



Town of

# Clarksville

Application for Requested use of the Clarksville Fine Arts Center

NO RENTAL CAN BE BOOKED W/OUT APPROVAL FROM PLAYERS PRESIDENT OR BOARD MEMBER

Organization or Group Name	Phone (Day)	Phone (Night)
Address	State	Zip
Name of Representative	Date(s) Requested	Time(s) Requested
Description of Use (concert, meeting, etc)	Estimated Attendance per date	

Special Services Requests

Marquee Advertisement (If yes, write information as you wish for it to appear. Please note: some information may need to be abbreviated and/or deleted due to availability of space.)

Special Lighting	Yes	<b>LIGHTS / SOUND NOT AVAILABLE WITHOUT MEMBER AVAILABLE TO OPERATE!</b> 7/28/11 per B. Roberts
Special Sound (mics, sound effects, music, etc.)	Yes	
Piano	Yes	
Other (Describe)	Yes	Requested Area(s) of use (See Floor Diagram on page 5)

I/We the undersigned representative(s) of the aforementioned organization/group have read the rates/responsibilities information and agree to be responsible for the Clarksville Fine Arts Center and see that all necessary fees are paid in full.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_



# Town of Clarksville

## Clarksville Fine Arts Center Rate Schedule

<b>Item</b>	<b>Amount</b>	<b>Check Payable to</b>
Damage Deposit	\$50.00	CCP
Use of Auditorium (per day / any part)	\$100.00	Town of Clarksville
Use of Single Room (per day / any part)	\$30.00	Town of Clarksville
Use of Marquee	N/C	
Lighting	\$35.00 (first hour) \$20.00 (each additional hour)	CCP CCP
Sound	\$35.00 (first hour) \$20.00 (each additional hour)	CCP CCP
Piano Usage (per day / any part)	\$45.00	CCP

### **Notes**

- 1. Damage deposit and cleaning fee (must be separate checks) are due when filing application for use and checks should be made out to the Clarksville Community Players. Other fees are due one week prior to use of facility.*
- 2. All facility equipment will be set up and operated by a designated volunteer member of the Clarksville Community Players. These services may or may not be available depending upon availability of personnel.*
- 3. The piano may only be moved with the supervision of a designated volunteer member of the Clarksville Community Players. Any damage to the piano is the sole responsibility of the user and necessary repairs will be paid in full by the user.*
- 4. Keys must be returned. If lost or not returned a \$10.00 replacement fee will be charged to the user.*



