



This application does not guarantee your reservation. When confirmed, a building use rental agreement will be sent to you.



Facility Use Information	
Space	Date/Times
The Loft Stage	4/1 2-8pm, 5-7pm performance

Commonly used spaces include: The Loft Stage, Choir Room, Orchestra Room and Dressing/Make-Up Rooms

Applicant Information		
Applicant Name:		
Organization Name:		
Street Address:		
City:	State:	Zip:
Daytime Phone:		
Evening Phone:		
Fax Number:		
Email Address:		
Tax Exempt Number:		

Event Information			
Purpose of Event:			
Percent of District Residents:			
☐ All	☐ 75%	☐ less than 75%	
Estimated number attending by age group:			
0-5 _____	6-17 _____	18-54 _____	55+ _____
Admission or donations will be collected on site:			
☐ Yes	☐ No		
Supervision/Instruction is:			
☐ Paid	☐ Volunteer		

Office Phone Number: 651-768-2334
Email: scheduling@theloftstage.com

Technology Needed		
	Equipment	Qty
	VCR / DVD Player	N/A
	Projector and Screen	N/A
	Orchestra Shell	N/A
	Dance Floor	
	Corded Microphone(s)	N/A
	Cordless Microphone(s)	
	Microphone Stand(s)	
	Stage Monitor(s)	
	Stage Lighting	N/A
	Computer Hookup for Projection	N/A
	Video Recall (camera not provided)	N/A

Technology Levels

Level 1

1 wireless handheld or 1 wireless lapel microphone
Basic stage lighting using existing presets

Level 2 (the above plus)

Use of multiple wireless handheld or lapel microphones
Presentation system for either computer or DVD movie
Use of the orchestra shell (option w/ additional cost)
Use of grand piano (option w/ additional cost)

Level 3/Level 4 (the above plus)

Complex sound production requiring dedicated technician
Complex sound setup for presentation system
Complex stage lighting requiring movement of fixtures
Use of the video recall system (camera not supplied)
Use of the wired/wireless production intercom

Additional Information

Garbage removal is required for all theatrical productions.

The Performance Package is required for all events in which an audience will be present. The package includes the lobby, shared use of the cafeteria, bathrooms, coat room and garbage removal.

For all rentals that are classified as a technology level 2 or higher, either one or two district technicians will be required during all times when the theater is in use.

In addition to technical staff, a House Manager / Site Manager is available upon request and required if your performance is expected to exceed 250 attendees.

User Contract

I, the undersigned, hereby acknowledge and agree, either personally as the above-named applicant or as agent on behalf of the above-named organization as follows:

- Participants shall not be allowed in the facility until a designated supervisor of this activity has arrived. The supervisor shall be an adult responsible for security of the activity.
- If this facility is used for a longer period of time than indicated, Community Education will be notified so that the billing may reflect the difference. Failure to notify Community Education of cancellation or change of a permit at least 2 weeks in advance will result in liability for costs incurred, including scheduled staff.
- All rules and regulations of the School Board must be adhered to.
- Community Education/ISD 833 is not liable or responsible for any accidents or injuries which may occur in the use of the facility. Responsibility for the actions of all participants in the activities and the security of the facility are assumed by the applicant/agent. Liability insurance, or such other insurance as appropriate and/or required by District 833 shall be provided by applicant/agent.
- A damage deposit may be required 10 days in advance.
- Rental fee is due upon receipt of approved rental agreement.
- Additional charges incurred will be billed after event.
- There is a \$10 change/cancellations fee assessed on all changes.
- Organizations renting 15 or more hours may be billed entirely upon completion of event at the discretion of Community Education.

Name of Applicant/Authorized Agent _____ Title _____

Signature of Applicant/Authorized Agent _____ Date _____

Approval and Estimated Charges	
Manager:	
Athletic Director/Principal:	
Facility Charge:	Staff Charge:
Misc. Charge:	Total Charge:
Class:	
☐ 3a ☐ 3b ☐ 3c ☐ 4	