

BENTON PUBLIC SCHOOLS

7.10 FA CONTRACT for use of the BHS AUDITORIUM

TODAY'S DATE _____

Benton Public Schools agree to permit

_____ to rent (use) the BHS Auditorium.

Date or dates needed for use, set up, decorating, etc. _____

What time will the building need to be unlocked? _____

Expected building lock-up time: _____

Purpose of event

Number of people expected: Maximum _____ Minimum _____

Will an admission be charged to attend this event? _____ Yes _____ No

Will any type of collection be taken up at this event? _____ Yes _____ No
If yes, please specify

Special needs or provisions:

FEE: \$400.00 per 4 hours; \$75.00 each additional hour. Sound/lighting crew provided in cost.

The above facility rental fees will be doubled when used by an organization for promotion of products, profits, hat passing, fund raising or charged admission.

TOTAL COST (MUST BE PAID IN ADVANCE) \$ _____

**PLEASE MAKE CHECK PAYABLE TO BENTON PUBLIC SCHOOLS.
I HEREBY AGREE TO OBSERVE THE REGULATIONS ATTACHED.**

Renter's Name _____ Phone _____

Address _____ City _____ State _____

Renter's Signature

School Official's Signature

(A renter will be required to provide a certificate of liability insurance for event coverage when admission is charged).

BUTLER AUDITORIUM RENTAL REGULATIONS

The Board of Education has general control of all school buildings and other property belonging to the school district. The Board delegates this control to the district Superintendent and the Administrative Staff.

The schools and school groups have first priority for facility use. Outside groups must get permission to use the facilities from the Administrative Staff.

The School Board reserves the right to deny the use of Butler Auditorium if the proposed function is deemed dangerous, damaging to the facility, or not in the best interest of the school and community. The use of alcoholic beverages, tobacco or any controlled drug substances is forbidden in the facility.

Scheduled functions must not interfere with the daily academic schedule or school routines.

Rental applications for Butler Auditorium are available in the Benton Public Schools Administration Office. Rental fees are due upon reserving the auditorium. The renter will be held liable for all damages that occur during their allotted rental period. There will be an extra charge for additional props needed for on or off stage.

FOOD AND DRINK ARE NOT ALLOWED IN THE AUDITORIUM