

# DC-G Auditorium Rental Request Form

(to be turned in to the Auditorium Supervisor: Kathy Johnson, NR Elem./DCG School, 400 NW 27<sup>th</sup> St., Grimes, IA 50111 in time for the event to be approved by the DC-G School Board – see their schedule)

Name of the person making this request: \_\_\_\_\_

Name of the organization the rental is for: \_\_\_\_\_

Dates and times requested for this rental: \_\_\_\_\_

In-District Non-profit rental \_\_\_\_\_ In-District Rental \_\_\_\_\_ Out of District Rental \_\_\_\_\_

Primary participants in the production: Students \_\_\_\_\_ Adults \_\_\_\_\_

Insurance Certificate for this event issued by \_\_\_\_\_

(a copy of this certificate must be turned in to Kathy Moline, DC-G School Dist. 1414 Walnut St. Ste. 200, Dallas Center, IA 50063 before the event)

My signature on the line below signifies that my organization has read the DC-G School District's regulations for building rental and ethics and agrees to be bound to them. (see pg. 3 of this document)

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Required fees:

\$25 X \_\_\_\_\_ hrs Auditorium Rental

\$25 X \_\_\_\_\_ hrs X \_\_\_\_\_ (for each 100 attendees) Auditorium Supervision

\$25 X \_\_\_\_\_ hrs Light System Technician/Operator

\$25 X \_\_\_\_\_ hrs Sound System Technician/Operator

\$50 plus the actual cost of custodial duties related to this event.

Total Required Costs: \_\_\_\_\_

## Optional Equipment Rental:

\$25 X \_\_\_\_\_ X \_\_\_\_\_ for each EXTRA room that is required (each of these must be monitored by the renting organization and the organization will be held liable for any damages in these rooms in addition to the rental costs).

\_\_\_\_\_ Concert Grand Piano \$20 per day per event

\_\_\_\_\_ SM57 Instrumental Microphones w/stand \$10 each per day per event

\_\_\_\_\_ SM58 Vocal Microphones with stand \$10 each per day per event

Total Optional Costs Selected \_\_\_\_\_

Grand total for this rental agreement \$ \_\_\_\_\_