

COMMUNITY USE OF PERFORMING ARTS CENTER

APPLICATION PROCEDURES AND USER CHARGES

The facility may only be used by groups who have a user application form on file with the Facilities Coordinator, at the superintendent’s office. A minimum of twenty-four hours is required of internal groups and one week for external groups. The application must be completed by an adult representative of the organization. School groups will have priority use of the facility. Other requests will be handled on a first come/first served basis, provided dates are available. For scheduling, the PAC Coordinator will have the final authority.

CANCELLATIONS

In the event that the district must cancel a permit to use the facility due to such things as adverse weather conditions, every effort will be made to reschedule. Except in emergency situations, the district will notify the user at least one week in advance of any cancellation.

In the event the user cancels an event, notification of cancellation must be submitted at least two working days prior to scheduled time of use or the full fee may be charged. All groups, including those under category 1 may be charged custodial time of four hours when failing to make cancellations within the specified times. Cancellations must be made within working hours. (Monday through Friday – 8:00 a.m.-4:30 p.m.)

RENTAL CHARGES

Use of Auditorium per event

Class 1	\$ 0
Class 2	\$ 100
Class 3	\$ 500 or 10% of revenue (whichever is greater)

This charge includes use of stage, back stage, lobby, restrooms, and “normal” custodial service. Cost for rehearsals on a non-school day will be equivalent of the two hour call back rate for custodians. Class 2 & 3 charges may be adjusted as determined by the school district based on size of user group and amount of facility used.

HEAT

If the temperature (heating and cooling) needs to be adjusted more than +/-5 degrees different than the regular setting for time of use of the building, a \$15.00 per hour fee will be charged.

KITCHEN

Rental

Class 1	\$ 30
Class 2	\$ 50
Class 3	\$ 100

STAFF

A district employed supervisor/custodian is required at all functions. There is a minimum call back for all staff of two hours. A food service employee must be in attendance when any lunchroom mechanical equipment is used. A district approved technician must be used for any lighting or audio equipment use.

Salary and benefits – subject to be reviewed and set annually.

For rental rate purposes, organizations seeking the use of this facility have been divided into categories.

Class 1:

- a. School District curricular and extra-curricular functions including parent and teacher meetings and in-services.
- b. Meetings for any arm of city government including, but not limited to park department, police department, fire department, city government, public elections and citizen advisory groups.
- c. Community-school programs for which no tuition fee is charged.
- d. Youth oriented groups with memberships unrestricted by race, creed, color, religion or gender for meetings which no fee is charged.
- e. Non-profit organizations for tourist related performances for which no entrance fee is charged.
- f. Groups which have as their prime focus the needs of youth in the local community, such as community clubs, athletic/activity clubs, and youth activities.

Class 2:

- a. Non-profit adult oriented groups and youth oriented groups with restrictive membership.
- b. Groups which have as their prime focus the needs of adults in the local community, such as community clubs, church groups (subject to state/federal restrictions), public service groups.
- c. Non-profit performing groups such as community concerts, service club performances to raise funds for school related activities and scholarships. Donations, fees, or admission charges may be collected only to cover the cost of the use of facility and scholarships.

Class 3:

- a. Revenue producing organizations/groups, community organizations/groups using the facility to generate revenue beyond the use rental fees.
- a. For profit organizations or commercial ventures.
- b. For profit performing arts groups.

LIMITATIONS

1. Facility usage not in the best interest of the district will not be approved.
2. Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facility, adherence to rules and regulations, proper police and fire protection when necessary are conditions for use.
3. Facility use shall be limited to those activities specified on the application.
4. Persons or groups without proper permits will not be admitted.
5. It is not the intention of the Lake Chelan School District to provide a permanent meeting place for outside organizations.
6. A certificate of insurance will be required of all applicants.
7. A custodian and technician designated by the district shall be present. Appropriate fees will be assessed to pay for salary and benefits of these employees.
8. Food and drinks shall not be permitted in the auditorium. Food may be served in the foyer if proper arrangements have been made for use.
9. Alcoholic beverage, tobacco products and narcotics shall not be permitted in the auditorium. Alcoholic beverages, tobacco products and narcotics are forbidden on school property.
10. All applicants for use of this facility shall hold the district without liability from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of the Performing Arts Center. In the event that property loss or damage is incurred as a result of such use or occupancy, the amount of the damage shall be determined by the superintendent and approved by the board and a bill shall be presented to the group using the facility during the time the loss or damage was sustained.

11. Materials and equipment may be stored on the premises only during days set aside for rehearsals and performances. Equipment and materials must be removed no later than the day after the performance. The district assumes no liability for materials or equipment stored at its site. The School District shall not be responsible for any such stored equipment or materials, and user accepts full responsibility for any items stored.
12. The district will designate the use of entrances and exits. No keys will be issued to parties using the facility. A custodian must be on duty during all uses of the facility. Charges will be made for times when the custodian is not normally on duty or when demands on custodial time are great enough to hinder accomplishment of normal duties.
13. Furniture and equipment will not be moved from one room to another unless specifically called for in the application and under direct supervision of a district employee. All furniture and equipment so moved will be returned to its normal place after performances.
14. No decorations or application of materials to walls or floors will be allowed without the permission of the Performing Arts Center coordinator or building principal. Applicants are required to remove at their own expense any material or rubbish left after use of the facility. It is assumed that the school district will provide for "normal" janitorial services.
15. A food service employee must be in attendance when any lunchroom equipment is used. An employee who is called back at the end of a shift must be paid for a minimum of two hours of work.
16. When large groups are anticipated, it will be the responsibility of the use organization to make arrangements for crowd control.

GENERAL RULES

While it is assumed that non-profit organizations will have the necessary personnel and abilities to clean up and maintain the facility without the necessity of hiring outside help, several years of operation have sometimes proved otherwise. In order to maintain order and cleanliness, the following rules will be enforced:

1. With the exception of school district functions, a deposit of \$50 will be submitted to the district office along with the application, which will be returned upon successful completion of the project. Non-compliance fees will be taken from this deposit.
2. No scene, set or props will be left onstage, in the dressing rooms in the back room utility area for longer than two (2) days after productions. When the set pieces are stored at the Performing Arts Center storage area, all scene and set pieces must be broken down to single pieces/flats. If not, \$5 per day for each piece that is not broken down will be charged. The organization sponsoring the event will be notified on the second day if this job is not completed, but if nothing has been done for two weeks, a \$100 fee will be added to the previous fees for the removal and disposal of the property.
3. If the stage floor is painted for scene purposes, it must be repainted to its original jet black semi-gloss color. If not, \$175 will be charged to pay for paint and labor.
4. If fees are not paid, the group responsible may not book space again until paid.

USE OF ADDITIONAL CLASSROOMS

Additional classroom space will be charged according to existing district fee schedule for Use of School Facilities.