

New Haven Unified School District
JAMES LOGAN HIGH SCHOOL CENTER FOR THE PERFORMING ARTS
Rental Policies and Procedures

Fees and Related Costs

a) **Application and Deposit**

- i) Applications for theater use must be filled out and submitted no less than (120) days before the first date of requested use.
 - (1) Any changes made to the facility use application after submittal must be made in writing. Changes can be made only up to two weeks prior to first scheduled event date.
 - (2) In the event that changes to the application are made within (90) days of the first requested use of the theater and result in additional costs being incurred by the renter, then any outstanding balance is due at the time of the change. (See policy 1,b,i below)
 - (3) The time reserved must be inclusive of whatever time is needed for set-up, actual event time, and clean up at the conclusion of use.
 - (4) No overnight uses of the theater will be allowed.
- ii) Applicants must be at least 18 years of age or older and authorized to enter into an agreement.
- iii) A **\$600** refundable damage and cleaning deposit are due at the time of application. The damage deposit will be completely or partially refunded based on final inspection of the theater by theater staff.
 - (1) The renter is responsible for returning the theater to the condition it was in before they arrived. This includes restoring the lighting plot, striking equipment, picking up programs left in the auditorium, making sure that all garbage is placed in receptacles, etc. Any additional cleaning required may incur charges to the renter's deposit.
 - (2) The deposit may also be held to cover any additional fees such as additional staff or time, equipment, damage to facility or equipment, carpet cleaning, etc.
 - (3) If the renter exceeds originally contracted rental period, the unscheduled time will be added to the original rental agreement at **double the base rate**. Theater staff must approve all unscheduled time.
- iv) Applications are not confirmed until applicant receives a signed Facility Reservation Contract. **Absolutely no publicity or invitations shall be distributed until the applicant receives this official confirmation.**
- v) Facility permits and reservations cannot be transferred, assigned, or sublet.
- vi) Note on discretionary booking: At the recommendation of the theater facilities supervisor New Haven Unified School District may deny the request to rent the theater if the proposed event presents a potential conflict to the target market of a previously scheduled event. Criteria include the market saturation of a particular event type or financial impact on the theater. Additionally the theater facilities supervisor shall regulate or prohibit such activity or use, which in his/her judgment is potentially dangerous or damaging to property, or is not in the best interests of the New Haven Unified School District.

b) **Rental Fee Payment Timeline**

- i) All rental fees are due no less than (90) days before the rental is scheduled to begin.
- ii) Rentals with outstanding balances after the above deadline are subject to immediate cancellation.
- iii) Any required documentation such as insurance certificates, confirmation of security, permits etc. must be provided no less than (30) days prior to scheduled use or the reservation automatically becomes null and void.