

COMMUNITY USE OF DISTRICT FACILITIES

Procedures/Fee Schedule/Forms

As stated in district policy KG, permission to use district facilities will be granted by the superintendent or designee in keeping with the policies, rules and procedures of the district. Please refer to district Policy KG for further information, policy cross-references and legal references. All federal, state, and local laws for public school districts must be followed when using district facilities and equipment. This includes, but is not limited to the prohibition of smoking, gambling, alcoholic beverages and possession of intoxicants or illegal drugs/chemicals. Any violation of district policy may result in termination of the activity and future usage.

Unless otherwise approved by the superintendent or designee, or stated in policy KG, facilities will be available for use after 6 p.m. on school days (including summer work days) and after 8 a.m. on other days (weekend days, school not in session, etc.). District facilities will close at 10 p.m. Upon prior written request, permission may be granted by superintendent or designee for a delay in the closing time. However, such use will not interfere in any way with the regular programs and activities of the school district. District facilities may be closed during the winter, spring, and summer school breaks and on other school holidays. If facilities are closed, rental may not be available.

A nominal rental fee to cover operational costs (heating, cooling, lighting, security etc.) and custodial service will be charged in accordance with a schedule recommended by the superintendent and approved by the Board of Education on an annual basis. The fee will not be charged for any district-sponsored activity. Upon written request, the superintendent may consider waiving the fee for special public programs.

The use of fields and exterior spaces is not allowed without a permit. Permits are obtained through an application process. Permits are canceled when school is canceled due to inclement weather or other reasons. Currently, the district is not accepting athletic field space rental requests. Elementary school fields are available to reserve through the district Facilities Department.

A certificate of insurance and/or hold-harmless agreement shall be provided by the persons or organizations using district facilities or grounds and should be submitted during the application process (see application on page 2).

Only persons over 21 years of age may apply for use of district facilities. The applicant assumes full responsibility for facilities and for conforming to the policies established by the school district. Facility use requests will be taken on a first-come first-served basis as long as the priority of use is equal.

NOTE: The following school gymnasiums may be reserved Mondays-Thursdays for sports practice by Ladue Schools parent(s)/community members having a Ladue School District student-based team membership: Conway, Old Bonhomme, Reed, Spoede, Ladue Horton Watkins High School (upper gymnasium), Ladue Middle School and Fifth Grade Center West (small). Practices will be limited to two per week and a maximum of two hours per practice.

The Ladue School District reserves the right to:

1. Limit or deny use to groups which do not comply with policy KG or the established procedures and guidelines;
2. Limit or deny facility use to groups which have a history of demonstrable danger, delinquent rental payments, violence or prior damage to district facilities; and

3. Take any action, which may be necessary or appropriate, in the judgment of the superintendent or designee, to deal with emergency situations relating to the use of district facilities.

Facility Use by Priority:

1. District-sponsored events for students
2. District-affiliated events for staff
3. Other identified (see fee schedule) not-for-profit activities, events, or organizations
4. Group and Individual rental applicants

