

Varsity Center for the Arts, Inc.

Application for Use of VCA Facility

Facility(ies) Requested: _____ Total Hours: _____
Date(s)/Time Requested: _____ No. People: _____
Type of Use/Sponsor: _____

Facility	Rental Fee	Hourly Janitor Rate	Hourly Supervision Rate
Facility Package (Foyer, hallways, restrooms, I. Room, East Theater) \$375 (plus janitorial and supervision fees)			
Intermission Room	\$30	\$10	\$20
East Theater	\$300	\$10	\$20
Dressing Rooms (2)	\$40	\$10	\$20
Ticket Counter/Lobby	\$20	\$10	\$20
Corridor Display	\$20	\$10	\$20
Marquee Display	\$40	\$15 (mounting)	\$20
Main Theater	TBD		
Balcony Theater	TBD		

Fee Calculation:

Rental: _____ Marquee Display _____ Rental Rehearsals: _____
Janitor: _____ Marquee Mounting _____ Rental Productions: _____
Supervision: _____ Corridor Display _____ Rental I-Room: _____

We agree to be fully responsible for the facility and equipment during the time we are using the facility and abide by all policies and regulations of the Varsity Center for the Arts as set forth by the VCA board.

We agree to furnish proof of liability insurance coverage in the amount of \$1,000,000 naming the Varsity Center for the Arts, the Jackson County Stage Company, Carbondale Community Arts, and all their employees and volunteers as a party insured. A COPY OF LIABILITY INSURANCE COVERAGE MUST BE ATTACHED TO THIS FORM WHEN SUBMITTED TO THE VARSITY CENTER FOR THE ARTS FOR CONSIDERATION. NO REQUEST WILL BE ACCEPTED WITHOUT A COPY OF LIABILITY COVERAGE.

I/We do hereby agree to indemnify and save the Varsity Center for the Arts, Inc., the Jackson County Stage Company, Inc., Carbondale Community Arts, Inc., and their employees and volunteers harmless from and against any and all claims arising from any act, omission or negligence on our part or our contractors, licensees, invitees, agents, servants or employees, or arising from any accident, injury or damage whatsoever caused by any person or property arising out of our occupancy of any part of the facility at the Varsity Center for the Arts.

Organization: _____

Address: _____

Submitted by: _____ Title: _____

Daytime telephone: _____ Evening telephone: _____

Note: All information and insurance documentation are required with the submission of this form.

Renter Representative: _____ Title: _____ Date: _____
Approved: _____ Title: _____ Date: _____

Guidelines for VCA Users/Renters

Each user/renter will provide sufficient staffing personnel to lend adequate assistance to their patrons and guests. The guidelines below recommend a minimum number of persons per event and may be supplemented by the renter to meet their functional needs.

Intermission Room: Renters will provide at least one person to oversee the care and use of this area. Due to the presence of displayed art, patrons and guests are not permitted to touch any of the art and the assigned individual will enforce this rule. This same individual will ensure that the kitchen area is kept clean and functional and will respond to any inspections conducted by the Jackson County Health Department during their event.

East Theater: Renters will provide at least four individuals during their event. One person will sell tickets at the ticket counter, one person will receive tickets at the entrance to the East Theater and will make sure that each entrant has a ticket. Person #3 will act as an usher inside the East Theater, assisting guests to their seats and ensuring that there are no standing guests along the walls or in the rear of the theater. Person #4 will act as a roaming monitor of guests throughout the facility and especially in the public restroom areas. These four persons may call upon the on-duty supervisor representing the VCA at any time to request assistance. Any emergency spills, plumbing problems, electrical malfunctions, or disorderly conduct will be reported to the supervisor on duty for the VCA.

All staffing personnel will be familiar with the emergency procedures posted at various locations within the VCA and also posted in the schedule binder on the ticket counter in the main lobby.

To book these rooms any other space at the Varsity Center for the Arts, please call Jack Langowski at 618-201-5245. Room rates and fees will be determined during your first site visit to schedule your event.

A non-refundable deposit is due at the time of signing this agreement. The deposit is equivalent to half of the calculated rental charges including fees. The deposit can be paid by check or in cash. The remainder of rental charges and fees are due immediately prior to your final performance. Your signature below acknowledges your awareness and agreement to these conditions.

Renter Representative

Date