

HARTLAND MUSIC HALL RESERVATION APPLICATION

Return to: Hartland Community Education
ROOM RESERVATIONS:
9525 Highland Road
Howell, MI 48843

FOR INFORMATION CALL:
CARETAKER, DON THOMPSON
248-887-2164
SEATING CAPACITY: 225 seats

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.
Days requested Please Circle

Monthly Weekly One Time Use (circle one)

_____ to _____
MONTH/ DATE/ YEAR MONTH/DATE/ YEAR/ (Ending date)

TIME OF USE: _____ to _____ TIME EVENT TO START _____

Organization: _____

Type of Activity: _____

Name of Adult Supervising group: _____ Phone: _____

Requested by: _____

Address: _____ City _____ Zip _____

Equipment Desired on stage ___ podium ___ # tables ___ # chairs

Number expected to attend _____ Admission Charge _____ Purpose of Proceeds _____

*****RULES TO FOLLOW*****

1. For all non-Hartland school sponsored events a caretaker must be present at all times.
2. To insure future use of these facilities, please be sure to leave room and equipment in proper condition and furniture arranged as found.
3. The applicant is fully responsible for all facilities used.
4. There may be a time during the school year when this request may have to be canceled. It is our hope that you understand K-12 programs has priority over service clubs, scouting activities, etc. You will be notified in advance, when possible, and accommodations in another facility will be provided, if possible.
5. A 50 % deposit (or more) will be invoiced before the event and must be paid in advance.
6. All rental, utility and security fees are subject to change without notice.
7. NO ALCOHOL, NO SMOKING, NO FOOD, NO BEVERAGES are permitted in the Music Hall facility.
8. Music Hall Reservation Application forms must be submitted two (2) weeks prior to the use of the facility or it may be denied.
9. The Hartland Consolidated Schools has the right to forfeit any deposits made if the applicant fails to follow the rules.

____ Please, place your initials on space provided, indicating that all the above rules plus addendum rules on reverse side of this form have been read and all questions answered.

Signature of Applicant _____ Date _____

Approved by: _____ Date: _____ Class: _____

Rental Fee: (includes caretaker) _____ (per hour) Special Notes: _____

Applicant _____ Caretaker _____ Maintenance _____ Other _____

ADDENDUM TO HARTLAND MUSIC HALL RESERVATION APPLICATION

GUIDELINES FOR USE OF THE HARTLAND MUSIC HALL

1. Due to staffing constraints, there is no regularly scheduled custodial service for the Music Hall. Thus, it is important that users of the facility:
 - Secure all doors and windows before leaving
 - Turn out all lights
 - Empty trash and remove from building when leaving
 - Check restrooms to make sure all water is turned off
 - Make sure all toilets are flushed
 - Generally clean up areas used
 - Unplug all electrical equipment used
 - Walk through building before leaving to make sure all people have left
 - Make sure all exits are clear of equipment, chairs, etc.
2. Anyone assigned a key for an extended period of time is responsible for its use during that period. It is only to be used during the times that were assigned per the reservation application.
3. The Kilgen organ may be used by trained persons only and requires prior permission for use.
4. Please protect the organ and piano by keeping all items off of the surfaces of these instruments.
5. **NO FOOD AND/OR BEVERAGES ARE PERMITTED IN THE MUSIC HALL.** Refreshments may be served in the lobby or on the front porch, but nothing is to be taken into the Music Hall.
6. **NO SMOKING IS ALLOWED IN THE BUILDING OR ON SCHOOL PROPERTY**
7. Tape, nails or placement of any items on the walls is prohibited.
8. In order to maintain the official historic stature of the Music Hall, all users wishing to make building repairs, paint, etc. are required to obtain prior approval.
9. Parking is not permitted on the lawn or sidewalk surrounding the Music Hall. Please note that parking is available in the lot two doors north of the Music Hall next to the Hartland Cemetery.
10. The auditorium ceiling track lights and stage lighting are to be used only with prior permission of the Hartland Players . Contact the Hartland Community Education Center for more information.

THE HARTLAND MUSIC HALL IS A HISTORIC LANDMARK IN OUR COMMUNITY. YOUR COOPERATION IN OBSERVING THE ABOVE GUIDELINES IS APPRECIATED AND ESSENTIAL TO PRESERVE THIS FACILITY FOR FUTURE GENERATIONS. THANK YOU!