Facility Use Contact Information

Facility	Send Completed Form To	Email
Ladue Horton Watkins High School Conference Room Facility Use (During Business Hours & Outside Business Hours) Gymnasium Use at the High School Performing Arts Center/Theater Pool	Christina Schlager Jenifer Strohbeck Jenifer Strohbeck Jim Waechter Corey Miller	cschlager@ladueschools.net jstrohbeck@ladueschools.net strohbeck@ladueschools.net jwaechter@ladueschools.net cmiller@ladueschools.net
Ladue Middle School Facility Use Field and Gymnasium Use	Peggy Breidenbach Jenifer Strohbeck	pbreidenbach@ladueschools.net jstrohbeck@ladueschools.net
Fifth Grade Center Facility Use District Training Rooms Gymnasium Use	Jo Kitten Carla Herrington Jenifer Strohbeck	jkitten@ladueschools.net cherrington@ladueschools.net jstrohbeck@ladueschools.net
Conway Elementary Facility Use Field Use Gymnasium Use	Rita Hagen Sandy Fincannon Jenifer Strohbeck	rhagen@ladueschools.net sfincannon@ladueschools.net jstrohbeck@ladueschools.net
Old Bonhomme Elementary Facility Use Field Use Gymnasium Use	Connie Dunkle Sandy Fincannon Jenifer Strohbeck	cdunkle@ladueschools.net sfincannon@ladueschools.net jstrohbeck@ladueschools.net
Reed Elementary Conference Room Facility Use Field Use Gymnasium Use	Sharon Mosey Mary Clear Sandy Fincannon Jenifer Strohbeck	smosey@ladueschools.net mclear@ladueschools.net sfincannon@ladueschools.net jstrohbeck@ladueschools.net
Spoeede Elementary Facility Use Field Use Gymnasium Use	Tara Harris Sandy Fincannon Jenifer Strohbeck	tharris@ladueschools.net sfincannon@ladueschools.net jstrohbeck@ladueschools.net
Ladue Early Childhood Center Facility Use	Kristan Greenberg	kgreenberg@ladueschools.net
Administrative Center Board Room Use Lower Level Meeting Room Use	Carla Herrington Debbie Wright	cherrington@ladueschools.net dwright@ladueschools.net

COMMUNITY USE OF DISTRICT FACILITIES

Fee Schedule

Usage at no charge will be granted for district-sponsored activities, district parent organizations, the Ladue Education Foundation, and the Boy Scouts and Girls Scouts of America and their affiliated student organizations.

Specific exceptions may be granted in cases where a non-profit organization, event or activity provides for a significant student opportunity, as determined by the superintendent or designee (i.e., middle school club football and high school boys club lacrosse).

The district will assess a \$10.00 per participant fee for all district staff directed sports and activity camps charging a camp participation fee. Staff members are required to obtain liability insurance for any camp in which students from other school districts attend or camps directed by staff members under names not associated with Ladue School District. As a reminder, if the camp is a fundraiser for a district-sponsored activity and all revenue is deposited in that district activities account, there will not be a fee assessed. The Ladue Schools name or logo should not be placed on camp literature inviting students from outside the school district or for camps directed by staff members under names not associated with Ladue School District.

District athletic fields and the Ladue Early Childhood Center are not available for rental or reservations at this time.

Kitchens may not be used without a district kitchen food service employee present.

A charge of \$25.00 per hour for custodial services (if requested) will be added to the usage fee or if facilities are not properly cleaned by the user.

Certain pool events will require an additional lifeguard or may be outside of regular pool hours. If a lifeguard is required, but not regularly scheduled, a \$25.00 per hour fee will be assessed. Hours for community use of pool and fitness room can be found on the district website (www.ladueschools.net).

FACILITY	LOCATION	HOURLY USAGE FEE
High School	Baseball Field	N/A
	Batting Cage	N/A
	Cafeteria	\$50.00
	Classroom	\$15.00
	Computer Room	\$50.00
	Dance Studio	\$35.00
	Gymnasium: Nielson Gym (main)	N/A
	Gymnasium: Upper Gym <i>(see below for package rates)</i>	\$50.00
	Gymnasium: Ramming Gym (south of pool) <i>(see below for package rates)</i>	\$60.00
	Kitchen <i>(including food service employee - 3 hour minimum)</i>	\$75.00
	Library	\$35.00
	Parking Lot	\$10.00
	Performing Arts Center (PAC)	see PAC rental app.
	Pool (per lane) <i>(see below for package rates)</i>	\$10.00
Middle School	Cafeteria	\$35.00
	Classroom	\$15.00
	Computer Room	\$50.00
	Gymnasium <i>(see below for package rates)</i>	\$60.00
	Kitchen <i>(including food service employee - 3 hour minimum)</i>	\$75.00

FACILITY	LOCATION	HOURLY USAGE FEE
	Library	\$25.00
	Parking Lot	\$10.00
	Large Field	N/A
	Small Field	N/A
	Tennis Courts	N/A

