

**Catoosa County Schools Performing Arts Theater
Ringgold High School**

29 Tiger Trail • Ringgold, GA 30707 • Phone: (706) 935-2254 • Fax: (706) 965-8910
Contact Connie Coker at ccoker.rhs@catoosa.k12.ga.us for Theater booking and information

Performing Arts Theater Facility Use Contract

Name of Group/Organization Hosting Event: _____

Mailing Address: _____ Telephone Number: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Day Phone: _____

Email: _____ Evening Phone: _____

Event Name: _____

Describe Event or Activity: _____

Energy Management System will control heat and air conditioning to the schedule below. **Accuracy of time schedule is critical.**

Date(s) to Reserve Facility: _____

Time: _____ am / pm to _____ am / pm

Performance Information: Date _____ Time: _____ am / pm to _____ am / pm

Terms of Use

- Basic fee for facility is \$100 per hour. (Minimum fee \$200.)
- Non-profit organization basic fee for one day use is \$50 with an additional \$100 refundable deposit. Depending on the hours and needs for the event, non-profit organizations are also required to pay for custodial, security, and /or technical support. Non-Profit status means 501-3C must be provided.
- Lighting technician, sound technician, and security services are charged at the rate of \$25 per service hour per person. Services are to be organized prior to event. Custodial services are charged \$25 per hour. All county employees must be run through payroll.
- Adequate security must be provided. Security personnel can be supplied at the rate of \$25 per hour per person. All county employees must be run through payroll.
- A deposit or \$100 is expected with the submission of the contract. Contracts submitted without a deposit can only reserve a date for a maximum of 14 days. At the time of reservation, only an estimate of total cost can be determined.
- Extended use event (more than one day) fee is \$800 per day.
- If user is not Catoosa County Public Schools references will be required. (See Page 2)
- **All organizations utilizing the Performance Arts Theater must submit a Facility Use Contract.**

Identify and Describe Services Needed

___ Lighting Technician Services Needed: _____

___ Sound Technician Services Needed: _____

___ Custodial Services Needed: _____

___ Security Services Needed: _____

Description of Event Needs (e.g. chairs, tables, piano, microphones, lectern, projector screen, etc.): _____

References: (if requested)

1. Name: _____
Address: _____
Home Phone: _____
Business Phone: _____
2. Name: _____
Address: _____
Home Phone: _____
Business Phone: _____
3. Name: _____
Address: _____
Home Phone: _____
Business Phone: _____

The undersigned, on behalf of the named entity, and in consideration of the permit to use the premises, buildings, facilities or equipment of the Catoosa County Board of Education, does hereby agree to indemnify and hold harmless the Catoosa County School District, the Catoosa County Board of Education, and any of its agents or employees from any and all loss or damage that may arise during or be caused in any way by the use of the facility. The undersigned specifically agrees to indemnify the Catoosa County School District for any damages done to the building or any claim of damages made by someone else arising out of use of the facility. I understand that both the group/organization requesting use of the performing arts center and I, individually, am responsible for the fees charged and supervision of the event and for any and all damages to any facility equipment used. I hereby state that the information in this application is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public school buildings as set by the Catoosa County Board of Education.

I agree to the responsibilities stated above. _____
Signature Date

For Office Use:

Amount of deposit paid: \$ _____ date paid: _____
Date request approved: _____ Principal's signature: _____