

# San Lorenzo Valley Unified School District

## Performing Arts Center

### Rental Application Packet



To submit a rental application, get additional information on a venue or to check availability please contact:

Kylan Thureockes  
Theater Technician  
[kthureockes@slvusd.org](mailto:kthureockes@slvusd.org)  
(831) 336-8672

Christopher Schiermeyer  
Assistant Superintendent  
325 Marion Avenue  
Ben Lomond, CA 95005  
[cschiermeyer@slvusd.org](mailto:cschiermeyer@slvusd.org)  
(831) 336-9672

## **San Lorenzo Valley Unified School District**

### **Performing Arts Center**

#### Venue Description:

The SLVUSD Performing Arts Center is an intimate 213-seat theater, conveniently located at San Lorenzo Valley High School campus at 7105 Highway 9, Felton, CA 95018.

SLVUSD Performing Arts Center stage area has a wing width of 12 feet, stage left and stage right. The stage left opens into Scene Shop with full height doors. The depth, back wall to proscenium is 25 feet, the proscenium opening width is 32 feet, and the proscenium height is 24 feet. The apron goes from 5 feet to 9 feet in an arc.

The main curtain traveler, 2 sets adjustable width soft legs, and 1 stage width traveler upstage in front of full stage cyclorama. All soft goods are dead hung and not movable up or down stage. There are 2 scenery batons that can tied off to.

The stage surface is a plywood sub-floor over a sprung floor. A stage-level dock provides easy access for load-in and strike. The Center is equipped with state of the art lighting and sound systems, and knowledgeable and friendly staff to assist in planning and producing your event.

The auditorium features raked, Continental seating, with fixed, padded theater seats. Side aisles are gradual ramps, and seating rows are wide to allow generous legroom. Seat size ranges from 19" to 22" and all audience members must have their own seat.

There are three wheelchair accessible seating locations and the entire building is ADA complaint. With advance notice, staff can remove set of ---- fixed seats to provide space for additional ---- wheelchair seating. Wheelchair access to the stage is available via the front or rear entrance or from lobby. If video recording, the camera and operator must use one of the wheelchair areas and only if not needed for that show

The lobby is a comfortable size with men's and women's restroom. There is limited room for some souvenir sales tables. No food or drinks are allowed to be provided in the lobby or theater. There is room outside in front of the theater for guests to gather and talk before and after the performance and during intermission.

There is also a TV in the lobby for viewing the performance happening in the main theater. Noisy children or coughing and sneezing patrons are encouraged to remain in the lobby so as not to disturb others.

Other amenities include a box office and two medium dressing rooms and a make-up/green room with fourteen make-up stations. Restrooms, 1 ADA bathroom, 2 unisex bathrooms, common sink are also provided back stage for staff. In addition there is video monitoring of stage.

#### Technical Equipment:

Booth: 24' wide booth with climate control, wheelchair elevator, Stage Managers desk, sound and light desks, all projection and theater controls are accessible from booth, six walkie talkies for communication

Lighting: ETC Elements computer lighting console with Net 3 focus remote, 96 Dimmers/dimmer per circuit, 60 Source 4 fixtures, 24 Parnels, with narrow, medium and wide lenses, 22 color wash LED Pars, 2 FOH LCD Projectors, Full Spectrum LED Cyc lights, 1 FOH electric beam and 4 onstage electrics, 2 house spots, venue is hung and focused with a rep plot. There is a cool & warm pre-focused wash and various highlighted areas. Changing focus, color or lamp positions requires an additional hour on either side of event. Gel stock and Gobos not in Rep Plot must be provided by client. No current access to Catwalk.

Sound: 32 Channel Soundcraft Spirit LX7 II soundboard, 4 – SM 58 Microphones, cables and stands, 2 Seinhauser wireless handheld microphones, 3 Shure SM 137 condenser mics, 1 AKG D112 kick mic, 4 Shure SM 57 instrument mics, 3 direct input boxes, 1 DSP 256XL effects processor, 3 monitor mixes, 4 channels DBX compressors/gates, 4 overhead choral mics, JBL mono center cluster with JBL stereo mains, Listening Assist with 16 receivers, Tascam CD player with IPOD dock and mp3 input

Projection/Multi Media: Oppo Blue Ray player, Full Stage Screen, Hitachi HD camera displays stage on multiple flat screen monitors throughout the building, theatrical projector accepts most input formats. Stage has multiple locations for computer inputs with RGB, HDMI and RCA audio inputs.

# SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT Performing Arts Center (PAC)

## Rental Application Procedures:

All rentals are arranged through the Theater Technician listed on the front of this packet on a first-come, first-served basis. Please contact the Theater Technician to confirm availability of the desired venue before submitting this application. Once you have confirmed that availability for the date(s) and time(s) you are requesting, please submit this completed application, with the appropriate security deposit directly to the Theater Technician.

Your reservation is not guaranteed until you are notified in writing that your application and deposit have been accepted.

The Performing Arts Center has a very busy calendar, so renters are encouraged to submit their applications as early as possible.

The San Lorenzo Valley School District Board sets the Performing Arts Center rental rates.

Renters must obtain their own liability insurance. Coverage must be a minimum of \$1,000,000 and naming the San Lorenzo Valley Unified School District as additionally insured.

Proof of liability insurance and final payment is due to the Theater Technician or District Office no later than 30 days prior to the first rental day.

### Refund / "No show" Policy

Should you need to cancel a reservation a refund of deposits and fees will be paid according to the following schedule less any actual costs incurred by the Center. No refund will be paid should the Performing Arts Center lose a prospective renter due to your booking.

- |                            |   |
|----------------------------|---|
| • More than 30 days notice | - 100% of security deposits and rental fees |
| • 15 to 30 days notice     | - 50% of security deposits and rental fees  |
| • 5 to 14 days notice      | - 25% of security deposits and rental fees  |
| • 1 to 4 days notice       | - 10% of security deposits and rental fees  |
| • Day of                   | - No refund                                 |

Staff may arrive approximately 10 minutes prior to the beginning of your rental time to turn on the HVAC system and prepare for your event to begin. If the Renter named on page 10 of the Rental Application Packet does not arrive on time, staff will wait one hour before assuming you a "no show" and cancel the event.

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT  
Performing Arts Center (PAC)**

Rental Rates:

Direct Fee Rental:

<b>PAC Fees Direct</b>	<b>Rates</b>	<b>Custodial</b>
Lecture	\$ 36.00	2 hours charge each day
Rehearsal *	\$ 33.00	1 hour charge each day, due to front restrooms not being available
Set-Up / Load-In **	\$ 39.00	1 hour charge each day, due to front restrooms not being available
Tech Rehearsal **	\$ 39.00	1 hour charge each day, due to front restrooms not being available
Performance **	\$ 42.00	2 hours charge each perf.

\*Requires key deposit of \$100. Key will be turned into Theater Technician on Set-Up / Load in Day.

\*\*Requires the hourly rate of Theater Technician

Fair Market Value Rental:

<b>PAC Fees Fair</b>	<b>Rates</b>	<b>Custodial</b>
Lecture	\$ 95.00	2 hours charge each day
Rehearsal*	\$ 90.00	1 hour charge each day, due to front restrooms not being available
Setup / Load-In**	\$ 90.00	1 hour charge each day, due to front restrooms not being available
Tech Rehearsal **	\$ 100.00	1 hour charge each day, due to front restrooms not being available
Performance **	\$ 110.00	2 hours charge each perf.

\*Requires key deposit of \$100. Key will be turned into Theater Technician on Set-Up / Load in Day.

\*\* Requires the hourly rate of Theater Technician

Additional Charges:

Theater Technician: \$40 per hour (minimum two hours)

Custodial Charges: \$40 per hour – see chart above

Optional Charge:

Piano: ..... \$100/event

Box Office surcharge: ..... \$1/patron (for events charging admission)

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT**  
**Performing Arts Center (PAC)**

**Theater Use Guidelines**

Use of San Lorenzo Valley Unified School District's Performing Arts Center is contingent upon the renter's understanding, acceptance and adherence to the following policies. Please review and initial these policies. If your application is accepted, a copy of these policies will be returned to you with confirmation of your rental. If you have questions, concerns or need further clarification, please contact the Theater Manager listed on the front of this packet.

