

Date of Application: _____

Rev.2023

APPLICATION FOR USE OF DOWAGIAC SCHOOLS **PERFORMING ARTS CENTER**

243 S. Front Street • Dowagiac MI 49047 • 269-782-4400 phone • 269-782-4418 fax

Starting & Ending Date(s) Required:	
Adult in Charge:	Email:
Address:	Phone:
Organization:	Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Purpose:	
Additional Room(s) Needed: <input type="checkbox"/> Classroom s <input type="checkbox"/> Cafeteria <input type="checkbox"/> Use of Kitchen Facilities (add'l charges may apply)	
Explain:	
Time Building will be Open:	Time Building will be Closed:
Activity Begins:	Activity Ends:
Has PAC Supervisor been contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has Stage/Sound/Lighting Requirements form been submitted to applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has Proof of Liability & Property Damage Insurance been received? <input type="checkbox"/> No <input type="checkbox"/> Yes—Date:	

EQUIPMENT NEEDED

	Screen	PA System	Stage Lighting
	Podium	Other: (please specify)	

PAC Deposit Fee	\$100 deposit fee due with application	Cost (amounts shown are <i>estimation</i> only)	
		Performance Fee	\$
Performance Fee	\$100 for Group B \$200 for Group C \$300 for Group D	Custodian Charges	\$
		PAC Supervisor Charges	\$
		Rehearsal Fees	\$
Custodian Charges	If applicable, charges taken directly from timecard @ \$/hr + benefits, incl. post-event clean-up (x1½ for Sat & x2 Sun) = hours total	Food Services Staff Charges	\$
		Other:	\$
		Snow removal @ \$50/hour	\$
PAC Supervisor Rate (\$60/hour)	If applicable, charges taken from timecard @ \$60/hr = hours total	TOTAL DUE:	\$
		\$100 Deposit Fee Paid on:	\$
Rehearsal Fees	_____ days x \$25/day = _____ total	BALANCE:	\$

I have read the terms herein and will fully comply with such terms.

Authorized Official of Organization: _____ Date: _____

Approved Not Approved _____ Date: _____
Supervisor, Performing Arts Center

Approved Not Approved _____ Date: _____
Supervisor, Maintenance/Facilities

Approved Not Approved _____ Date: _____
Central Office Authorization

Send to Zoe Michael - zmichael@dowagiacschools.org

Additional Comments:

Please contact the PAC Technical Director *Lincoln Clark* at 269-228-0376 lclark@dowagiacschools.org if you have any questions regarding technical issues on stage/sound/lighting.