

APPLICATION FOR USE OF FINE ARTS BUILDING THEATER

Use of Theater includes Green Room and Dressing Rooms. Use of additional space must be reserved separately.

Please return original to:

Jeff Roop, Theater Manager
 St. Charles Community College, FAB 103
 4601 Mid Rivers Mall Drive
 Cottleville, MO 63376

Application Date	Name of Organization	<input type="checkbox"/> NonProfit <input type="checkbox"/> Profit-Making
Person Making Application	Title/Role in Organization	
Street Address	City/State/Zip	
Phone Number	E-Mail Address	
Fax Number	Website	
Date(s) Wanted	Event Time: From _____ to _____	
	Event Time: From _____ to _____	
	Event Time: From _____ to _____	
Will you be charging admission to your event? If yes, how much? _____ Estimated attendance _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is special room setup required? Is yes, please describe your needs. Attach a separate sheet if necessary. _____ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
I certify that I have read and understand the attached provisions of the application, including the Community Use Procedure/General Requirements, and agree to be bound by the provisions of this permit.		
_____ Organization Applying	By: _____	Sponsor's Signature
(FOR OFFICE USE) Copies to: Arts and Humanities Dean		
Application received by _____	Date _____	Projected Rental Hours _____ @ \$ _____ per \$25 per (personnel) Projected Rental Fee \$ _____ Deposit Due \$ _____ Final Rental Hours _____ Additional Charges _____ Total Rental Fee \$ _____
Application approved by _____	Date _____	
Deposit Received \$ _____	Date _____ By _____	
Final Payment Received \$ _____	Date _____ By _____	



**ST. CHARLES COMMUNITY COLLEGE
FINE ARTS BUILDING THEATER
LETTER OF INDEMNIFICATION**

This letter must be signed by the official representative of the organization that wishes to use College facilities.

Applicant is responsible for the payment of all charges.

Applicant is responsible for payment of any damages to College facilities.

Applicant is responsible for the observation of rules and regulations for use of College facilities as established by the St. Charles Community College Board of Trustees.

Applicant is responsible for the preservation of order at the event for which facilities are to be used.

Applicant agrees to hold harmless the St. Charles Community College District, its officers and employees, for any injury to persons to whom facilities are rented, for any injury to any person connected with the activity, or for any injury to any person who may be in attendance at the event.

Applicant agrees to hold harmless the St. Charles Community College District, its officers and employees, for liability to damage to property belonging to the applicant or the applicant's organization.

The applicant agrees that the presence of any employee of the St. Charles Community College District does not relieve the applicant of any of the applicant's responsibilities or duties.

Signature of Applicant

Date

Name of Organization