

# YREKA COMMUNITY THEATER

## APPLICATION FOR USE FORM

(SUBMIT APPLICATION WITH \$50 NON-REFUNDABLE HOLDING DEPOSIT)

Please print or type:

1) Date of Application \_\_\_\_\_

2) Name of Sponsoring Organization \_\_\_\_\_

3) Billing Address \_\_\_\_\_

4) Contact Person \_\_\_\_\_ Cell Phone \_\_\_\_\_

5) Clean-up Chairperson \_\_\_\_\_ Cell Phone \_\_\_\_\_

6) Activity \_\_\_\_\_

7) Estimated Attendance \_\_\_\_\_ (Maximum Occupancy - 365, Seating - 300)

8) Date of Event \_\_\_\_\_

9) Facility Usage Theater includes use of the: Lobby, Auditorium,  
Stage, Make-Up & Dressing Rooms.

10) **Food and beverages are not permitted in the lobby or auditorium.**

Please check this box if you will be serving refreshments outside:

11) Please note dates and times requested for use of facility:

**All events and clean-up must be concluded by 12am (midnight).**

Date	Hours
_____	_____
_____	_____
_____	_____

12) Rental Fee _____	Total Tech Hours: _____
Cleaning Deposit _____	Total Utilities Hours: _____
<b>Total Fees</b> _____	

13) Will the Activity be open to the Public? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will there be an admission charged? Yes \_\_\_\_\_ No \_\_\_\_\_  
 a) If yes, set forth prices: \_\_\_\_\_

14) Indicate any of the following Theater-owned equipment to be used with your event.

Stage Lighting _____	Stage Sound _____	Grand Piano _____	Piano tuning is not mandatory, it will be done only at your request.
Electric Keyboard _____	Choir Risers _____ Available thru YHS	Tuning \$125 _____	
Projection Screen (6ft) _____	Other _____		
Microphones/Stands _____	If yes, how many? _____		
Platform Risers _____	If yes, size & how many? _____		
Tables _____	If yes, size & how many? _____		

15) Describe **all** additional equipment that will be brought in by applicant to be used for this event:

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**PLEASE NOTE: Clean-up is the responsibility of the applicant. While the building attendant has been known to assist when available, this cannot be guaranteed.**

A refundable cleaning deposit of \$100.00 will be held pending completion of satisfactory clean-up of facility. (To be checked out by Building Attendant.)

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT

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RETURN THIS APPLICATION TO: YREKA COMMUNITY THEATER, ATTN: LYSANDRA  
 C/O YREKA CITY HALL  
 701 FOURTH STREET, YREKA, CA, 96097  
**QUESTIONS? CALL (530) 841-2332**

<b>FOR OFFICE USE ONLY</b>			
Date Contract Received _____	PAID IN FULL <input type="checkbox"/>		
	Amount	Date	Ck #/Cash
Total Fees Due			
Rental Deposit Paid			
Balance Due			
Balance Received			

# YREKA COMMUNITY THEATER

## USER POLICY AND GUIDELINES

1. Reservations for use of the Community Theater may be made up to eighteen (18) months in advance by contacting the Yreka City Hall Office 8:00 A.M. - 5:00 P.M., Monday through Friday at (530) 841-2332. Reservation forms should be filled out at Yreka City Hall, 701 Fourth Street, Yreka, California 96097. A holding deposit of \$50.00 must accompany the completed Yreka Community Theater Application for Use Form before a use date will be confirmed. This amount will be applied to the total amount due for the reservation. **IN THE EVENT THAT THE RESERVATION IS CANCELLED, THE YREKA COMMUNITY THEATER WILL NOT ISSUE A REFUND OF THE HOLDING DEPOSIT.** In addition to the use fee, a refundable Cleaning Deposit of \$100.00 will be levied. This deposit shall be refunded provided applicant has complied with all terms of the Use Agreement. To the extent the City incurs a cost for non-compliance by the applicant, the deposit may be applied against such cost. The Community Theater provides a dumpster that can hold 7.77 cubic feet of garbage. Any fees for excess garbage removal will be deducted from the Cleaning Deposit. Also, the applicant shall remain liable for any additional costs to the City as a direct result of non-compliance. The balance of fees plus the cleaning deposit is due 14 days before the event.

**Groups may not contract the facility beyond 12:00 A.M. midnight. Facility clean-up must be concluded by 12:00 A.M. midnight. The building is locked and secured at that time. Failure to end the event and/or clean-up by midnight may result in forfeiture of part or all of the cleaning deposit.**

Any activity in which the City's facilities are utilized will be conducted according to law, and will conform to the oral and written policy of the City.

2. Scheduling the use and rental of the Yreka Community Theater is based using the following scheduling practices:
- a) City of Yreka sponsored events.
  - b) Yreka Union High School District sponsored events.
  - c) Non-profit organizations chartered within Yreka city limits and Siskiyou County.
  - d) Proprietary organizations or individuals based within the City of Yreka or Siskiyou County.
  - e) Others.
3. **An Alcoholic Beverage Sales License and Permit will be required if alcoholic beverages are being sold.** When alcoholic beverages are being served, the City of Yreka reserves the right to require the user to have Security Guards present and/or to provide "Event Liability Coverage".
4. By law, the Yreka Community Theater is a **NON-SMOKING** facility. *If smoking is an artistic component of your event, it must be pre-approved by the Theater staff, and notice of such must be included in the program and announced prior to the performance.*
5. Control of heating and cooling systems is the responsibility of the building attendant. Any request for changes must be directed to them.
6. Plans for decorations, props, equipment, scenery, etc. must be discussed with the City at the time of reservation and approved at least three (3) weeks prior to the event. Decorations, props, equipment, scenery, etc. must be removed before the group leaves the facilities unless prior arrangements have been made with the City.
7. Security guards and chaperones may be required to be on duty during some events. Determination of the number of chaperones and officers required shall be made by the City on the basis of the nature of the activity and the number of people in attendance. The cost of such shall be borne by the group or organization sponsoring the activity and the amount per assignment shall be set forth by the Chief of Police or responsible authority.
8. User is responsible for User's own ticket sales, publicity, and promotion. The User can in no way through advertisement, media transmission(s), or inference in any public or private statements, imply or indicate sponsorship by the Yreka Community Theater or the City of Yreka, for the contracted event.
9. The User agrees to defend, indemnify, and hold harmless the City of Yreka, its officers, agents, servants, or employees, from any and all claims for damages, demands, costs, or expenses because of injury to property or injury to or death of persons received or suffered by reason of any act, omission, whether intentional or negligent of the User, or arising from any accident or injury, in connection with or attributable to the operation, maintenance, use or occupation of the premises by the User. The User responsible, or the applicant representing the User responsible, agrees to pay any costs incurred in repairing or replacing damaged city equipment or facilities.
10. Food and beverages are **NOT ALLOWED** in the lobby or auditorium area. The only exception is bottled water. All other beverages or food products are prohibited.

\_\_\_\_\_  
City of Yreka Community Theater                      Date

\_\_\_\_\_  
User Signature    Date

\_\_\_\_\_  
User Name (Printed)