

SCHOOL OF IMAGE ARTS

Room Usage Contract

The School of Image Arts is pleased to provide space to students for auditions and rehearsals. The following are guidelines that are to be followed when using an IMA facility.
READ THIS! By signing, you agree to the terms below.

1. Use of this room is only for the purpose stated on the contract.
2. **All furniture used for your room booking is to be replaced** and room arranged as it should be. Do not move in furniture from other rooms/spaces.
3. The room must be cleaned up and returned to its original condition following use by the end of the booking period.
4. Signs pertaining to your room booking are not to be posted on any painted surfaces. Use available bulletin boards.
5. All signage is to be removed at the conclusion of your room booking.
6. Do not tape, pin or nail items onto the painted walls.
7. No food or drinks are allowed inside room.
8. A minimum fine of \$50.00 will be levied if these rules are not followed.
9. A No-show or less than 24 hour cancellation will result in a \$25 fine.

Student Name				
Student Number				
Telephone No.				
Email				
Year of Study and Instructor				
Type of usage	Audition <input type="checkbox"/>	Rehearsal <input type="checkbox"/>	Meeting <input type="checkbox"/>	Production <input type="checkbox"/> See reverse
Production Title				
Room Usage Date				
Room Usage Time				
Location (Room #)				

_____ Student Signature

_____ Date

Booked by: _____



COMPLETE THIS SECTION IF USING THE ROOM FOR PRODUCTION OR SHOOTING PURPOSES

Production Name	
Provide details of activity to be done in room	
How many people involved	
Equipment being used	
Person in charge	