FACILITY	LOCATION	HOURLY USAGE FEE
Elementary Schools	Cafeteria	\$25.00
	Classroom	\$15.00
	Computer Room	\$50.00
	Fields (<i>contact district Facilities Department</i>)	N/A
	Gymnasium (<i>see below for package rates</i>)	\$50.00
	Kitchen (<i>including food service employee - 3 hour minimum</i>)	\$75.00
	Library	\$20.00
	Parking Lot	\$10.00
Fifth Grade Center (FGC) (<i>Ladue West Campus</i>)	Batting Cage	N/A
	Cafeteria	\$50.00
	Classroom	\$15.00
	District Training Rooms (Second Floor)	N/A
	Fields	N/A
	Gymnasium: FGC East (large gym) (<i>see below for package rates</i>)	\$60.00
	Gymnasium: FGC West (small gym) (<i>see below for package rates</i>)	\$50.00
	Kitchen (<i>including food service employee - 3 hour minimum</i>)	\$75.00
Ladue Early Childhood Center (<i>Ladue West Campus</i>)	Big Room	N/A
	Cafeteria	N/A
	Gymnasium	N/A
	Warming Kitchen	N/A

Package Rates (Per School Year)

FACILITY	PACKAGE HOURS	HOURLY USAGE FEE
High School Pool	0-25 hours	\$8.00/lane - 64.00/pool
	26-50 hours	\$7.00/lane - 56.00/pool
	51-100 hours	\$6.00/lane - 48.00/pool
	101-150 hours	\$5.00/lane - 40.00/pool
	151-175 hours	\$4.00/lane - 32.00/pool
	over 175 hours	\$3.00/lane - 24.00/pool
High School Ramming Gym, Fifth Grade Center Gyms, and Middle School Gym	100-199 hours	\$50.00
	200-299 hours	\$40.00
	over 300 hours	\$30.00
High School Upper Gym and Elementary School Gyms	100-199 hours	\$40.00
	200-299 hours	\$30.00
	over 300 hours	\$20.00



APPLICATION FOR USE OF FACILITIES

Indoor and outdoor facilities of the Ladue School District may be reserved upon completion of the application below. Persons signing the application agree to comply with all of the provisions of the district's Community Use of School Facilities Policy and Procedures (available on the district's website, as well as all other district policies).

FOR OUTSIDE GROUPS: Once application is processed and approved, a permit will be issued to the contact person(s) listed below. A COPY OF THE PERMIT MUST BE PRESENT AT TIME OF FACILITY USE.

Date(s) Facility Needed:		Day of the Week: <input type="checkbox"/> Sun <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sat	
Group/Organization Sponsor:		Contact Email Address:	
District Campus Requested:		Campus Room(s)/Area:	
Brief Description of the Event:			
Use Start Time:	Use End Time:	Event Start Time:	
Estimated Attendance:	# of Ladue Students Attending:		
Additional Parking Requested (please specify area(s) desired):			
If request is for a regular weekly/monthly time, please describe:			
Name, Address & Phone of Primary Contact Person:		Name, Address & Phone of Secondary Contact Person:	
Will your group need access to the building to decorate or set-up before the time/day of the use? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?			
Admissions standards for the event: <input type="checkbox"/> Open to Public <input type="checkbox"/> Open to Public with Entry Fee <input type="checkbox"/> Ticket Required <input type="checkbox"/> Invitation Only			
Do you anticipate guests with special needs/physical challenges? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
Will food be served? (special permission is required) <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: Foods containing peanuts and tree nuts should be avoided. ALL food must be commercially prepared and labeled with complete ingredients. If yes, please describe:			
Is special room set-up required? (a separate charge may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your needs:			
Facility should be cleaned after event. Will there be a need for custodial services after the event? (a separate charge may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
Will outside equipment be delivered/picked up? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
Is audiovisual equipment needed? (a separate charge may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
Should event be placed on school or district calendar? <input type="checkbox"/> Yes <input type="checkbox"/> No			

GENERAL CONDITIONS FOR FACILITY USE

User agrees that the property and facilities of **LADUE SCHOOL DISTRICT** (Facility herein shall be defined as the portion of the property wherein the event is being held as well as any other parts of the campus being utilized by the group including, but not limited to, parking lots, fields, sidewalks, hallways and restrooms) shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the institution and only for the purposes as described herein.

1. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the institution.
2. Smoking is not permitted in any facility.
3. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises. The primary contact person above will be held responsible for the enforcement of this rule.
4. The use of profane language or gambling in any form is not permitted in any facility.
5. No use of equipment shall be granted unless an instructor or attendant, approved by the institution, is in charge of the rooms or equipment.
6. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
7. User agrees to indemnify, defend and hold harmless **LADUE SCHOOL DISTRICT**, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.
8. If an event is being held for which the institution requires, the user agrees to provide proof of comprehensive general liability insurance of not less than \$2,000,000 per occurrence, which names the institution as an additional insured. The institution reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, the institution can arrange for the procurement of Special Event insurance at the rate of \$77.00 (*\$83.00 with optional participant coverage) per event day for 1,000 or fewer participants and \$107.00 (*\$118.00 with optional participant coverage) per event day when participants are over 1,000. Deductible is \$250 per claimant. (District will provide a Special Event Insurance application from M.U.S.I.C., if requested.) If M.U.S.I.C. Special Event coverage is purchased payment is to be made by check payable to M.U.S.I.C.
9. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the institution.
10. This Agreement may be modified only by the written agreement of the User and the institution.
11. Cancellations are accepted up to 3 days prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than 3 days prior to the use.
12. The institution reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The institution also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
13. Users of facilities will abide by the General Conditions.

Signature of Primary Contact Person

Date

For Office Use Only

Estimated Rental Charge:	Estimated Other Fees:
Amount of Payment:	Date of Payment:
Added to District Calendar: <input type="checkbox"/> Yes <input type="checkbox"/> No	



Performing Arts Center

Application for Use by Organization/Individual

Contact: Jim Waechter – jwaechter@ladueschools.net or 314-983-5794

Today's Date _____ Type of Event _____

Name of School/Organization/Individual: _____

Address _____ City _____ Zip _____

Phone _____ Cell Phone _____

Email address _____

Name of Supervising Adult _____

AREA OF LADUE PERFORMING ARTS CENTER REQUESTED:

(check all that apply)

- Main Auditorium (seating 560) Mezzanine (seating 150) Dressing Rooms
- Black Box (seating approx. 200) Auditorium Lobby
- Other _____

(fill in your request)

REQUESTED DATES AND TIMES:

Date _____ Start Time: _____ End Time: _____ Attendance#: _____

Date _____ Start Time: _____ End Time: _____ Attendance#: _____

Date _____ Start Time: _____ End Time: _____ Attendance#: _____

Date _____ Start Time: _____ End Time: _____ Attendance#: _____

Date _____ Start Time: _____ End Time: _____ Attendance#: _____

Date _____ Start Time: _____ End Time: _____ Attendance#: _____

APPROVAL OF PERMIT REQUEST INCLUDES THE FOLLOWING AND IS INCLUDED IN RENTAL FEE:

Facility, General Lighting Wash, 2 Technicians, and 1 custodian.

RENTAL FEES:

\$600 First 3 hours block (Each Rental Day)
\$150 Per Hour, Each Additional Hour

OVERTIME RATE:

Any Performance going over their requested time will be charged at a rate of \$150 per half hour

ADDITIONAL TECH STAFF

\$45 per hour

ADDITIONAL CUSTODIAL STAFF:

\$24 per hour

LISTED BELOW ARE NEEDS/REQUESTS THAT ARE INCLUDED IN THE RENTAL FEE. HOWEVER THEY ARE SUBJECT TO AVAILABILITY (PLEASE CHECK BOX IF NEEDED)

STAGE	ACCESSORIES	
<input type="checkbox"/> Full Stage	<input type="checkbox"/> Podium	<input type="checkbox"/> Cyc
<input type="checkbox"/> Mid and Apron only	<input type="checkbox"/> Screen (floor)	<input type="checkbox"/> Scrim (White or Black)
<input type="checkbox"/> Apron only	<input type="checkbox"/> Screen (large hanging)	
<input type="checkbox"/> Fly Lines (rigging/hanging)	<input type="checkbox"/> Stage lighting	
SOUND	<input type="checkbox"/> Follow "spot" light (max. 2)	
<input type="checkbox"/> Wireless Mic (max. 2)	<input type="checkbox"/> Chairs # needed_____	
<input type="checkbox"/> Wired Microphone # needed_____ (max. 2)	<input type="checkbox"/> Music Stands # needed_____	
<input type="checkbox"/> Podium Microphone	<input type="checkbox"/> Tables #needed_____	

