



Livonia Public Schools Facility Use Terms & Conditions for Performing Arts Center (PAC) Rentals

734-744-2507

Facility Use Terms & Conditions for Performing Arts Center (PAC) Rentals

Livonia Public Schools takes pride in offering community based groups the opportunity to rent our outstanding facilities.

Please note: Failure to comply with any of these terms or conditions may result in the cancellation of the permit and/or an assessment of appropriate charges.

- Respect the reserved times on your permit. You will not be permitted access to the facility prior to your time on the rental agreement.
- Building use is restricted to space listed on the permit, adjacent halls, and restrooms.
- **No food or drink is permitted inside the auditorium.**
- All lighting, sound, and rigging use will be approved by the Theater Manager and provided by district staff. No user is authorized to move or adjust lights in the PAC without the Theater Manager's permission.
- All facility time, labor, and equipment required for the event must be identified on the application for use agreement. Meeting last minute requests may not be possible.
- Space must be left clean, trash must be picked up, and space must be returned to original configuration. Any extra tables, chairs, or technical equipment provided by the school must be returned to their original location. **Fees may be incurred if the space is not returned to its original state.**
- **Minors must be supervised by adults at all times. Minors are defined as persons under the age of eighteen (18).**
- No temporary electrical, mechanical, or computer modifications allowed.
- Additional restrictions may be added to individual permits based on use requests.
- The organization, club, business, or person responsible listed on the rental agreement will be responsible for all damages, vandalism to the premises, or removal of items. Fees may be incurred.
- Literature may only be distributed to the attendees of the events.
- **INSURANCE - All groups must submit proof of liability insurance prior to receiving their permit. Liability insurance may be obtained as a separate policy or as a rider on a homeowners insurance policy. Livonia Public Schools must be listed as Additionally Insured on the certificate. If you are part of an organized group, the limits of liability are \$1,000,000 per occurrence, \$2,000,000 aggregate. If you have any further questions, please contact the Facility Use office.**
- Rental agreements are non-transferable.
- All applicable fire and safety laws must be observed. Open flames are strictly prohibited. Exits and stairways must be kept free of obstructions. Equipment, decorations, or scenery must meet all fire codes.

- Smoking is prohibited on all Livonia Public Schools property. Use or possession of alcoholic beverages and/or illegal drugs is also prohibited on all Livonia Public Schools property. Weapons of any kind are not allowed except for those authorized at the state and/or federal level to carry such weapons. Failure to comply will be dealt with by local law enforcement agencies.
- Animals are not allowed on school property.
- Livonia Public Schools shall not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use.
- To the fullest extent permitted by law, the user agrees to defend, pay on behalf of and hold harmless Livonia Public Schools, its elected and appointed officials, employees and volunteers, and others working on behalf of Livonia Public Schools, against any and all claims, demands, suits, and losses including all costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from Livonia Public Schools.
- **CANCELLATION POLICY:**
Livonia Public Schools reserves the right to cancel Facility Use Permits should the space be needed for any school-related activities. This right will be used only when necessary due to unavoidable circumstances and attempts will be made to offer alternative space. Full refunds will be given.

The organization, group, or person holding the permit may cancel their permit. Cancellations must be made through the Facility Use office at least ten (10) business days prior to the first date on the permit.
DEPOSITS ALREADY MADE ARE NON-REFUNDABLE.

Based upon your estimate, a deposit of half of the total rental fee will be due 4 weeks from your scheduled event. **Failure to pay deposit may result in forfeiting all booked dates.**

Please note:

- School events take priority. Your permit or a date on your permit may be cancelled due to school activities. You may re-schedule based on availability.
- Community youth activities take priority (Parks & Recreation).
- Once your permit is ready, our office will contact you.
- Your deposit must be paid for in advance
- It takes a minimum of 7-10 business days to process a deposit.
- **Until the permit process has been completed, your space is not reserved.**