

# 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.

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

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

Booked by: \_\_\_\_\_



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

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