



Evanston Township High School  
Events Office  
1600 Dodge Ave.  
Evanston, IL 60201  
847-424-7084  
[events@eths202.org](mailto:events@eths202.org)



### Facility Usage Agreement

*RENTER is to review, sign, and return this document and all requested materials to secure the reservation.*

Organization Name:	
Contact Name:	
Contact Phone:	
Contact Address:	
Contact Email:	
Event Date(s):	
Event Name:	
RENTER is to complete and submit the following for final approval by the listed due date: <ul style="list-style-type: none"><li>• Signed facility usage agreement</li><li>• Signed estimated invoice</li><li>• Paid deposit of 50% estimated invoice <i>(remaining balance paid at least 7 calendar days before event)</i></li><li>• Provide certificate of insurance</li><li>• <i>(if applicable)</i> completed Auditorium/theater stage setup</li><li>• <i>(if applicable)</i> Signed payment schedule</li></ul>	<b>50% Deposit Amount:</b>  <b>All listed items due by:</b>  <b>Payment information:</b> You can now pay via ONLINE Direct Link: <a href="#">Rental Invoice Payment Items</a> or by mailing a check:  Evanston Township High School Events/Rentals - Ta'Mia Banks 1600 Dodge Ave Evanston, IL 60201
Final payment of remaining balance is due by:	<b>Amount:</b>  <b>Due Date:</b>

School Dude Event ID Number:	
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### Conditions of Use

- Evanston Township High School operates the ETHS Auditorium, theaters, surrounding school building, parking lots, and lawn/field areas located at 1600 Dodge Ave., Evanston, IL 60201 referred to as “the facility.”
- RENTER represents that the organization or individual and its legal name, authorized representative, address, and contract information are as listed in the table above.

This usage agreement is entered into between Evanston Township High School hereinafter referred to as “ETHS,” and **ENTER RENTER ORGANIZATION NAME HERE** hereafter referred to as “RENTER.”

1. All RENTERS, first time or returning, are required to pay a 50% booking deposit of the total event estimate by the date provided to secure the facility reservation. The deposit shall accompany a copy of this Agreement signed by an authorized representative or agent of RENTER.
2. The remaining balance will be due 7 calendar days prior to the event. Failure to do so will result in cancellation of the reservation/request.
3. Any estimate provided by ETHS is for budgetary purposes only. RENTERS final obligations under this agreement will be based on actual time and conditions of the use and the services, labor hours, supplies, and other support required to service the event.
4. RENTER assumes full responsibility for any damage or loss to the facility and/or to any ETHS property arising from or in any way connected with the event listed in this usage agreement. RENTER agrees to repair, replace, or reimburse such property within 15 days of the occurrence. ETHS reserves the right to apply the entire or any portion of the booking and/or reservation deposit to any damages that are incurred during an event.
5. Non-profit organization RENTERS must show proof of non-profit status by supplying us with one of the following items: an IRS letter, tax return form, or state of Illinois tax exempt letter. Any other proof is subject to approval.
6. ETHS does NOT provide insurance that in any way protects the interest of the RENTER. **RENTER agrees to provide a certificate of insurance for the**

**date(s) of the event showing Evanston Township High School as additionally insured with liability coverage in the amount of \$1,000,000.00.**

ETHS must receive this certificate of insurance 30 days after receiving approval of request.

7. Prior to executing this agreement, RENTER acknowledges that RENTER or an authorized representative has had the opportunity to inspect the facility and agrees to accept and use the facility "as is."
8. RENTER agrees to abide by the ETHS regulations. **ETHS regulations strictly prohibit the use of all forms of vaping, tobacco, illicit drugs and/or alcohol in or around the facility.** Violation of this policy by RENTER and/or audience, performers, or crew may be cause for immediate cancellation of the event, fines and/or denial of future events.
9. In case of an emergency, RENTER will notify ETHS on site staff (safety personnel and/or events coordinator) immediately and follow all instructions given by ETHS. **ETHS Safety staff can also be contacted at (847) 424-7500.** RENTER and staff will locate all emergency exits in the area they are renting prior to using the facility.
10. Congregating and loitering in the hallways and other parts of the facility that are not specified in this usage agreement are prohibited. For safety reasons, guests/audience members are NOT permitted on the main stage or back stage at any time before, during, or after the performance.
11. ETHS is not responsible for the safety or escort of performers or artists. RENTER may provide security or request additional ETHS Safety staff at the RENTERs expense to provide personal security for their performers or artists. Photos with performers or artists and the general public **MUST** take place in a pre-arranged and supervised location.
12. The facility closes at 10:00pm. RENTER and performers agree to exit the facility no later than 1 hour after the end of the performance/event or by 10:30pm, whichever occurs first or a late fee will be charged. Stage crew members and equipment must exit the main stage area before midnight to avoid additional fees and penalties.
13. Seating may not exceed the maximum seating capacity in this usage agreement. In any room or area. If seating is at capacity, additional guests may not be

allowed entry to the facility. ETHS may choose to add additional security personnel at RENTER's expense.

14. All activities involving minors must be supervised by at least one RENTER adult staff per 15 minors. The adult staff must be 21 years old or older and they are responsible for maintaining good order and control of children during the event.
15. Food and beverages (except water) may ONLY be served in cafeterias and other areas designated by ETHS. ETHS reserves the right to relocate food that is served outside of designated areas at RENTER's expense; this includes but is not limited to hot plates, slow cookers, tea kettles, and other heated devices. On site preparation of food by RENTER is not permitted.
16. RENTER agrees to consult with the ETHS onsite Events Coordinator if there is a need for signage or to post information during the event. **Signs, displays, and/or materials may only be attached with painters tape to areas designated by ETHS staff.**
17. Due to liability, RENTER will not be allowed to use RENTER's paid staff or volunteers to replace required ETHS personnel. ETHS technical personnel must be present at all times during the RENTER's occupancy of the facility.
18. All equipment appurtenant to the facility including lighting, sound, projection, and fly systems must be operated by ETHS personnel unless otherwise agreed to prior to the event. RENTER may choose to provide its own personnel for the loading and unloading of trucks, and the installation, operation, and removal of its own equipment, including lighting, sound, staging, and scenic elements. Such personnel shall not be considered to be employees, agents, or contractors of ETHS and must at all times abide by the rules and regulations governing the use of the facility as administered by ETHS management and staff.
19. Cancellation can be made without penalty anytime up to 7 days before the scheduled entry time according to this agreement. If cancellation is made less than 7 days prior to the event, RENTER may be subject to a cancellation fee of \$500.
20. Rates are only guaranteed 6 months from the signed approval date. RENTERs scheduling events more than 6 months in advance will be notified 30 days prior to the event and billed at the new prevailing rate (not to exceed 15% of the original hourly rate).

21. ETHS may at any time deny or refuse to grant application or cancel without liability any contract/agreement whenever, in the reasonable judgment of ETHS, the use presents or may present a clear and present danger to persons or property or may be in violation of or contrary to applicable federal, state, or local law or ordinance, or may in the opinion of ETHS prove to be disruptive.

22. ETHS reserves the right to interrupt or terminate any use-of facilities contract/agreement without due cause or should an emergency arise. In such an event, ETHS may make an effort to provide an acceptable alternative date or space.

**PLEASE SIGN AND RETURN ALONG WITH ALL REQUESTED DOCUMENTS TO  
SECURE YOUR RESERVATION.**

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**ETHS Auditorium Stage Setup:** *If applicable, draw and label your requested stage set up with any furniture or equipment to be provided by ETHS.*



