

Application to Rent CUSD Performing Arts Center

Coronado High School, 650 D Avenue, Coronado, CA 92118

Organization:
Address:
Contact Name:
Contact email:
Contact phone #:

Date of Request

Date Needed: _____ Time From/To: _____

Date Needed: _____ Time From/To: _____

If additional dates/times are needed, please attached a complete schedule of dates/times needed to this application. Check here _____ if schedule is attached.

Description of Proposed activity

Please check space(s) that you are requesting to rent:

Theatre (seats 570) [] Classrooms/dressing rooms []

Black Box (seats 85) [] Quad/MPR []

Application is not complete until Certificate of Liability Insurance Coverage has been provided to and accepted by CUSD.

Please complete and return the Technical Assistance form provided with this application.

No tobacco or alcohol products are allowed on CUSD property.

I have reviewed the CUSD Performing Arts Center Fee Schedule and agree to pay CUSD invoice within 30 days of invoice date. I agree to pay for the cost of any damage to the facilities or equipment caused by my event. A refundable deposit of \$500 is due upon acceptance of this Application. Initial :

Any requested changes to application must be made in writing to the CoSA office, and are subject to additional approval. Email request to: nancy.mcrae@coronadousd.net.

Open to Public? _____ Charging Admission? _____ Requesting Donation? _____
Expected Attendance* 500 *If attendance is greater than 500, a security guard will be required.

Rules for Use of Facilities:

No food or drink (except bottled water) in the theatre spaces. Food and drink allowed in the lobby.

No glitter allowed.

No thumbtacks, nails, or tape on the walls anywhere in the building

Adult supervision must be provided in all areas of the building where children are present.

Do not use any equipment in classrooms (computers, printers, teachers' desks, white boards, bulletins boards, etc.)

Classrooms must be left as you found them (tables and chairs re-set if you have moved them).

All light and sound boards can only be run by CoSA staff, i.e. all equipment in booth and backstage.

No access to the Scene Shop.

FOR DISTRICT USE ONLY:

PAC Budget/Facilities Requirements Worksheet reviewed with Applicant on _____ (date). Initial _____

Approval of Rental Application:

Technical Theatre Director _____ Date _____

CoSA Director _____ Date _____

Assistant Superintendent _____ Date _____

Application Not Approved, and Applicant notified on (date) _____.

