



Lawrence Public Schools • 255 Essex St. • Lawrence, MA 01840 • (978) 975-5905

### APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

(Application must be completed at least 30 days prior to event date and a deposit may be required to reserve the date)

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Name of Sponsoring Group or Organization: \_\_\_\_\_

Organization is:            Profit            Private            Non-Profit (copy of 501c3 required)

Facility Requested:

Arlington	Bruce	Frost	Guilmette
Parthum	North Common Complex	South Lawrence East	Wetherbee
LHS Campus			
PAC Center ( <i>requires completion of additional forms</i> )	Other ( <i>specify</i> ): _____		

Area Requested:            Auditorium            Gymnasium            Cafeteria            Kitchen

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Practice Dates (if needed): \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Admission fee of donation for event:            Yes            No

Purpose of Rental (please provide specific details): \_\_\_\_\_

Special Conditions or Requests: \_\_\_\_\_

The party or group desiring use of the facilities agrees to indemnify and hold harmless the School Department from all liability which may arise from the use of said facility. The party or group agrees to reimburse the School Department for any damages to the building, facilities or equipment in the event that damages occur during the use of the facility rather than normal wear.

As representative of this applicant, the undersigned agrees to the use of the above listed school facilities in accordance with the policies and conditions of rental as stated:

1. Only the area of the building listed above shall be used.
2. If kitchen equipment is used, cafeteria staff is required to be present.
3. Possession or consumption of alcoholic beverages and/or the use of tobacco products are prohibited on school property.
4. Eating and drinking soft drinks will be permitted ONLY in designated areas.
5. Any furniture or equipment moved by renter must be returned to its original location.
6. All conditions stipulated by policy and any conditions stipulated below and agreed upon by both parties.

**Full payment is required two weeks prior to the date of use. Checks should be made payable to the School Revolving Account.**

Applicant's Signature: \_\_\_\_\_ Date received by Facilities Office: \_\_\_\_\_



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## PERFORMING ARTS CENTER (PAC) RENTAL APPLICATION

### Please Check Desired Performance Space:

*Main Stage*

*Dressing room*

*Balcony Seating*

*Black Box*

*Concession Area*

*Orchestra Pit*

Purpose of request: \_\_\_\_\_

Number of People Expected Attendance: \_\_\_\_\_

Please indicate equipment needed (i.e. Sound, Podium, Lights, Video Screen, Projector, etc.):

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Please Indicate Special Effects being brought in (i.e. Marley Dance Floor, Fog, Lighting, Sound, Video, etc.):

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### Please Check Technical Support Needed:

*Light Board Operator*

*Sound Board Operator*

*Rigging Crew*

*Stage Crew*

\*No outside personnel are allowed to operate the equipment being provided for the renter's function without explicit approval through the PAC Manager.

**Stage Setup:** Please indicate in the box below how your desired set up will be situated

**Notes for Performance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL RENTAL RULES & REGULATIONS**

All persons and organizations requesting to rent the Performing Arts Center must comply with the following rules and regulations established by the Lawrence Public Schools.

1. Rental rates include the use of the PAC First and Second Floor Lobby (if number of audience exceeds capacity eight hundred seventy-five (875), the Third Floor Lobby will be opened at no extra charge), Main Stage (which includes stage and seating), backstage and offstage spaces, and nearest toilet facilities (if balcony is opened third floor bathrooms will be opened at no additional charge). Also included are the following:
  - Lighting equipment currently on-site. Anything needed beyond the PAC inventory will have to be rented at an additional charge.
  - Audio equipment, including sound reinforcement system - speakers, microphones, stage monitors, etc. A cassette player, compact disc, DVD player, and projector system are also available.
  - Other equipment currently on site including chairs, tables and lectern.
2. Rental does not include use of Piano on site. Any piano in the PAC may be rented for a daily fee. No piano is to be used or tuned without prior permission from the PAC Facilitator.
3. Under no circumstances will the PAC be rented without the PAC Technical Staff also being hired to run the equipment being used.
4. Persons and organizations renting the PAC are restricted to the specific area(s) approved and the nearest bathroom facilities. All other rooms, unless separately rented, are off limits.
5. If school-aged youngsters are involved in activities, adequate and responsible adult supervision must be provided at all times during the activity. Entry into the PAC will not be allowed until responsible supervision is present (as well as the presence of the PAC Facilitator or his/her representative), and at the conclusion of the activity, a responsible adult from the renting organization must remain until the last youngster has safely left school property. Under no circumstances shall a custodian or other Lawrence Public Schools staff member be responsible for supervision of participants before, during, or after an activity.
6. The use of the PAC shall not be allowed while school is in session. The examination of the PAC may be conducted while school is in session, provided prior arrangements are made to conduct the examination with the Facilities and Plant Management Office.
7. All decorations that are used, including sets and scenery, must be flame retardant and adhere to local and state fire codes. No open flames will be allowed in the PAC without special permission and proper fire department staff present.

