



Winslow Homer Auditorium Reservation Form

SCARBOROUGH COMMUNITY SERVICES

P.O. Box 360
Scarborough, ME 04070-0360
(207) 730-4150 Fax: (207) 730-4165

Revised 07-14-2011

- Pursuant to School Board Policy KG.3.4.c, applications must be made to Community Services at least two weeks in advance of the expected use. All requests must be approved by appropriate administrators a full 14 days in advance of the event; otherwise, it will be denied.
- To view our current calendar of events for our facilities, log on to the following. If you need assistance, please call 730-4150. Website is <http://www.scarborough.me.us/>; then click on *Community Services, Field/Facility Reservations*. Scroll down to choose the facility of your choice. Click on *Guest* to view. Drag cursor onto *Search*, then *Facilities*, then *Calendar*. Choose facility from drop-down box and continue.
- All requests must be on this form. Telephone requests are not accepted.
- Required fees are due prior to event.
- **All public events must not be advertised in any media until an approved receipt is granted by the Community Services Office to the applicant.** This signed/approved application must accompany applicant on the date of the event.
- Room may be used only during the approved times.

The following must be supplied before Auditorium use will be approved:

1. Proof of Insurance Bond (for liability for \$1 million and damages for \$25,000 naming Town of Scarborough/Scarborough School Department as holder)
2. Police Verification (if more than 500 participants expected)
3. Proof of Tax Exemption (must accompany this form)

Applicant Information

Date of Application _____

Name of Applicant _____

Office/Organization/School _____

Street _____

Town _____

State _____

Zip Code _____

E-mail Address _____

Home Telephone _____

Work Telephone _____

Cell Phone _____

Fax _____

Facility Information

Please check appropriate box:

Full Auditorium

Front of Auditorium

Rear Only

Additional Room/s (if required) _____

Description of Activity _____

Number Expected at Event _____

Special requests and equipment needed, including custodial needs _____

Date/s of Event	Set-Up/Breakdown Times		Meeting Time		Fee
	Start	End	Start	End	
1.					
2.					
3.					

Signatures Required (where applicable)

Is this a School Board-sanctioned student activity/group?

Applicant _____

Date _____

Building Principal _____

Date _____

Y N

Director of Facilities _____

Date _____

Director of Facilities:

Priority Use (please circle):

1 2 3

Rental Fee _____

Support Fee _____

TOTAL _____

For Community Services Staff Only:

Auditorium Reservations: Submit to Auditorium Manager for fees estimate (P. 2).

Request: Confirmed Conflicts with _____

Paid: \$ _____ Cash _____ Check # _____ Credit/Debit _____

Approved _____ Denied _____

Community Services Director or Designee _____

Date _____

cc to Applicant (state name) _____

Date E-mail Sent _____

cc to Auditorium Manager Date _____

Scheduler Initials _____

Town of Scarborough
WINSLOW HOMER AUDITORIUM USAGE FORM

*Auditorium may be reserved one year prior to an event.
 Once confirmation is given and payment made, this reservation is secured.*

Name of Applicant _____ Office/Organization/School _____

Special Arrangements: _____

Auditorium Manager: Please estimate hours below.

RENTAL FEE SCHEDULE

	<u>No. of Hours/Days</u>	<u>Fee</u>	<u>Subtotal</u>
Auditorium Facility Rental			\$ _____
Auditorium Manager\$25 per hour	_____ x	\$ _____	\$ _____
Site Supervisor (Priority 3)\$25 per hour	_____ x	\$ _____	\$ _____
Basic Stage Lighting (See Facility Scheduling Information)\$15 per hour	_____ x	\$ _____	\$ _____
Stage Light/Sound Technician\$15 per hour <small>(See Facility Scheduling Information) per person per hour</small>	_____ x	\$ _____	\$ _____
Public Address System\$15 per hour	_____ x	\$ _____	\$ _____
Piano (One-time use, includes tuning and standby for single performance)....\$75	_____ x	\$ _____	\$ _____
Piano (additional performance per contract).....\$15	_____ x	\$ _____	\$ _____
Studio.....\$25 per hour	_____ x	\$ _____	\$ _____
Dressing Rooms (may include classrooms)\$30 per day	_____ x	\$ _____	\$ _____
Locker Rooms.....\$50 per day	_____ x	\$ _____	\$ _____
Cafeteria.....\$50 per day	_____ x	\$ _____	\$ _____

Note: Food is not allowed in the auditorium. Cafeteria must be reserved for any food.

Subtotal Rental Fees \$ _____

SUPPORT FEE SCHEDULE

	<u>No. of Hours</u>	<u>Fee</u>	<u>Subtotal</u>
Custodian.....\$20 per hour	_____ x	\$ _____	\$ _____
Kitchen Helper.....\$20 per hour	_____ x	\$ _____	\$ _____
Ticket Taker.....\$10 per hour	_____ x	\$ _____	\$ _____
Subtotal Support Fees			\$ _____

TOTAL FEES..... \$ _____

**Total to be paid at least seven days in advance with exception of 10% assessment on total receipts
 (see Commercial/Revenue Fees) and any other charges authorized by agreement.**

*Any non-profit group who holds tax-exemption status under IRS Section 501(C3) will receive a \$50 reduction in their rental fee.
 Evidence of tax-exemption status must be provided at the time of application. There are no charges for town governmental groups.*