**Before the Event**

- Any changes after you have submitted your application (including, but not limited to, change of start and end time, number of performers, number of house staff) must be approved by the Theater Manager in writing.
- Four weeks before the event, you must review all technical aspects of the show with the Theater Manager. Any changes since the application was made (including, but not limited to, equipment and scenery you are bringing, number of stage crew, stage set-up) must be approved by the Theater Manager in writing.
- Any scenery, including hanging scenery and rigging, must be approved by the Theater Manager four weeks in advance.
- Any lighting beyond the scope of the Performing Arts Center's general plot must be approved by the Theater Manager four weeks in advance.
- Any sound beyond a standard two microphone set-up must be approved by the Theater Manager four weeks in advance.
- All rentals must be paid in advance. A refundable security deposit is due at the time of application, and a reservation will not be confirmed until the deposit has been paid. The balance of the rental fee and proof of liability insurance for one day rentals is due 30 days before the event. The balance on multiple day rentals and proof of liability insurance is due 30 days before the first event day.
- The minimum rental time for the Performing Arts Center is 4 hours.

**Day of the Event**

- The person whose name is on the application as renter must be the first person in the door on the day of the event, and must remain on site throughout the entire event.
- The San Lorenzo Valley Unified School District is not responsible for any accidents, injury, illness or loss of group or individual property. Please remind all participants to take safety precautions.
- Make sure all of your participants are familiar with exits. In an emergency, please listen for instructions from Performing Arts Center staff. If instructed to evacuate the building, please calmly walk (do not run) to the nearest exit. In the event of an earthquake, remain seated or take cover under seats.
- If there is an accident, injury, illness, theft or other incident, immediately notify onsite Performing Arts Center staff.
- Groups with minors (under age 18) must provide adult backstage supervisors at a ratio of 1 for every 15 minors. Backstage supervisors are in addition to your regular production staff. Adults who have other "jobs" associated with the performance (director, crew, ushers, etc.) may not serve as backstage supervisors.
- For larger events additional Technical Staff may need to be required at a charge to the renter. Theater Technician will determine additional staff needs.
- Performing Arts Center Staff on duty for the event will enforce all theater operation policies and safety rules.

Page 1 of 3, Read and agreed upon.

Renter's Initials \_\_\_\_\_

Date \_\_\_\_\_

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT**  
**Performing Arts Center (PAC)**

**Day of the Event, continued.**

- Basic set-up requires at least 30 minutes. Basic set-up consists of Performing Arts Center general light plot, up to 2 microphones set and tested, playback will be adjusted to performance levels.
- Any technical adjustments (including light and sound cues) must be factored into your rental time and discussed in advance with the Theater Manager to determine if extra set-up time is needed.
- Dance groups may bring and lay marley, but they must provide their own crews and include an extra one-hour rental for set-up time and an extra 30 minutes rental for strike.
- Food, drink, bottled water, candy and chewing gum are not permitted in the auditorium at any time. Food and drink may be permitted onstage only as part of the production and only with advance written permission. Food and drink are permitted in the lobby only with advance written permission and appropriate deposit. Food and drink are permitted in dressing rooms and green room, but it is the renter's responsibility to clean up.
- Alcohol is not permitted anywhere on the San Lorenzo Valley Unified School District property.
- Animals, with the exception of working service dogs assisting persons with disabilities, are not permitted in the building.
- Smoking is not permitted on the San Lorenzo Valley Unified School District property.
- Fire (including lit cigarettes, candles, incense, matches and pyrotechnics) is not permitted onstage.