THE FOLLOWING OPTIONS ARE AVAILABLE FOR THE SPECIFIED FEE:

<input type="checkbox"/> Digital Projector - \$100 per day	<input type="checkbox"/> Special Stage Lighting** - \$50 per hour to hang/focus
<input type="checkbox"/> Slide Projector - \$25 per day	<input type="checkbox"/> Wireless Body Mics - \$150 per day/up to 8 mics
<input type="checkbox"/> Piano* - \$100 per day	<input type="checkbox"/> Extra Monitors/Speakers - \$50 a pair
<input type="checkbox"/> Piano Tuning – at cost	<input type="checkbox"/> Extra Handheld Mics (# needed_____) - \$30 each
<input type="checkbox"/> Risers 8", 16", 24" - \$40 per hour set-up (submit sketch for risers)	<input type="checkbox"/> Orchestra Pit - \$75 per hour to open and close
	<input type="checkbox"/> Other _____ (subject to availability)

THE FOLLOWING CONSUMABLE EQUIPMENT/MATERIALS WILL BE BILLED AS NEEDED:

Batteries - \$1.50 each	Lighting Gels - \$7.00 per sheet	Lamps - \$25 per lamp
Gaffers Tape - \$15 per roll	Paint/Scenic Supplies – at cost	

* - Piano availability is dependent upon music department approval. Tuning must be arranged through the music department at the requestor's expense.
 ** - Stage Lighting is dependent upon the light design hung for school productions in the Auditorium/Black Box at the time of the requested event. Special lighting needs may not be available.

 Signature of Supervising Adult using Facility

 Date

A deposit equivalent to 50% of the rental fee (not to exceed \$500) is due upon approval of the contract. Deposit will be applied to the rental fee upon completion of the event. Any damage to school district equipment will be the responsibility of the supervising adult and will be added to the final invoice for the approved permit. **CANCELLATION FEE:** In the event the performance is cancelled more than 14 days prior to the actual performance, the deposit will be reimbursed. If the performance/event is cancelled after that, the deposit will be kept as a late notice cancellation fee.

Signature of Ladue School District Representative: _____	Application Received: _____
REQUEST GRANTED: _____	REQUEST DENIED: _____
Reason for denial of request (if applicable): _____	



Ladue Schools

Performing Arts Center

Procedures and Guidelines Governing Facility Use for Ladue School District

We are delighted to invite your organization into the Ladue Performing Arts Center in the Ladue School District. We take great pride in our facilities as centers for learning and hosts for various community events and activities. Please review the following procedures/guidelines carefully so that your rental expectations and experience are as successful as possible. Please call or email Jim Waechter at: jwaechter@ladueschools.net or 314-983-5794 if you should have questions.

WHO MAY APPLY:

Only persons **over 21 years of age** may apply for facility use of school district property. The applicant assumes full responsibility for school property and for conforming to the regulations established by the Board of Education in policies KG and KGA. Facility use requests will be taken on a first come first serve basis as long as the priority of use is equal.

GRANTING OF APPROVAL:

The Performing Arts Department designee in conjunction with the Facility Services Department is authorized to approve and arrange the scheduling of the school facilities by qualifying applicants. Rental of facilities does not include usage of items that may be found in the back stage area, the scene shop, dressing rooms, etc. without prior authorization. Doors from the Performing Arts Center are egressed to the main school. Participants and audience members may not utilize these doors to gain access to the school except in an emergency situation. The following priority order will be used in granting your request.

1. District-sponsored events for students.
2. District-affiliated events for staff
3. Other identified (see fee schedule) not-for-profit activities, events or organizations
4. Group and individual rental applicants

DENIAL OF APPROVAL:

The Ladue School District reserves the right to deny approval according to the following guidelines.

