



LAGO VISTA ISD

LAGO VISTA INDEPENDENT SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES – PERFORMING ARTS CENTER (PAC)

TO RESERVE A PERFORMING ARTS CENTER, COMPLETE THIS FORM AND RETURN TO:
LVISD FACILITY RESERVATIONS DEPARTMENT, 8039 BAR-K RANCH ROAD, LAGO VISTA, TEXAS 78645
TELEPHONE (512) 267-8300 FAX (512) 267-8304
EMAIL: holly_jackson@lagovista.txed.net

Today's Date:
Group/Organization Information:
Name of Organization:
Address:
City/State/ZIP:
Signature:
Name of Contact Person:
Phone Number:
E-Mail Address:
Fax:
Lago Vista ISD Group
Non-Lago Vista ISD Group

Event Information:
Event Name:
Number Expected:
Please check desired level for PAC rental.
Level 1 Rental:
Level 2 Rental:
Requested Event Date(s):
Alternate Event Date(s):
Additional Set-up Date:
Requested Rehearsal Date(s):

All events must comply with current Lago Vista ISD facility use policies, guidelines and restrictions. Availability of the Performing Arts Center (PAC) may be limited by previously scheduled events. The PAC will not be available for use during the day for non-school-related activities. All Lago Vista ISD groups and Home-Campus Groups must submit this form at least three (3) weeks in advance of the first date of requested use. Non-Lago Vista ISD groups must submit this form at least two (2) months in advance of the first date of requested use.

Return this completed form to the Lago Vista ISD Facility Reservation Department to initiate rental of a PAC facility. The group/organization must designate a "Contact Person" who will be responsible for ensuring the proper care of the facility. In order to reserve the facility, non-Lago Vista ISD groups may be asked to furnish a deposit. Rental fees will be charged based on the group/organization's Rental Level (1 or 2), and personnel charges as applicable. Rental fees will be charged if the event is canceled less than two weeks in advance. Groups/Organizations will only have access to services designated on the PAC Rental/Technical Services Request form which will be completed by the Contact Person and the PAC Facilities Coordinator during a Consultation Session. Groups/Organizations should not assume that additional services, rooms, times, or dates can be provided after this event has been approved.

Technical Services Information:

LEVEL 1 RENTAL: TECHNICAL SERVICES

Required Personnel:
Campus PAC Manager [required for all events – included in Level 1 and Level 2 rental fee for outside users]
Custodian [required for all events – included in Level 1 and Level 2 rental fee for outside users]
Podium
Podium Microphone
Lobby Tables (3' x 6')
Projectors & Screens
If yes, number requested

LEVEL 2 RENTAL: TECHNICAL SERVICES

Masking/Rigging <input type="checkbox"/> Grand Drape <input type="checkbox"/> Cyclorama <input type="checkbox"/> Legs <input type="checkbox"/> Borders <input type="checkbox"/> Travelers <input type="checkbox"/> Hung/Flown Scenery Briefly describe hung/flown scenery and give approximate weight:	
Lighting <input type="checkbox"/> General Flood (10-15 area set-up) <input type="checkbox"/> Additions to area set-up (attach light plot) <input type="checkbox"/> Follow spot(s) <input type="checkbox"/> 1 OR <input type="checkbox"/> 2	Sound (show items positioned on stage using the basic stage diagram. All dependent on PAC inventory – to be done with PAC Manager) <input type="checkbox"/> Microphone(s), number requested _____ <input type="checkbox"/> Microphone stand(s), number requested _____ <input type="checkbox"/> Onstage monitors: <input type="checkbox"/> 1 OR <input type="checkbox"/> 2 <input type="checkbox"/> CD Player <input type="checkbox"/> Projector: <input type="checkbox"/> Slide OR <input type="checkbox"/> Video <input type="checkbox"/> Speaker lectern with microphone: <input type="checkbox"/> Yes <input type="checkbox"/> No
Required Running Crew: (Final Crew number will be determined by the PAC Manager. Minimum of one crewmember needed for each area requested by the performing group. A per hour fee per technician is assessed for all events.) <input type="checkbox"/> Stage Manager <input type="checkbox"/> Follow Spot Operator(s) # _____ <input type="checkbox"/> Projectionist <input type="checkbox"/> Light Board Operator <input type="checkbox"/> ASM <input type="checkbox"/> Fly Crew # _____ <input type="checkbox"/> House Manager <input type="checkbox"/> Shift Crew # _____ <input type="checkbox"/> Sound Board Operator(s)	
Additional Notes (attach additional paper if necessary):	

Group/Organization’s Agreement

As the officially designated Contact Person for the group/organization named below, I understand that failing to comply with Lago Vista ISD PAC guidelines and restrictions may result in the loss of future building privileges. Upon completion of the Consultation Session and determination of the technical services necessary for the event, I understand that an estimated cost of the event will be determined and communicated to me as the Contact Person for the group/organization. A deposit is required along with this application and the estimated cost for rental (including costs for technicians, custodians, etc.) must be paid in advance of the event. I also understand that the group/organization will be responsible for the replacement/repair of any PAC equipment due to accidents, misuse, neglect, and/or vandalism on the part of any individual associated with the group/organization. I have read and understand the Lago Vista ISD PAC guidelines/restrictions and will abide by and help in the enforcement of said guidelines/restrictions.

Facility Use Hold Harmless Agreement

To the extent permissible by the constitution and laws of the State of Texas, by submitting this document, the user of the facility agrees to protect, indemnify and hold free and harmless, Lago Vista Independent School District, its Board of Trustees, Officers, employees and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Lago Vista ISD or the User herein, its guests, employees, supervisors, vendors and agents: (whether resulting from the performance of its obligations hereunder), or the quality or safety of the programs used and/or the equipment or property of the User herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this agreement, lessor acknowledges and agrees that:

1. Use of the facility requested will be restricted to individuals associated with their organization in order to maintain security.
2. Use or possession of any weapon, alcohol or tobacco products on any Lago Vista ISD property is prohibited.
3. No smoke or fog machines allowed.
4. No food or drink is allowed in the LVISD Auditorium or on the stage.
5. Abide by the policies of the Lago Vista ISD Board of Trustees and guidelines for use of school facilities.
6. Custodial services will be paid as required by the District.
7. Proper supervision will be provided at all times.
8. Assume responsibility for all damages to LVISD property.
9. Outside groups must submit a certificate of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate listing LVISD as additional insured prior to the event as requested.

FOR FACILITIES OFFICE USE ONLY Facility Use Fees Rental Fee: \$ _____ Custodial Fee: \$ _____ Extra Duty Fee: \$ _____ Total: \$ _____	Date Application Received: _____ Date Insurance Received: _____ Date Confirmed on Calendar: _____ Personnel Notified: _____
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