**During the Event**

- Renter is responsible for making a curtain speech before any portion of the performance directing the audience to find the four available emergency exits.
- Renter is responsible for providing adequate house staff. At minimum, you must provide 1 house manager, 1 box office staff person and 2 ushers. If serving food and drink, renter must provide 1 additional usher and 1 concession counter worker. The Performing Arts Center does not provide house staff, unless arranged in advance at the renter's expense.
- Renter's house manager is responsible for "training" renter's house staff on Performing Arts Center policies. One very important duty of your house staff is insuring that food, drink, bottled water, candy and chewing gum are not brought into the auditorium. Evidence of food, drink or gum in the auditorium may result in forfeiture of your entire security deposit.
- Renter's house staff must be "on duty" throughout the event, not present as audience members. Two ushers (one on each rear door) should remain standing at the back of the house throughout the performance, ready to assist in an emergency. The house manager should remain in the lobby throughout the performance, ready to assist in an emergency.
- After receiving an "all clear" from the Performing Arts Center Technical Staff on duty, open the lobby and house. The house is normally opened 30 minutes before show time, but at least 20 minutes before show time. The lobby is normally opened 35 minutes before show time, but up to an hour early if weather is inclement and audience members are waiting.
- The San Lorenzo Valley Unified School District Performing Arts Center seats 213 people. Every person, including infants and toddlers, must have his or her own seat, even if the child is held on a lap.
- The Performing Arts Center cannot accommodate a "standing room" audience. The only people permitted to stand at the top of the aisle during the performance are the two on-duty ushers and Performing Arts Center staff.
- Fire regulations require that aisles remain clear at all times! Tripods and strollers are not allowed to be set in aisles or rows, except the center of the back row when seats are removed for this purpose.
- In the event of a black-out, wait 10 seconds for emergency lights to come on. Then listen for instructions from Performing Arts Center staff.

Page 2 of 3, Read and agreed upon.

Renter's Initials \_\_\_\_\_

Date \_\_\_\_\_

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT  
Performing Arts Center (PAC)**

**During the Event, continued.**

- Videotaping is only permitted from the sound booth or the back row of the house. If you opt to tape from the back of the house, please allow six seats empty for your videographer. You will need to remove the seats on either side of the videographer, to give an ample buffer so the videographer's movements do not disturb other patrons. One videographer is permitted for each production. Renter assumes all responsibility for legality of taping, including securing appropriate releases from performers and from copyright holder, in case of copyrighted music, scripts or choreography.

**After the Event**

- Sweep stage, rehearsal room, green room and dressing room floors. Wipe green room and dressing room counters clean. Dispose of all trash in garbage cans and empty garbage cans to dumpster. Remove all personal and group belongings that you brought to the theater.
- Renter is responsible for restoring the Performing Arts Center to pre-show conditions including, but not limited to stage lighting, sound and video, draperies, seating configurations, furniture placement in the lobby and backstage per Center Staff instructions. Failure to properly restore the Performing Arts Center will result in additional charges to the Renter for staff time to complete restoration. This will be deducted from the security deposit.
- Refund of the security deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage or debris. Events that run over the permitted time will be charged appropriate rental fees and staffing charges in minimums of 1-hour increments. This will be deducted from the security deposit.
- Refund of the concession stand security deposit, if applicable, is contingent on the concession stand and lobby being left in good order, with all trash disposed of in garbage cans and removed to dumpsters, all counter and table surfaces wiped clean, and all food and drink removed from the premises.
- Evidence of food or drink being taken into the auditorium may result in automatic forfeit of the theater security deposit and, if applicable, the concessions stand security deposit.
- In the event that all or part of the security deposit is being retained, renter will be mailed written notice of the fees assessed within one week of the event.
- Assuming the Performing Arts Center is left in good condition, security deposits paid by check will be refunded by mail to the renter in the form of a San Lorenzo Valley Unified School District check, approximately four to six weeks after the event.

I have read, understand and agree to abide by the policies listed above in the San Lorenzo Valley Unified School District Performing Arts Center Rental Application.

Signed,

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

Renter's name (printed) \_\_\_\_\_



**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT  
Performing Arts Center (PAC)**

**Performing Arts Center Rental Application**

Please type or print neatly. Applications must be accompanied by the appropriate deposit and the signed Theater Use Guidelines from this application packet. Reservation is not guaranteed until you receive written confirmation from the Theater Manager and submit the required deposit.