8. No sets or scenery shall be left set up on the stage during the week without the written approval of the PAC Facilitator.
9. Refreshments of any kind are prohibited inside the PAC.
  - a. If refreshments are wanted for a performance, they will be provided and served/sold in the first floor lobby with the prior permission of the Superintendent of Schools.
  - b. Alcoholic beverages of any kind are prohibited on school property.
10. Established capacities shall not be exceeded under any circumstances. The seating capacity of the PAC is one thousand three hundred (1,300) which includes handicapped seats. Several areas for wheelchairs are also available on the first floor, second floor, balcony, orchestra pit, and stage area.
11. Technical equipment in the PAC is available for use. A qualified technician, selected by the PAC Facilitator, shall be employed to provide technical and operational assistance for events, with the cost to be borne by the renter. Under no circumstance shall the renter be allowed to handle equipment or to bring in their own operators, unless given explicit permission by the PAC Facilitator.
12. A renter must provide the Lawrence Public Schools with a policy of liability insurance in the amount of one million dollars (\$1,000,000) naming the City of Lawrence, the Lawrence School Committee, and all their offices, agents, employees, etc. as insured.
13. Any unincorporated, informal group or individual renting the PAC must sign a statement releasing and forever discharging the City of Lawrence, the Lawrence School Committee, and all their offices, agents, employees, etc. from liability. Only those whose names appear on the form will be allowed to use the PAC.
14. The following rules and regulations shall be strictly enforced:
  - a. Curtains shall not be altered or removed without prior approval of the PAC Facilitator
  - b. Tape used to mark the stage floor shall be specific spiking tape. This can be made available upon request. Masking and duct tape are not to be used. At the conclusion of the use, all tape and other alterations to the stage must be removed.
  - c. The seating should be used properly which does not include sitting inappropriately in seating areas, standing on seating units, or stepping over seating through seating aisles.
  - d. At the conclusion of the use, the stage shall be returned to its original condition immediately following the final performance or event.
  - e. During general rehearsals stage lighting will not be allowed to be used. House lighting and work lights are acceptable for general rehearsals. This excludes dress rehearsals or prior focusing for events.
  - f. General care and respect should be used in the PAC at all time. No balloons inside auditorium.
  - g. No alterations or changes shall be made to the stage counterweight system.
  - h. No alterations or changes shall be made to the cables on the stage fly bar units.
  - i. No alterations or changes shall be made to the lighting system. Space in the Rep Plot has been left open for any specials or additional lighting to be used by the renter.

- j. No alterations or changes shall be made to the sound system.
  - k. All questions regarding the use of the PAC are to be directed to the Facilities and Plant Management Office for the PAC Facilitator.
15. If a performance requires rehearsals, the rehearsals shall not begin before 4:00 p.m. on weekdays unless special permission is given by the Lawrence Public Schools.
16. Rental of the PAC does not cover the use of other high school facilities. The rental of the PAC entitles the renter the use of the Main Stage, Orchestra Pit, two (2) bathrooms in floor lobby, and ticket booth.
17. PAC parking lots are part of the Lawrence High School campus. Often, several extracurricular events run concurrently at the High School and parking lots fill up quickly. Please keep this in mind for rehearsals and for your guests.

*I understand the rules and regulations, as well as the consequences of not upholding them, and agree to adhere to the rules and regulations of the PAC to ensure the beauty of the facility will be here for years and generations to come.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Printed Name: \_\_\_\_\_