



PERFORMING ARTS CENTER

115 Wright Station Way – Springboro, Ohio 45066

PROPERTY OF THE CITY OF SPRINGBORO

The Performing Arts Center is available for rent/use to Springboro residents and businesses only. Applicants must have a Springboro address and/or operate within the City of Springboro.

Premier Health Theater Usage Policy and Contract

Name: _____	Application Date: _____
Purpose of Event: _____	Date Requested: _____
Contact Person: _____	No. of Attendees: _____
Mailing Address: _____	Requested Time: _____ to _____
Zip Code: _____	Email Address: _____
Phone: _____	Cell Phone: _____

Purpose

The goal of the City of Springboro is to make the Premier Health Theater at the Performing Arts Center available to the Springboro community for events open to the public when it is not otherwise in use. All renters must adhere to the rules and regulations included in this application. The Performing Arts Center is available for rent to Springboro residents and businesses only. Applicants must have a Springboro address and/or operate within the City of Springboro. This does not include groups or businesses that may have Springboro residents as group members or employees. All renters must adhere to the rules and regulations included in this application.

Reservations and Cancellations

- The facility is scheduled on a first-come, first-served basis. Due to limited availability, only residents or groups located with a physical address in the City of Springboro are permitted to rent/use the facility.
- An application for the use of the PAC must be completed and signed by the resident or a representative of the group and approved by the City before use of the PAC begins.
- Reservations for the use of the PAC must be made **no less than four (4) weeks in advance**, if the requested time is after 4 p.m. However, if the use of the PAC is requested during workday hours (i.e. 8 a.m. – 4 p.m. Monday - Friday) the reservation may be made **up to two (2) weeks in advance**.
- A maximum of one (1) use per month may be scheduled by any group unless special authorization is granted.
- Applicants will receive confirmation verifying date, time and acceptance or denial of request.
- The City reserves the right to cancel a scheduled use without notice in the event of an emergency.
- Notify the City as soon as a scheduled use has been cancelled. Call 937-748-4352 during regular business hours. After business hours and in case of emergency, call Police Dispatch, 937-748-0611.

Availability/Policies/Fees

Theater: as available and dependent on staffing. Not guaranteed until your reservation has been confirmed in writing.

Theater seating: 142 fixed seats

Fees*: The Premier Health Theater may be used at no charge, however, there is a \$50 per hour (two hour minimum) fee when the use of professional lighting and sound is required. At no time may someone other than theater staff operate theater equipment including but not limited to lighting and sound equipment, unless written approval is granted.

Use: does not include the following areas: sound tech room, dressing area, green room, orchestra or backstage areas.

Requested time: includes set-up and tear-down time.

Clean Up: All garbage, etc. must be bagged and placed in the fenced dumpster area at the rear of the building.

Facility: is smoke-free. Outside alcohol is prohibited.

Damages: Any damage to the facility or grounds during the function will be the responsibility of the renter.

Liability: The City or PAC occupants are not liable for injuries to people or damage to property of organizations using the PAC.

Publicity

The name, address, phone number or website of the City of Springboro or PAC may not be used as the official address, headquarters or identifier of an organization.

The use of the PAC shall not be publicized in such a way as to imply City sponsorship of the group's activities.

Initial here _____ to indicate you have read and understand the "Springboro PAC Usage Policy."

Audio/Visual Equipment Available

Check needs:

____ Projector and Screen ____ podium ____ one lapel microphone ____ one handheld microphone

____ Registration table (8' table) for lobby ____ stage lighting ____ other (please list)

Staffing Fee*

Technical Support Staff for professional lighting and sound

Staff Fee: \$50.00 per hour, 2 hour minimum

Equipment Setup fee: \$25

of hours = _____ Total Due = \$ _____ Make Checks payable to: **City of Springboro**

Application Process

The City of Springboro reserves the right to limit use by a single group should the demand for the facility exceed availability. City of Springboro also reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. While we will try to accommodate your rental request, the City reserves the right to refuse rental to any person or group.

This application may not be assigned or transferred and the facility may not be sublet by applicant.

Hold Harmless Agreement

By applying to use this facility, I hereby agree, on behalf of myself and any persons on whose behalf I am submitting this application, to release the City of Springboro, its elected officials, agents and employees, Springboro Community Theatre, Springboro Chamber of Commerce and Center Stage Dance Studio, from any and all losses, injuries or damage which may be incurred by me or by anyone on whose behalf I am making this application while using The Performing Arts Center facility. I further agree to indemnify and hold harmless the City of Springboro, its elected officials, agents and employees from any claims asserted against or losses, expenses or damages of any type or nature incurred by said parties arising out of my use or the use of the persons on whose behalf I am making this application.

Requested by: _____ Date: _____

Approved by: _____ Date: _____