

Dallas Center – Grimes High School Auditorium

Rental Form



1. The auditorium and fine arts facilities are available for rental to people living in the Dallas Center-Grimes School District.
2. There costs for rental vary depending on the need of the individual, but are generally between \$125-\$150 per hour.
3. To rent the auditorium please call 515-986-9747.

There are very specific rules pertaining to the rental of the auditorium. A few very important ones to take into consideration are:

- An individual or group may only rent the auditorium twice per school year.
- Food and drink are strictly prohibited in the auditorium and surrounding fine arts facilities.
- No lighting will be moved for groups or individuals renting the space. The lighting is set to accommodate the needs of the many school activities that take place during the school year.
- You may not tape or pin items to the chairs, walls, curtains, or other items belonging to the school.
- Renters are responsible for the behavior of their audience and participants. If items are broken, other than through normal wear-and-tear, you are responsible for replacing those items.
- The auditorium rental does not include the other fine arts rooms or other areas of the school. Those rooms are rented separately. Quite often there will be multiple activities in the building.

High School Auditorium Reservation Information

Fax to: (515) 986-9734; Attention: Auditorium Supervisor

Mail to: DC-G High School
33521 240th St.
Grimes, IA 50111

Name of Person Requesting:

Date of Application:

Group Name:

Reason:

Estimated Size (audience + participants):

Date Requesting:

Start Time:

End Time:

-Your start time is when you begin set up. If you are using any electronic devices, please account for extra time. If requesting a series of dates and times, please include in the area following the checklist.

-For Non-Profit Organization or School District Activity, no cost is required but form completion is needed so that your event requirements are clear.

Auditorium Reservation Checklist

User (Circle)

Non-Profit Organization or School District Activity:

*For-Profit Organization or Business - (\$25.00 per hour):

Rooms Needed (Circle)

Auditorium (including stage and audience seating)

Backstage

Male and Female Dressing Rooms

*Band Room (not including offices or practice rooms) - (\$25.00 per hour)

*Vocal Room (not including offices or practice rooms) - (\$25.00 per hour)

Equipment (Circle and state quantity requested)

Blue Chairs (available = 40)

Concert Grand Piano (available = 1) - (\$20.00)

Microphone Stands (available = 7)

SM57 Instrumental Microphones (available = 6) - (\$10.00 each)

SM58 Vocal Microphones (available = 6) - (\$10.00 each)

Stage Monitors and Cables (available = 4)

Vocal Risers (12 people per riser) - (available = 7)

Sound and Lighting (Circle)

Auditorium Light System (includes one trained worker) - (\$25.00 per hour)

Auditorium Sound System (includes one trained worker) - (\$25.00 per hour)

-No lighting will be moved except for theatrical performances.

-Trained workers are required to operate both the lighting and sound system.

Custodial and Supervision (Circle)

Auditorium Supervision (during time slotted) - (\$25.00 per hour)

Custodian (one hour before and one hour after) - (\$25.00 per hour)

Estimated Total: Estimated Total Fees: \$ _____

Renting the Auditorium

Carefully follow all the rules as outlined in the contract. Failure to follow the rules will result in declined applications for future events.

All groups (including school groups) must schedule the use of the auditorium, regardless if there is a rental fee.

All groups must pay the additional custodial cost, if needed. (School supported groups can be granted an exception. Please check with the Auditorium Supervisor.)

Any equipment that is damaged during the event is the responsibility of the renting group and will be included in the final billing.

Any school activity, regardless of when the activity is placed on the calendar, has priority over any outside organization.

Custodial fees are applicable if DC-G employees are required to open or close and/or to be at the event. A minimum of one hour to open and one hour to close is needed.

Groups are allowed to rent the auditorium a maximum of twice per school year (July thru June).

Many events held in the auditorium require a quick turn around for janitors and technicians. In order to make that transition smooth the school schedules blackout dates for the auditorium. During these blackout dates no groups will be allowed to use or rent the auditorium.

Blackout dates are also reserved for plays and concerts to allow for setup and tear down.

No effects using fire, sparks, smoke, steam, or water are allowed in the auditorium without prior approval.

No group is allowed to mark or tape on the walls or floor without prior approval. Only trained technicians are allowed to work with the lighting and sound. The control room is open to the Auditorium Supervisor, trained technicians, and one (1) representative of the renting group. The group representative is there only as an advisor and should never touch any of the equipment.

The auditorium is available for public use only if workers and supervisors are available. Most of the time finding workers is not an issue, but major holidays could be a problem. Please be understanding of this when scheduling your event

The front of the stage (stained wood) should be kept as clear as possible. Never drag heavy items in this area.

Understand the zero tolerance policy concerning NO food or drinks of any kind is allowed in the auditorium or any of its attached rooms.

Print Name: _____

Signature: _____

Date: _____

Request any unlisted items in the area below that the school may provide (fees may apply). All extra requests depend on availability.

Welcome to the Dallas Center – Grimes High School Auditorium!

We have one of the most attractive and technologically up-to-date facilities for entertainment events in the Iowa.

Help keep the auditorium impressive for years to come by taking what you bring with you and being courteous by keeping all food and drink items outside of the concert hall.

Thank you and enjoy the show!!!

