



# Baldwin Fine Arts Center Auditorium

Baldwin High School

## Usage Request Form

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell: \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Title of Event (include author and licensing company if performance is a play or musical)  
\_\_\_\_\_

Admission to be charged for Event \_\_\_\_\_

Box Office to be Used? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Participants and their ages \_\_\_\_\_

Number of Chaperones (if performers are under 18) \_\_\_\_\_

Detailed Description of Event (use back of form if necessary) \_\_\_\_\_

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Detailed Description of Lighting and Sound Needs \_\_\_\_\_

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This form is used for requesting usage of the Baldwin Fine Arts Center Auditorium. Usage is not granted until calendar is checked and form has been through the appropriate approval process. School sponsored activities take priority over outside events.

PLEASE INCLUDE A COPY OF LIABILITY INSURANCE WITH THIS FORM. The Baldwin County Board of Education requires organizations using the Fine Arts Center to have Commercial General Liability Insurance of at least \$1,000,000.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Fee Schedule

1. Rates are subject to change without notice.
2. Space is subject to availability.

<b>Facility Fees</b>	<b>Commercial</b>	<b>Non-profit *</b>
Performance Rental Fees	\$500	\$250
Rehearsal Rental Fee (Up to 4 hours)	\$80	\$50
(each additional hour)	\$20	\$10
 <b>Miscellaneous Fees Item</b>	 <b>Cost</b>	 <b>Cost</b>
**Sound/Lighting Technician	\$35/hr.	\$35/hr
**Custodial (Budd Group)	\$20/hr	\$20/hr
Grand Piano Rental-without tuning	\$80	\$40
**Building Administrator	\$35/hr.	\$35/hr.
Security	\$25/hr.	\$25/hr.

*\*A non-profit organization exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs.*

*\*\*Required at all performances*

### Estimated Fees

	Fee	(x)	Hours	Total
Performance Rental	_____		_____	_____
Rehearsal Rental	_____		_____	_____
Sound/Light Technician (rehearsal)	_____		_____	_____
Sound/Light Technician (day of event)	_____		_____	_____
Custodial (day of event)	_____		_____	_____
Building Administrator	_____		_____	_____
Security	_____		_____	_____

**Estimated Fee Total** \_\_\_\_\_

-----**Office Use Only**-----

Approval of Fine Arts Coordinator \_\_\_\_\_

Tech Director assigned to event (lighting and sound) \_\_\_\_\_

Approval of Baldwin High School Principal \_\_\_\_\_

Administrator assigned to event \_\_\_\_\_

Approval of Superintendent \_\_\_\_\_

Board Approval \_\_\_\_\_