**Application Date:** \_\_\_\_\_

**Preferred Event Rental Date(s):**

Day: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Please note:** Rental start time **must be at least one hour before show start time**, allowing 30 minutes minimum set-up time and 30 minutes house open before show start time. Rental end time **must be at least 30 minutes after show end time**, allowing 15 minutes for audience and performers to vacate the premises and 15 minutes to clean the lobby and dressing room areas.

**Start time:** Indicate the event start time to the nearest ½ hour (building will be accessible at that time)

**End time:** Indicate the event end time to the nearest ½ hour (building will be locked at that time)

**Event Activity:** Indicate whether the event is a Performance or Rehearsal. **Indicate Performance Show Time!**

Day	Date	Start Time	End Time	Event Activity	\$ Estimate
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
11					\$
12					\$
13					\$
14					\$
(Attach separate sheet for more than 14 days) Total Theater Rental Time Cost					\$
<b>Additional Costs</b> Piano Cost (\$100/event)					\$
Other equipment (attach separate sheet) Cost (see Theater Technician)					\$
Box Office Surcharge (\$1/patron) Cost					\$
<b>Additional Technical Staff (\$40/hour rate)</b> Number of Staff Hours					\$
<b>Custodial Staff (\$40/hour rate)</b>					\$
<b>TOTAL Rental Cost Estimate</b>					\$
Refundable Theater Security Deposit					\$

Security deposit due at time of booking to hold reservation. Balance due prior to first event. Costs are for rental of venue/equipment. SLVUSD does not refund or discount if your event has poor attendance.

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT**  
325 Marion Avenue  
Ben Lomond, CA 95005

Date of Request
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**APPLICATION FOR USE OF PERFORMING ARTS CENTER**

*Note: A certificate of insurance naming the San Lorenzo Valley Unified School District as additional insured for the dates/times of the event must accompany this application for use of school facilities. All information must be furnished and insurance certification received before application can be processed. Applications must be presented to the site not less than 10 working days prior to the event/activity. Payment for use of District facilities must be made no less than 5 working days prior to the event/activity. Checks should be made payable to San Lorenzo Valley Unified School District.*

**ORGANIZATION REPRESENTED** \_\_\_\_\_  
**Date/s of Use** \_\_\_\_\_ **Time of Use** \_\_\_\_\_  
**Title & Description of Activity/Event** \_\_\_\_\_ **Expected Attendance** \_\_\_\_\_  
**Show Title** \_\_\_\_\_

**NO RENTAL FEES:** There are no rental fees for facility use for those groups that fall into this category. To qualify, the group/organization must be non-profit (**IRS non-profit determination letter required**) local (**participants resides within the boundaries of the San Lorenzo Valley Unified School District**), promote activity for local youth, no admission fees are charged, no salaries/payments are drawn for coaches, organizers, sponsors, promoter, etc. from the organization sponsoring the event/activity. *Groups that fall into this category are: 4-H, Scout Troops, Youth Sports Groups, Parent Groups, Booster Clubs and all school site programs such as Band, Drama and Athletics.*

**DIRECT COST FEES:** Applies to all other non-profit, local organizations, groups, clubs or associations, organized to promote youth and school activities where participation or admission fees are charged and the net receipts are expended for the welfare of the local youth, community or charitable purposes. *Groups that fall into this category are: supervised recreational activities, foundations, religious organizations, churches, local government agencies, city, county or state services.*

**FAIR RENTAL VALUE FEE:** May be profit or non-profit but the activity/event is commercial in nature. Admission or participation fees are charged and contributions are not expended for the welfare of the students of the District or for charitable purposes. The event/activity does not directly benefit the youth, public school activities or the general welfare of the  community. Salaries, wages, or payments are drawn from the organization sponsoring the event/activity for coaches, sponsors, event organizers, supervisors, etc. *Groups include: Retail merchants, dance studios, for profit business or entertainment.*

**Is the event open to the general public?** .....  YES  NO

\*If yes, renter must provide Performing Arts Center Theater Manager with list of places/publications where the show is advertised, and sample of any published flyers or press releases. This is so that we can answer the public's basic questions about your event, including where and how to obtain tickets.

