



# Auditoriums Application Process

Dear Prospective Renter,

We are excited to have your performing at El Monte Union High School Auditoriums. We are committed to providing you with a great experience during your time with us. Below is a brief description of how our approval and rental process works:

## **1. FILL OUT AN “APPLICATION FOR FACILITY USE” ONLINE**

**<https://www.emuhsd.org/Page/3602>**

Fill the application completely and receive a confirmation message at the end of the application. Upon receiving your request, we will review and pass it on to the appropriate offices for approval. If applicable, include your non-profit forms along with the application.

## **2. SCHEDULE YOUR ORIENTATION**

It is essential that we schedule an orientation as soon as possible to do a thorough walk-thru of our facility. At this orientation you will be meeting with either the facilities Director, Coordinator or Technical Manager to discuss all operations, preparations, technical aspects of your show and any other special requests.

## **3. APPROVE YOUR ESTIMATE**

Our District office will create an estimate based on what was talked about during your walk-thru at our facility. The estimated time to receive an estimate would be 5-7 working days after your orientation. Sign the estimate and return to us via email or mail.

## **4. SUBMIT A DEPOSIT**

Once you have approved your estimate, you will be required to make a 50% deposit via check written to: EL MONTE UNION HIGH SCHOOL DISTRICT. The deposit may be mailed or submitted in person at: 3537 Johnson Ave, El Monte, CA 91731. If you have any questions regarding this payment, please call our district office at (626) 444-9005. If a deposit is not made within 15 days before your event, your event will be terminated.

## **5. GET INSURED**

You must acquire Event Liability Insurance from your Insurance Company and provide proof of coverage at least 15 days before your show date. This coverage should include any rehearsal and setup days. If you do not provide us with insurance, you will not be allowed to work or participate in our facility. Insurance requirements are as follows; 1,000,000 Liability and 2,000,000 Aggregate. You must list EL MONTE UNION HIGH SCHOOL DISTRICT as the certificate holder on the policy.

## **6. EVENT DAY**

This is a very important day for you, and we at El Monte High School District want to give you and your audience, the best show experience ever. We will strive to do our very best by providing you the attention and services that you deserve. Our goal is to give you an ease of

mind on the day of your show. Therefore, we will prepare your final invoice including all the adjustments made before, during and after your show. This includes our hourly facility fees, direct costs, and all labor. We will send you the final Invoice 2-3 working days after your show date via email or mail.

#### **7. FINAL PAYMENT**

Once you receive your final invoice, you will be required to make your final payment to our district office. You may send a check to:

EL MONTE UNION HIGH SCHOOL DISTRICT  
3537 Johnson Ave, El Monte, CA 91731

Thank you for your interest in performing at our facilities with El Monte Union High School District. We look forward to hosting your event in the near future.

At your services,

Auditoriums Management Team  
(626) 444-9005 ext. 1895