# Town of Clarksville

## Clarksville Fine Arts Center Responsibilities and Rules of Facility Usage

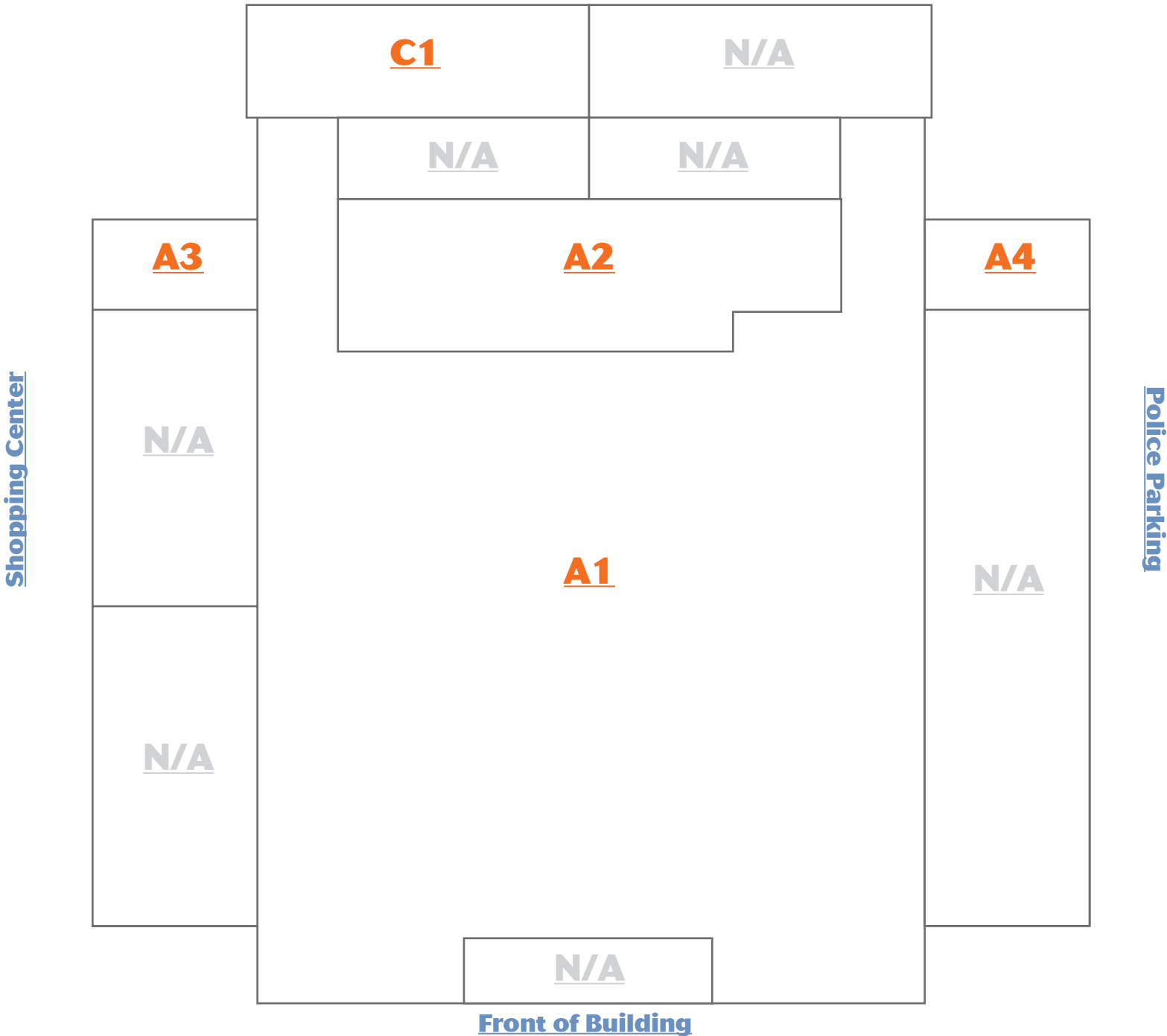
1. *The using organization/group will be responsible for seeing that all rules for use of the facility are followed.*
2. *A member of the FCAC management team may be present during the use of the facility.*
3. *There will be no smoking or drinking of alcoholic beverages anywhere in the facility.*
4. *There will be no eating or drinking anywhere within the building. Permission may be requested in writing to the CFAC management team for specific events.*
5. *It will be the responsibility of the facility user to generally clean all of the areas of use after each use. This includes removal of trash and papers, wiping down counters and sinks, sweeping and vacuuming.*
6. *Restroom supplies must be provided by the user.*
7. *The user will not over book the facility. There are 292 seats within the facility.*
8. *Parking of vehicles is allowed only in spaces marked for that purpose. Any parking in unmarked areas or in the Police parking lot will be subject to fines and/or towing.*
9. *No one will be allowed in areas not designated in the use agreement unless authorized by the CFAC management team.*
10. *The marquee will only be used for events held within the facility. The CFAC management team will schedule and set up ads.*
11. *Facility users will be responsible for the illumination of the front porches and steps for use at night. Switches for front porches are on the walls just inside the front doors and the step light switch is located next to the circuit breaker box in back foyer of left stage.*
12. *Facility users will be responsible for unlocking all outside doors at front and rear of building in order to provide necessary fire exits.*
13. *Keys to facility will be provided prior to use and must be returned.*
14. *The CFAC management team will review the facility after keys are returned. Damage deposits will be returned based on no damage being found, all equipment accounted for and building left clean and orderly.*



1. *Remove all set pieces, flats, etc. from stage. Sweep stage.*
2. *Vacuum auditorium, carpet in backstage areas, dressing room and lobby if designated for use.*
3. *Pick up trash in auditorium, backstage, entrance areas, etc. Pull all trash from bathrooms, dressing room, entrances, etc. Place in trash cans outside of backstage door. DO NOT LEAVE IN BUILDING.*
4. *Wipe down counter tops, bathrooms, dressing room, etc.*
5. *Make sure sound/light booths are in order and locked. Make sure light boxes are turned off in back room.*
6. *Remove cigarette butts from outside ashtrays.*
7. *Sweep entrance ways.*
8. *Close red curtains.*
9. *Return thermostat to new setting: For summer, place on 82; in winter place on 55. There are four thermostats, one on each side of the stage and one on each side of the sound/light booth.*
10. *Make sure all lights are turned off; auditorium, bathrooms, exterior step / entrance lights, dressing room, booths, etc.*
11. *Place chains back on exit doors behind each side of stage and the house right entrance side.*
12. *Make sure set room, prop rooms and booths are locked. DO NOT LOCK BATHROOMS, DRESSING ROOM OR LOBBY.*
13. *Lock front door behind you (making sure the little wooden bar is placed in an upright position before closing.) Return Key. THANK YOU!*



## Clarksville Fine Arts Center Floor Space Use Diagram (not drawn to scale)



- |     |  |
|-----|--|
| A1  | Main Auditorium with Seating             |
| A2  | Stage Area                               |
| A3  | Women's Restroom                         |
| A4  | Men's Restroom                           |
| C1  | Old Classroom Area                       |
| N/A | Area Not Available for Users of Facility |