1. Limit or deny use to groups which do not comply with policies KG and KGA or the established procedures and guidelines listed above.
2. Limit or deny facility use to groups which have a history of demonstrable danger, violence, or prior damage to district facilities.
3. Take any action which may be necessary or appropriate, in the judgment of the Superintendent or his/her designee, to deal with emergency situations relating to the use of school district facilities.
4. The requesting group, if required, fails to file a Hold Harmless and/or Certificate of Insurance seven (7) days prior to the reserved event.
5. Fails to pay the usage fees within the specified time frame.

PRIOR CLAIM:

School-sponsored activities have prior claim to the use of school facilities if scheduled with the Performing Arts Department designee at least eight days in advance of the event. These activities include dramatic productions, music productions and/or concerts, club meetings, athletic events, Parent Association meetings and Parent Association sponsored activities, school dances, and various professional or semi-professional meetings of education groups. In an emergency situation involving less than eight days' notice from the school, a final decision shall be made by the Performing Arts Department designee in conjunction with the Facility Services Department and school district administrators that accommodates both the school's need and is sensitive to the impact on the community group involved.

FEES:

Rental fees will not be charged to any school-sponsored/affiliated organizations. (#1 and #2 in the preceding rank order). However, a nominal rental fee to cover operational costs (heat, lights, etc.) and custodial service will be charged to all other groups in accordance with the schedule printed on the application which is established by the administration and reviewed annually by the Board of Education. For special and/or public programs the Board may consider waiving the fee or may accept services-in-kind subject to review and acceptance by the Performing Arts Department designee in conjunction with the Facility Services Department and appropriate administrators.



Performing Arts Center

Agreement to Hold Harmless and Indemnify

We, _____ hereby covenant and agree that with
(school/organization/individual)

respect to our use of the premises known as the "Ladue Performing Arts Center" for the

purpose of _____
(purpose of rental)

during the period of _____
(activity/performance dates)

to defend, indemnify, and hold harmless the **Ladue School District** from and against any and all liabilities, claims, damages, penalties, actions, suits, losses, costs, and expenses arising out of or in connection with the use of said premises.

This agreement to defend, indemnify, and hold harmless specifically includes all claims arising out of any accident or other occurrence on or about said premises causing injury to any person or property.

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, defend, indemnify, and hold harmless the **Ladue School District**, and whose signatures do not appear on this agreement.

We hereby acknowledge that we have inspected the premises and find the premises fit for our intended use. We also agree to notify the Office of Facilities and Grounds of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises until the condition can be corrected. We hereby acknowledge that the **Ladue School District** does not carry medical pay coverage on the premises referenced herein.

_____ and all persons participating in the activity
(school/organization/individual)

have read and agreed to all the conditions stated and upon their requests will be furnished a photocopy of these conditions. If the participant is a minor, this agreement must be signed by a parent or guardian.



Ladue Schools
Performing Arts Center
For Office Use Only

SUMMARY OF EVENT and FEES

NAME OF SCHOOL/ORGANIZATION/INDIVIDUAL: _____

TYPE OF EVENT: _____

Performance Date _____	Special Stage Lighting _____
Base Rental _____	Wireless Body Mics _____
Rent/Additional Hours _____	Extra Handheld Mic _____
Custodial Fees _____	Extra Monitors/Speakers _____
Digital Projector _____	Batteries _____
Slide Projector _____	Gaffers Tape _____
Piano _____	Lighting Gels _____
Piano Tuning _____	Paint/Scenic supplies _____
Risers _____	Lamps _____

CONDITION OF LADUE PERFORMING ARTS CENTER

Was there any damage or repairs needed/performed as a result of this event? No _____ Yes _____

If yes, please describe on the lines provided. _____

TIME REPORT FOR ALL WORKERS

Name	Position	Date	# Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FINAL AMOUNT DUE

Total Amount Due (rental and fees) _____
 Deposit Amount Received _____
 Final Amount Due: _____

Approval Signature for the Ladue School District Date: _____