

Hartland Consolidated Schools  
Performing Arts Center (PAC) Reservation Application

Return completed application to:  
Hartland Educational Support Service Center  
Facility Scheduling Coordinator  
9525 Highland Rd.  
Howell, MI 48843 (Fax: 810 626-2151)

For information call:  
Hartland Community Education Center  
(810) 626-2145

**Days Requested:**

*Please specify any rehearsal dates and times BELOW. \**

**Dates Requested** Starting Date \_\_\_\_\_, 20\_\_ until \_\_\_\_\_, 20\_\_ Ending Date

**Time of Use: ACTUAL EVENT**

**Including Preparation/Set-Up** Arrival at \_\_\_\_\_ AM / PM **Clean-Up/Tear Down** Ending Time \_\_\_\_\_ AM / PM

**ACTUAL** Time Event Begins: \_\_\_\_\_ AM / PM Event Ends \_\_\_\_\_ AM / PM

*\*PLEASE SPECIFY REHEARSAL DATES:* \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_

**Name of Organization:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Individual Responsible:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

<b>REHEARSAL TIMES:</b> _____ AM or PM UNTIL _____ AM or PM <b>SPECIAL EQUIPMENT NEEDED:</b> _____
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**Number of Expected to Attend** \_\_\_\_\_ **Admission Charge: \$** \_\_\_\_\_ **Proceeds to benefit:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Contact Phone #'s** \_\_\_\_\_

**Billing / Contact Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Specify Equipment Needed:** Additional Chairs \_\_\_\_\_ Additional Tables \_\_\_\_\_ Additional Classrooms \_\_\_\_\_

Risers \_\_\_\_\_ Band Shell Set Up  Projection Screen:  Coat Racks: # \_\_\_\_\_

**Please Note:** for each event, technicians will be assigned as agreed upon. If additional technicians are needed, please request. Also, if additional technicians are needed during the event, there will be an additional charge for their service. For a listing of lighting, and sound equipment available, please ask at the time request for application is filed. Some equipment may require special precautions that need to be taken care of before the event. If **special lighting** is needed, please notify the Facility Scheduling Coordinator or PAC manager as soon as possible.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please Note: By signing this application you and your group have accepted responsibility for following the rules stated on the back of this form. If the rules are not stated, please ask for them. The person that signs this application will be held responsible for the cost(s) of any and all repairs and compensations to the Performing Arts Center (PAC) located at Hartland Consolidated Schools.*

**Office Use Only:**  **DEPOSIT REQUIRED \$** \_\_\_\_\_ (Date : \_\_\_\_\_ # \_\_\_\_\_)

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Class Type:** \_\_\_\_\_ **Room Rental Fee (s)** \_\_\_\_\_ **Custodial Overtime (est.)** \_\_\_\_\_ **Sat. Rate: \$** \_\_\_\_\_ **Sun. Rate: \$** \_\_\_\_\_

**Special Notes:** \_\_\_\_\_

**Distribution:** Applicant  Head Bldg. Custodian  Comm. Ed  Bldg. Principal  Maintenance Supervisor   
HHS Drama Coach  HHS Band Director  P.A.C. Manager  Other:  \_\_\_\_\_

Rules for Use of the Performing Arts Center (PAGE 2 OF 2)

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**RULES TO FOLLOW**

For everyone's enjoyment of the auditorium, we ask that you and your group follow these rules for usage of the auditorium. These rules are in effect to keep up the maintenance of the auditorium and to satisfy other building users.

1. To ensure future use of these facilities, please be sure to leave room and equipment in proper condition and furniture arrangement as found.
2. Do not disturb any messages that may appear on blackboards.
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 that K-12 programs have priority over service clubs, scouting activities, etc. You will be notified in advance if possible, and accommodations in another facility will be provided if possible.
5. When a building is to be used on weekends, a security service MAY be required for outside areas and parking lots. Billing for fees will be mailed the first of the month following the activity.
6. A 50% non-refundable deposit (or more) must be made in advance for fees exceeding \$100.00.
7. All rental, utility, and security fees are subject to change without notice.
8. **NO ALCOHOLIC BEVERAGES** may be served or consumed on school property.
9. **NO SMOKING** is permitted on school grounds.
10. Building Use Reservation Forms must be submitted **AT LEAST (2) WEEKS** prior to use or may be denied
11. **NO** duct tape or other tapes or glues that leave sticky residues are allowed (making tape **ONLY**).
12. **NO** permanent fixtures are allowed (These include drilling into stage, painting the stage, stapling curtains or teasers etc.)
13. Please leave the auditorium the way you found it.
14. Hartland Consolidated School is **NOT** responsible for **ANY** equipment, props, merchandise, etc., left on Hartland Consolidated School grounds.
15. The use of strobe light requires special precautions (NOTE see Equipment List)
16. On the orchestra there will be a pit cover. This is meant **ONLY** for safety reasons. The pit is **NOT** to be stood on or for any types of props, etc. to be placed on. Also, the Hartland Consolidated maintenance department is the **ONLY** one authorized to remove or install the orchestra pit cover.
17. The acoustical shell for the stage area can **ONLY** be installed or removed by the Hartland Consolidated Schools maintenance department.
18. **NO** food or drinks are permitted on any carpeted areas, on stage, near any curtains, or near any equipment. This includes: microphone junction boxes, stage mangers box, speakers (monitors), power switches or plugs, etc.
19. **NO** one is permitted to jump into the orchestra pit with or without the orchestra cover in place. This is for safety reasons more information is available if needed.
20. **NO** one is permitted in the ventilation tunnel underneath the stage. This tunnel was designed for the specified use (ventilation). Again this is for safety reasons- more information is available if needed.
21. **ONLY** technicians and authorized personnel by Michelle Otis are permitted in the catwalk.
22. **ONLY** technicians are permitted in the control booth, unless authorization is granted.
23. **NOTHING** is permitted to be dropped, thrown, etc., from the control booth or catwalk.
24. If you desire the blower units to be turned off during your event, please contact Community Education at least one week in advance
25. The auditorium (including lobby, stage area, back stage etc.) must be cleared of all props, equipment, etc., after each event that same day, unless other arrangements have been made with Community Education. If the auditorium is not cleared, additional charges will be billed to you. Any props, equipment, etc., left by an organization for more than one week (7 days) will be disposed of by Hartland Consolidated Schools. Additional charges will be billed to you for the disposal of the props, equipment, etc.

**NOTE:**

Every event **MUST** be scheduled through Hartland Community Education! If an event is not scheduled, the technicians will **NOT** and are **NOT** permitted to work.

If you are not sure if something is acceptable for the auditorium, please check with Michelle Otis or Ed Hogan for authorization. **ONLY** Michelle Otis has the authority to approve the auditorium renovations.

The Hartland Consolidated Schools have the right to keep any deposit(s) made if the applicant fails to follow the above rules. Also, if the rules above are not followed extra charges may be added for repairs and compensations. We appreciate your cooperation with leaving the auditorium the way you found it for the enjoyment of others.