

Evanston Township High School, Dist. 202
Ann Hunwick
Performing Arts Facilities Coordinator
1600 Dodge Avenue
Evanston, IL 60201
847-424-7484



ETHS Facility Usage Agreement

Today's date _____

Organization Name: _____

Contact Name: _____ **Day tele:** _____ **Evening tele:** _____

Address: _____ **City:** _____ **Zip Code:** _____

E-mail address: _____ **Fax #** _____

Name of Event: _____

Event date _____ **Event end date** _____

Location: _____ **Maximum seating:** _____

Room(s): _____ **Number in attendance:** _____

Start Time: _____ **End Time:** _____

NOTES:

Conditions of Usage

1. A \$500 deposit is required to secure the event date. 50% of the total estimated invoice is due upon receipt of the invoice the balance is due 5 days prior to the event date. Visa/MC, company or cashiers' check only.
2. The individual or organization assumes full responsibility for any damage to or loss of school property arising from or in any way connected with the subject activity and agrees to repair or replace such property promptly, without expense to the school district. The district reserves the right to apply the entire or any portion of the initial deposit to any damages to ETHS property that are incurred during a rental event.
3. Non-Profit Organizations 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.
4. The school does NOT provide insurance that in any way protects the interest of the individual or organization. The individual or organization agrees to provide a Certificate of Insurance showing Evanston Township High School as additionally insured with liability coverage in the amount of \$1,000,000. The school must receive this certificate of insurance 48 hours before the event takes place or the event may otherwise be cancelled.
5. The individual or organization agrees to abide by the regulations of the Board of Education (available upon request). **SMOKING AND ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON THE ETHS CAMPUS**. Violation of this policy by renters and/or participants may be cause for immediate cancellation of rental event, fines and/or denial of future rentals.
6. Congregating and loitering in the hallways and other parts of the building not specified in the rental agreement is strictly prohibited. A maximum of 10 guests are allowed backstage at any given time. All backstage guests must be identifiable with an ETHS backstage wristband.
7. ETHS safety staff are not responsible for the safety or escort of celebrity artists. Renters must provide private security or be assigned 2 additional ETHS safety staff at the renters expense to provide personal security for their celebrity artists. Photos with celebrity artists and the general public are **STRITCLY PROHIBITED** unless in a pre-arranged and supervised location.
8. All theaters on the ETHS campus close at 10:00pm. Guests must vacate the building and surrounding areas no later than 30 minutes after the end of the performance. All performers must exit the backstage area no later than 1 hour after the end of the performance/event. Stage crew members and equipment must exit the loading area before midnight to avoid additional fees and penalties.
9. No additional seats other than those provided by the school in the specific facility requested are to be used. Seating may not exceed the maximum seating in this usage agreement capacity in any room or area. If seating is at capacity, additional guests will not be allowed entry and ETHS security personnel may be added at the renters' expense. The Board of Education and the Administration reserve the right to interrupt or terminate any use-of facilities contract should there be a clear and present danger to persons or property or if conditions are in violation of or contrary to applicable any Federal, State or local law or ordinance.

10. The organization must agree to use appropriate emergency procedures including 911 for medical emergencies and whenever an AED is used and to follow ETHS' Medical Response Plan. The organization's staff will locate all the AED's and fire extinguishers in the area they are renting prior to using the facility

11. Activities involving minors must be supervised by at least one adult per 15 minors. The supervisors must be 21 years old or older. The adult supervisors are responsible for maintaining good order and control of children during the rental event.

12. No food or beverages are allowed in any of our theaters. On site preparation of food by renters is not allowed.

13. Due to liability, organizations will not be allowed to use volunteers to replace required ETHS personnel who are required during a rental.

14. Cancellation can be made without penalty anytime up to 10 days before the scheduled entry time according to each contract. If cancellation is made less than 10 days before the event, the deposit will not be refunded.

15. Rates are only guaranteed 6 months from the signed approval date. Organizations scheduling events more than six 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).

16. The Board of Education and the Administration may at any time deny or refuse to grant any application or cancel without liability any contract whenever, in the reasonable judgment of the Board or its Administration, 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 the Board of Education, or the Administration prove to be disruptive.

17. The Board of Education and the Administration reserve the right to interrupt or terminate any use-of facilities contract without due cause or should an emergency arise. In such an event, the Board and the Administration shall make every effort to provide an acceptable substitute date or space

Booking deposit may be waived for groups who have had recurring regular rentals for five or more years.

Contact Name_____

Phone_____

Signature_____

Date_____

Title_____

Email:_____