

**Fannin County High School Performing Arts Center**  
PAC Coordinator

360 Rebel Circle • Blue Ridge, GA 30513  
Phone: (706) 632-7445 or (706) 632-2081 • Fax: (706)  
632-4442

**Performing Arts Center Facility Use Contract**

Name of Group/Organization Hosting Event: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Event Name: \_\_\_\_\_

Energy Management System will control heat and air according to the schedule below. **Accuracy of time schedule is critical.**

Date(s) to Reserve Facility: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.  
\_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.  
\_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Performance Information: Date \_\_\_\_\_ Time \_\_\_\_\_ Ticket Price: \_\_\_\_\_

Performance Information: Date \_\_\_\_\_ Time \_\_\_\_\_ Ticket Price: \_\_\_\_\_

Describe Event Or Activity: \_\_\_\_\_

Areas of Building Requested: ☐ Lobby ☐ Auditorium ☐ Stage ☐ Back Stage ☐ Dressing Rooms ☐ Bandroom ☐ Chorus Suite ☐ Canteen

Fee Structure Status Level Requested: \_\_\_\_\_ Attachments: ☐ Request for Fee Exception ☐ Supporting Documents ☐ N/A

**Terms of Use**

- All service techs are charged at the rate of \$35.00 per service hour. Student techs are charged at the rate of \$20 per hour. Custodial and security services are REQUIRED. Adequate security must be provided by a Certified Law Enforcement Officer. All service personnel are assigned through the PAC office.
- Payment must be made directly to that individual (name and address will be provided). Services are to be organized prior to event.
- Piano rental fee is \$150.00 per event, which includes a complimentary tuning. Payment made payable to: Fannin County Board of Education.
- Color gels for the theatrical lighting are charged at the rate of \$25.00 per event and made payable to: FCHS Drama Department.
- Fannin County organizations may be eligible for a waiver of some fees. A Request for Fee Exception form must be presented, including all appropriate documents, with this contract. Vendor fee of \$25.00 per vendor applied to all non-school events - payable to: FCHS PAC.
- A deposit of \$100 is expected with the submission of the contract for all fee applicable events. Contracts submitted without a deposit can only reserve a date for a maximum of 14 days. At the time of reservation, only an estimate of total cost can be determined.
- The use of our facility for non-school related events during school hours is discouraged and would require School Board approval.
- **HB 382 Code 51-1-53 requires any group or organization engaged in a recreational, physical or performing arts activity must maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facilities and effective during the duration of the facility use agreement.** A copy of Certificate of Insurance including Fannin County School System as "additional insured" for the date(s) of the event must be submitted 30 days prior to the event. If insurance must be obtained, the Georgia State Board of Education recommends <http://www.campusconnexions.com/Products/TenantUserLiabilityInsurancePolicy.aspx>

**Identify and Describe Services Needed**

☐ Lighting Technician Services Needed: \_\_\_\_\_

☐ Sound Technician Services Needed: \_\_\_\_\_

☐ AV or Other Tech Services (describe): \_\_\_\_\_

☐ Vendor(s) Participating: \_\_\_\_\_

Description of Event Needs (e.g. chairs, tables, piano, microphones, lectern, projector screen, projector, lighting, etc.): \_\_\_\_\_

*The undersigned, on behalf of the named entity, and in consideration of the permit to use the premises, buildings, facilities or equipment of the Fannin County Board of Education, does hereby agree to indemnify and hold harmless the Fannin County School District, the Fannin County Board of Education, and any of its agents or employees from any and all loss or damage that may arise during or be caused in any way by the use the of the facility. The undersigned specifically agrees to indemnify the Fannin County School District for any damages done to the building or any other property or equipment owned by the Board of Education as well as any claim of damages made by anyone else arising out of the use of the facility. I hereby state that the information in this application is true and accurate and that if approved, I will abide by the rules and regulations for the use of public school buildings as set by the Fannin County Board of Education. I understand that both the group/organization requesting use of the performing arts center and I, individually, am responsible for the fees charged and supervision of the event and for any and all damages to any facility equipment used. I hereby state that the information in this application is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public school buildings as set by the Fannin County Board of Education.*

I Agree To The Responsibilities Stated Above. \_\_\_\_\_

Signature

Date

**For Office Use:**

Amount of Deposit Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Fee Status Assignment: \_\_\_\_\_

**Date Request Approved**\_\_\_\_\_

**PAC Coordinator's Signature**\_\_\_\_\_

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