30.00*   | \$30.00*   | \$30.00*   | \$30.00*   | \$30.00*   | \$30.00*   |
| Additional Personnel                             | \$30.00*   | \$30.00*   | \$30.00*   | \$30.00*   | \$30.00*   | \$30.00*   |

\*May or may not apply in all cases / fees may be adjusted based upon the day of the event.  
 \*\*Amount may be increased dependent upon the level and scope of work to be completed.

COMMENTS (DISTRICT)

COMMENTS (APPLICANT)

## APPLICATION PROCEDURES

1. Applications for the use of facilities may be obtained at [www.urbandaleschools.com](http://www.urbandaleschools.com) or [www.j-hawks.com](http://www.j-hawks.com).
2. Complete the Application for Use of School Facility request form. Provide all requested information to avoid unnecessary delays in processing your application.
3. Applications for all uses of school facilities shall be submitted to the Activities Office at Urbandale High School.
4. The District Facility Coordinator will make the final decision and assign fees and additional requirements as appropriate.
5. The application must be received at least seven (7) business days prior to the facility use. Submission in advance of these dates will not guarantee approval of your application. Our fiscal year is July through June. For groups with events spanning two fiscal years, invoices will be separated by fiscal year.
6. The certificate of insurance must be received prior to the facility use.

**Multiple Uses:** A single application may be made for a series of meetings of like character to be held at the same school facility. However, separate applications must be submitted for each school facility requested for use.

**Cancellation:** The applicant shall give at least two (2) business days notice to the Activities Office of any cancellation of previously scheduled facility use. In the case where proper notice is not given, the District may charge for any expenses incurred and cost recovery or rental fees will be assessed.

**Permits (if necessary):** Applicants are responsible for obtaining any required permits and for satisfying all city, county, state and federal codes and regulations associated with the proposed activities.

**Appeals:** The District Facility Coordinator possesses the authority to make the final decision on the use of school facilities and the appropriate charges. However, the applicant may appeal such decision to the Superintendent under the District's Complaint Procedure Policy 229.

## RULES & REGULATIONS

I/We, the applicant, agree to be bound by the following conditions:

1. Availability of the facilities and/or equipment is contingent upon the activity not interfering with the District's educational and activity program. I/we understand that the District reserves the right without penalty (but with refund of any prepaid charges) to cancel any agreement to allow my/our use of the facilities and/or equipment.
2. The use of the facilities and/or equipment will comply with law and the rules of the District.
3. I/we will exercise care in the use of the facilities and/or equipment and agree to compensate the District for any damage done to the facilities or property of the District. The individual representative agrees to reimburse the District in the event the organization fails to make reimbursement.
4. The activity will be constantly supervised by an adequate number of adult sponsors.
5. No alcoholic beverages, controlled substances, substance paraphernalia, or look-alike substances are allowed on District property. Smoking and the use of tobacco products are also prohibited on District property. Animals shall not be brought onto District property without permission of the District.
6. The District retains the right to access the facilities and to remove persons from District property.
7. The activity will be confined to the areas approved and no school equipment or supplies will be used except as approved in advance.
8. The activity is not for a commercial profit-making venture or for personal financial gain.
9. If the facility being used is a gymnasium, all participants will wear appropriate gym shoes. Rubber-soled street shoes are not permitted on the gymnasium floor.
10. Only approved District employees may make wiring connections for lighting and sound in any District facility. An approved District employee must be present during all performances.
11. No District property shall be altered, moved, or rearranged without District approval. All property of the organization must be immediately removed. All trash shall be properly disposed of in accordance with District directions.
12. I/we agree to pay all charges in advance if requested or within 30 days of receipt of an invoice. Payment shall be made to Urbandale Community School District at the address designated.
13. The organization agrees to indemnify, save and hold harmless the District, its officials, agents, and employees from any and all claims or damages, including attorneys fees and expenses, that may arise by reason of the organization's use of the facilities and/or equipment or arising from any activity thereon by the organization, its officers, agents, employees, or invitees.