

# JASPER SCHOOL DISTRICT AUDITORIUM/CAFETORIUM REQUEST

PLEASE CHECK ONE:

CAFETORIUM

AUDITORIUM

FEE SCHEDULE: (To be paid to Jasper School)

Stage Lights (if needed) \$25.00

Rental (to cover wear and tear) \$100.00

No concession stand without prior approval

DATE(S) REQUESTED: \_\_\_\_\_

TIME REQUESTED: \_\_\_\_\_

Is your organization directly related to Jasper School? (deduct the rental fee) \_\_\_\_\_

Is your organization public, charity, and non profit? (see rental fees above) \_\_\_\_\_

Is your organization different from the two above?  
(Request must be 30 days in advance , rental fee will be negotiated) \_\_\_\_\_

Will you use the stage? \_\_\_\_\_

Will you use the Kitchen?  
Approved School Personnel must be used. (See Fee Below) \_\_\_\_\_

Can you help move chairs?  
(Cafeteria tables are to be moved by approved school personnel ONLY) \_\_\_\_\_

Will you use stage light? (\$25.00 fee for bulb replacement) (See Fee Below) \_\_\_\_\_

How many do you require seating for?  
(Seating for more than 400 must be negotiated.) \_\_\_\_\_

Will you require a sound system? (See Fee Below)  
(How many microphones, at what locations) \_\_\_\_\_

Please describe what you plan to do. Add any special activities you plan (slide shows, dance, video, unusual power requirements, etc.)

Please list the date and time of your activity at the top. Please include the time you will require for practice, setting up and removing your materials. Please remember that cold and hot times of the year place a large burden on utility costs and should be avoided if possible.

**I ACCEPT RESPONSIBILITY FOR DAMAGES BEYOND NORMAL WEAR AND TEAR:**

\_\_\_\_\_  
Signature

FOR SCHOOL USE: APPROVED BY: \_\_\_\_\_

Person responsible for sound and lights: \_\_\_\_\_

Person responsible for Janitorial and Keys: \_\_\_\_\_

Person responsible for kitchen: \_\_\_\_\_

**FEES BELOW ARE TO BE PAID DIRECTLY TO PERSON WORKING IN THAT CAPACITY AND ARE TO BE PAID AT THE END OF THE SCHEDULED EVENT REGARDLESS OF FEES LISTED AT TOP OF PAGE.**

REQUIRED AT ANY EVENT: Supervisor \_\_\_\_\_ HOURS WORKED X \$15.00 = \_\_\_\_\_

IF NEEDED: Sound/Light System Operator \$50.00

IF NEEDED: Kitchen Worker \_\_\_\_\_ HOURS WORKED X \$15.00 = \_\_\_\_\_