**Will you charge admission?**.....  YES  NO

\*If yes, list prices, including any resident or student/senior discounts: \_\_\_\_\_

**Is there a minimum age requirement due to the show's content?**.....  YES  NO

**TYPE OF EVENT:**

- Solo or duet music concert       Dance Performance       Theater performance       Music concert by 3+ performers       Film or slide show  
 Lecture or reading       Other (Please indicate): \_\_\_\_\_      **NUMBER OF PERFORMERS:** \_\_\_\_\_

**STATEMENT OF RESPONSIBILITY:** As the applicant for this event/activity, I agree to be personally responsible for the organization/group I am representing by being present at the event/activity, adhering to all the rules and regulations governing the use of District facilities, and accepting personal liability for any and all claims, damages, or expenses generated from this event/activity. I will ensure on-time payments of all invoices incurred by this event. I agree to enforce the rules, regulations and policies of the San Lorenzo Valley Unified School District governing the use of school premises.

**STATEMENT OF ACCEPTANCE:** As the applicant, and as representative of the individuals of the organization/group on whose behalf I am making this application, it is agreed that we will uphold the state and federal constitution and do not intend to use school premises to commit illegal acts or crimes, including those defined in Penal Code Sections 11400 and 11401. It is also assured that the applicant and organization/group represented, and the activities associated with the group, provide equal opportunities for all.

**HOLD HARMLESS AGREEMENT:** It is agreed that the San Lorenzo Valley Unified School District, its Governing Board, individual members, District officers and employees will be held free and harmless from any loss, damage, liability, cost or expense that may arise during, or be caused in any way by our use or occupancy of school property.

**THE DISTRICT RESERVES THE RIGHT** to rescind a permit if unforeseen and unavoidable school activities should occur, or as deemed necessary and appropriate by the Director of Maintenance or the Superintendent of Schools.

*The above statements are made under the penalty of perjury. The undersigned is familiar with and will abide by the rules and regulations governing the use of San Lorenzo Valley Unified School District facilities. It is also understood that a violation of any part of this agreement will result in the revocation of the facility use permit, and the applicant and organization/group represented may be denied future use of District facilities.*

**I fully understand and agree to the terms and conditions for use of San Lorenzo Valley Unified School District property and facilities**

Signature of Responsible Person: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name of Responsible Person \_\_\_\_\_ Group Association Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

<b>APPROVALS:</b> Site Calendar Supervisor _____ Director of Maintenance _____
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**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT**  
**Performing Arts Center (PAC)**

**Technical Details**

All technical details must be disclosed on this application and/or approved by the Performing Arts Center Theater Manager in writing prior to the event.

Will you use a SLVUSD Performing Arts Center piano?  YES  NO

Will you use a SLVUSD Performing Arts Center LCD Projector?  YES  NO

Do you need tables in the lobby?  YES (How many? Up to 4 \_\_\_\_ )  NO

Do you need chairs on the stage?  YES (How many? Up to 30 \_\_\_\_ )  NO

What SLVUSD Performing Arts Center sound and lighting equipment will you need?  
(Please refer to the Technical Specifications Packet for complete list of items available at your chosen venue)

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What sound and lighting equipment and scenery pieces will you bring?

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Do you have any special sound or lighting requests not indicated above?

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Will your show include any of the following special effects or items requiring special caution?  
(Please check all that apply to your show)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Food or drink onstage          | <input type="checkbox"/> Starter's pistol or prop gun | <input type="checkbox"/> Special rigging     |
| <input type="checkbox"/> Glitter, confetti or snow      | <input type="checkbox"/> Dry ice or chemical fog      | <input type="checkbox"/> Frightening effects |
| <input type="checkbox"/> Strobe lights                  | <input type="checkbox"/> Glass or mirrors             |  |
| <input type="checkbox"/> Other (please indicate): _____ |   |  |

