

YOU ARE RESPONSIBLE FOR UNDERSTANDING THE CONTENTS OF THE PIKE PERFORMING ARTS CENTER (PPAC) GUIDELINES AND PROCEDURES.

PLEASE KEEP THIS CHECKLIST FOR YOUR RECORDS.

THE LESSEE MUST MEET WITH THE DESIGNATED STAFF OF THE METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP AT LEAST THIRTY (30) CALENDAR DAYS PRIOR TO FIRST DAY OF USE FOR THE PRE-EVENT PLANNING MEETING.

- Purpose of meeting is to finalize event details, schedule crew, load in and out times, room needs. Details needed for preparation of Pre-Event Invoice.
• Pre-Event Invoice will be based on the details agreed to in this meeting.
• Payment in full of the Pre-Event Invoice is due fourteen (14) calendar days prior to first day of use, except as expressly provided in the Agreement.

THE FOLLOWING MUST BE RECEIVED BY THE METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP NO LATER THAN THE TIME PERIODS SPECIFIED BELOW:

- Security Deposit Check made payable to the Metropolitan School District of Pike Township, due no later than the earlier of thirty (30) calendar days prior to first day of occupancy of the Premises by the Lessee and/or fourteen (14) calendar days after initial hold is placed on the date or dates for Lessee's use of the Premises.
• Completed Pike Performing Arts Center Rental Agreement signed by the authorized officer of the Lessee provided to the Metropolitan School District of Pike Township no later than the earlier of thirty (30) calendar days prior to first day of occupancy of the Premises by the Lessee and/or fourteen (14) calendar days after initial hold is placed on the date or dates for Lessee's use of the Premises.

THE FOLLOWING DOCUMENTS MUST BE RECEIVED BY THE METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP AT LEAST THIRTY (30) CALENDAR (30) DAYS PRIOR FIRST DAY OF USE:

- Copy of federal tax exemption determination letter or comparable proof of non-profit/tax-exempt status, if applicable.
• Certificate of insurance evidencing at least the minimum coverages set forth in the Agreement and naming the Metropolitan School District of Pike Township as an additional insured or loss payee.
MSD OF PIKE TOWNSHIP
6901 ZIONSVILLE ROAD
INDIANAPOLIS, IN 46268
• Current Federal IRS Tax Form W-9

DOCUMENTS MAY BE MAILED, E-MAILED OR FAXED. CHECKS MUST BE MAILED OR HAND DELIVERED TO:

Pike Performing Arts Center
6701 Zionsville Road
Indianapolis, IN 46268
PPAC@Pike.k12.in.us

INFO LINE:.....216-5450
FAX:.....216-5460