



Schenectady Light Opera Company

P.O. Box 1006 • Schenectady • NY 12301

877-350-7378

www.sloctheater.org

Facility Use Application

- Schenectady Light Opera Company's Performing Arts Center (PAC) is available for rent between 7:00am and 11:00pm.
- As a tax-exempt 501(c)(3) organization, Schenectady Light Opera Company does not rent its facilities for functions or events related to a political candidate seeking office or a specific political position or platform.
- Liability insurance is required for facility use.

SLOC FACILITIES ARE RENTED "AS IS"

Ongoing Work at the Performing Arts Center (PAC) as well as other SLOC activities may limit clients' usage of the SLOC to specific areas only, as stated in the rental contract. Areas currently available for rent include:

- Theater (accommodates up to 235)
- Cabaret Room (accommodates up to 80)
- Conference & Rehearsal Rooms (6 rooms with accommodations from 8-30)
- Kitchen (located on 1st floor of Education Bldg adjoining Cabaret Room)
- Courtyard Garden

SECTION ONE: Facility User Information

Contact name: _____

Name of organization/Company: _____

Is the organization a 501(c)(3) organization? Yes No

Mailing address: _____

City: _____ State: _____ Zip: _____

Preferred phone: _____ Alternate phone: _____

Fax: _____ E-Mail: _____

SECTION TWO: Event Information

Event title: _____

Event date: _____ Alternate event date: _____

Estimated attendance: _____

Facility requested: Theater Cabaret Room
 Conference/Rehearsal Rooms Theater Annex Courtyard Garden

Brief description of the event:

Event parameters (select all that apply)

- Community meeting Performance Workshop Training Banquet/Dinner
- Fundraiser Rehearsal Other (please attach overview of event/use request)

Will you be charging an entry or event fee? Yes No

Event needs (please check either "Yes" or "No")

Will a sound system be needed? Yes No

Will a lighting system be needed? Yes No

Will chairs be needed? Yes No Please enter the number of chairs requested: _____

Will tables be needed? Yes No Please enter the number of tables requested: _____

Will food be served? Yes No

Will alcohol be served? Yes No (Licensed caterer or bartender is required).

SECTION THREE: Event Set-Up and Break-Down

| | | |
|-----------------------|--------|------|
| Event Set-Up Time | Begin: | End: |
| Event Time | Begin: | End: |
| Event Break-Down Time | Begin: | End: |

Total Usage Hours

Additional Fees May Apply

- Event clean-up fee (for theater and restrooms): \$125
- SLOC House Manager: \$100 per day (or any portion thereof)
- Sound and lighting technicians \$ 50 per hour
- Temporary staffing; event set-up Fee varies depending on need

SECTION FOUR: Indemnification Agreement

Indemnification

Facility User shall indemnify, defend and save harmless Schenectady Light Opera Company, Inc. from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation's expenses, which may be brought or made against or incurred by Schenectady Light Opera Company, Inc. on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in any part, by reasons of any alleged act, omission, professional effort fault, mistake or negligence of Facility User, their employees, members, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement, arising out of worker's compensation claims of employees/members of Facility User and/or their subcontractors or claims under similar laws or obligations. Facility User's obligation under this section shall not extend to any liability caused by the sole negligence of the Schenectady Light Opera Company, Inc., or their agents, officials and employees.

I/We have read and understand the Facilities Use Agreement of the Schenectady Light Opera Company, Inc. I/We further understand that as the Facility User, it is my/our responsibility to ensure that the policy is followed to the fullest extent. I hereby certify that I have been in contact with our insurance company and they have assured me that we have liability coverage for this event.

Name (please print): _____ Title: _____

Signature: _____ Date: _____