Director (responsible for performance content): \_\_\_\_\_ Phone: \_\_\_\_\_

Stage manager (person in charge of show): \_\_\_\_\_ Phone: \_\_\_\_\_

House manager (person in charge of lobby/box office): \_\_\_\_\_ Phone: \_\_\_\_\_

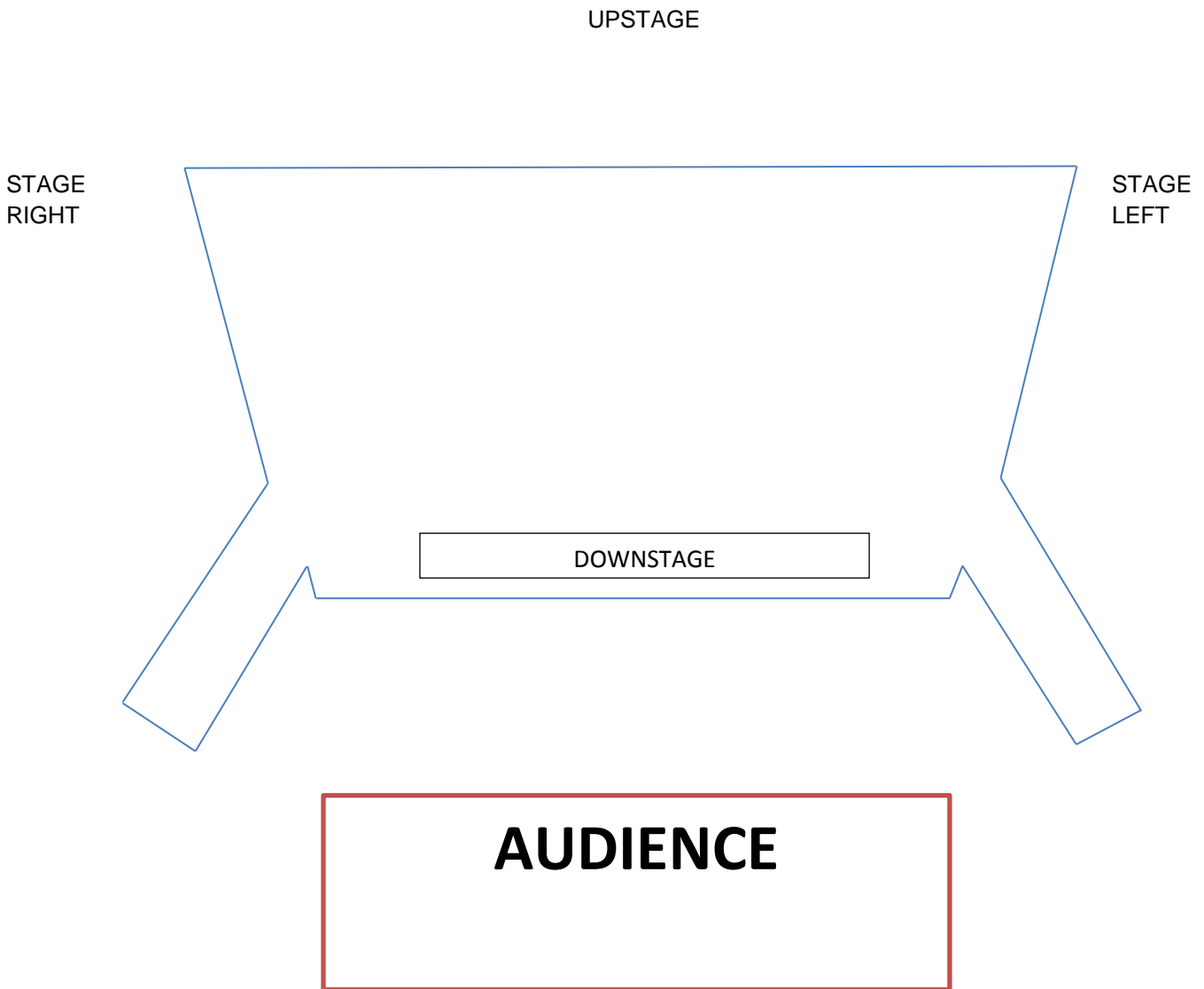
Sound (person doing sound during shows): \_\_\_\_\_ Phone: \_\_\_\_\_

Lighting (person doing lighting during shows): \_\_\_\_\_ Phone: \_\_\_\_\_

**Please note:** If you do not have all names and phone numbers available at the time of application, please provide those you do have. The sooner you have the names, the better. You must provide the rest of the information prior to your load in.

