

# PONCA PUBLIC SCHOOL FINE ARTS AUDITORIUM

## Facilities Use-Rental Agreement

All requests for use of the Fine Arts Auditorium are to be made through the Ponca Music Department.

Program or Activity: \_\_\_\_\_

Sponsoring Group(s): \_\_\_\_\_

Primary Individual Responsible: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Program Date: \_\_\_\_\_ Beginning time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Program Purpose: (Indicate topic and speaker, if applicable) \_\_\_\_\_

Program Available to: (Mark all that apply)

Faculty Staff    General Public    Students    Faculty    Staff    Other

## Policies, Procedures, & Requirements

- All sound & lighting equipment owned by the school shall be operated/supervised by school personnel. In all cases, a designated school representative shall be present for the full duration of the event.
- The set-up and clean-up of the Auditorium shall be the responsibility of the requestor. Facilities and equipment used must be left in a clean and orderly condition. Failure to do so will result in charges based on time required to return the facility or equipment to its proper condition.
- There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the school premises by any party without prior approval. No tape (of any kind), pins, staples, nails or other fastening devices may be used on structural surfaces in the lobby or Auditorium.
- Serving of food or refreshments is prohibited in the Auditorium.
- Ponca Public School is a smoke-free/drug free environment. Possession or use of alcoholic beverages and/or illegal drugs of any kind shall not be permitted on the school premises.
- It is the official policy of the Ponca Public Schools that no person in Nebraska shall, on the grounds of race, color, sex, handicap, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subject to discrimination under any program activity or employment.
- All organizations must adhere to school fire and safety codes and regulations. No weapons of any kind will be allowed on the premises at any time.

Original Copy to: Music Department Coordinator (date should be placed on Master Calendar)

Copies to: 1. Superintendent   2. High School Principal   3. Elementary Principal   4. Requestor