

East China Performing Arts Center Facility Use Application

Please fill out application **completely** before submitting

Date of Application: _____ Type of Activity: _____

Circle Day(s) Requested: SU M T W Th F SA Date(s): _____

Time Entering Bldg.: _____ Time Exiting Bldg.: _____ Event Time: _____

Name of Organization: _____

Supervisor of Event: _____

Phone # (Day): _____ (Evening): _____

Address: _____

Email Address: _____

Number of Participants on Stage: _____ Admission Charge \$ _____

Are you a 501(c)3 Organization? **Y N** Do you intend to *sell* or *serve* food? **Y N**

Would you like to use the Black Box? **Y N** Dates and times: _____

I do hereby certify, in representation of the above named group, that I have read and agree to abide by all rules and regulations listed in the 2018-2019 ECSD Performing Arts Center Conditions of Use and Regulations document. I understand that I will be responsible for the fees and rates listed in points # 4 – 7 of the document. I understand that, by law and school district policy, alcohol, tobacco, controlled substances, are forbidden on school property. Violation of this policy or any other will cause eviction and loss of facility use. I further understand that I am responsible for any damage attributed to my/our use. I understand that I am responsible for providing insurances as follows:
Liability/Personal injury and property damage insurance in the amount of \$1,000,000 per claim and \$1,000,000 per occurrence. We require that the East China School District be named “an additional insured” on the policy. A copy of the proof of liability / personal injury and property damage must be presented with this application. **THE EAST CHINA SCHOOL DISTRICT WILL CANCEL EVENTS WITHOUT THE PROPER PROOF OF INSURANCE, DEPOSIT, AND RENTAL ESTIMATE PAID IN FULL BY THEIR LISTED DUE DATES.**

Applicant’s Signature _____ Date _____

Building Principal’s Signature _____ Date _____

P.A.C. Manager’s Signature of Approval _____ Date _____

*You **must** advance your complete event needs with the P.A.C. Manager 30 Days before your event*

Please send applications to: *East China Performing Arts Center
1585 Meisner Road
East China, MI 48054*

For Internal Use Only Deposit Rec’d: _____ Proof of Insurance Rec’d: _____

Application Received: _____ Reason for NOT approving application: _____