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT  
Performing Arts Center (PAC)**

Please diagram how you would like the stage set, if something other than an empty stage. Include microphone locations, piano, choir risers if applicable, etc...



**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT  
Performing Arts Center (PAC)**

**PERFORMING ARTS CENTER LIABILITY STATEMENT**

In submitting and signing this application, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed permit is in compliance with the District's rules and regulations and certificates of insurance requirements and is subject to approval by the Superintendent or the assigned representative. Applicant/Permit Holder hereby agrees to hold the San Lorenzo Valley Unified School District, School Board, Boards and Commissions, and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts of omissions of Applicant/Permit Holder.

I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to San Lorenzo Valley Unified School District property shall be compensated within seven days. I agree that this reservation is granted with the understanding that San Lorenzo Valley Unified School District may cancel when the facility is needed for School District programs.

Full payment must be given 30 days prior to the reservation date for one-day rentals, and 90 days prior to two or more day rentals. Failure to submit payments by the designated date will result in loss of the contract, and the room/area will be released. It is my responsibility to notify the School District of any cancellations or revisions on my part within 30 days prior to the one-day reservation date, or 30 days prior to the two or more day reservation date. Failure to do so will result in my fees being withheld.

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

Renter's name (printed) \_\_\_\_\_

**PATRONS WITH DISABILITIES AND NON-DISCRIMINATION STATEMENT**

I understand that, pursuant to the Americans with Disabilities Act, the San Lorenzo Valley Unified School District will make reasonable efforts to accommodate persons with disabilities. I understand that the Performing Arts Center has limited wheelchair capacity and a limited number of Assisted Listening Devices. If I become aware that someone in my group or audience requires special accommodations, I will notify the Theater Manager at least 5 days in advance of the event.

I understand that if my event is open to the general public, I may not prohibit any audience member because of race, religion, creed, color, gender, sexual orientation, age (persons 40 years of age or older), disability, national origin or any other basis to the extent prohibited by federal, state or local laws.

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

Renter's name (printed) \_\_\_\_\_

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT  
Performing Arts Center (PAC)**

**REQUIRED ANNOUNCEMENT REGARDING  
EMERGENCY EXIT LOCATIONS**

California Health and Safety Code Section 13113.6 states

*“(a) Any person, or public or private firm, organization, or corporation, that owns, rents, leases, or manages a facility that hosts a ticketed event for live entertainment shall make an announcement of the availability of emergency exits prior to the beginning of the live entertainment.*

*(b) As used in this section, “facility” means a building or portion of a building having an assembly room with an occupancy load of less than 1,000 persons and a legitimate stage for the gathering together of 50 or more persons as defined pursuant to Division 2 of Section 303.1.1 of Title 24 of the California Code of Regulations (California Building Code of 2001).”*

Producers shall be required to make an appropriate announcement before the beginning of every performance directing the seated audience to locate the emergency exits closest to them particularly pointing out that exits may be available to the sides and rear of the audience. Failure to make the required announcement constitutes a misdemeanor under State law, shall result in the forfeit of any rental security deposit(s), and may lead to denial of future services at the SLVUSD Performing Arts Center facility.

Producers may combine this announcement with other announcements such as:

- No smoking allowed on SLVUSD campus
- No food or drinks allowed in the theater
- No flash photography for performer’s safety
- Restrooms are located in the main lobby
- Turn off all cell phones and other personal electronic devices

Producer’s Agent (signature) \_\_\_\_\_ Date \_\_\_\_\_

Producer’s Agent (printed) \_\_\_\_\_

Title \_\_\_\_\_

Producer \_\_\_\_\_