

# **Policies Governing the Use of Harbor Springs Public Schools Performing Arts Center**

The Harbor Springs Performing Arts Center (PAC) is intended to be utilized as a community facility. To this end, community groups and organizations will be permitted to use it for worthwhile purposes appropriate to a PAC setting, when such does not interfere with school programs. All arrangements will be subject to the following provisions:

- A. Approval of all applications is dependent on the appropriateness of the type of event, its content and on availability of the PAC. The school and its organizations have priority use of all facilities.
  
- B. Priority Classification for Use of the PAC
  - 1. Class I
    - a. Any function or activity of Harbor Springs Public Schools that utilizes the PAC as its primary venue. These include concerts and rehearsals (instrumental and/or vocal music), dramatic productions and rehearsals, and appropriate assembly programs.
  - 2. Class II
    - a. Any non-profit community based program, which is sponsoring an activity primarily involving HSPS students or whose total profits and sole mission directly benefits those students.
  - 3. Class III
    - a. Any other non-profits, performance arts organizations, community theatres, community based programs, churches or civic organizations.
  - 4. Class IV
    - a. Any Class III non-profit organization that will have attendance of less than 200 and has limited technical requirements.
  - 5. Class V
    - a. Any “for profit” community organization, which has a function or activity appropriate for a PAC setting (district sales meeting, product show).
  
- C. Scheduling
  - 1. Scheduling priority will be based on an organization’s priority classification (see “B” above). In the event that a school/student activity (Class I & II) must pre-empt a previously scheduled PAC event, a minimum of six months advance notice will be given. All uses of the PAC must be scheduled through the proper channels. (See below.)
  - 2. All HSPS organizations wishing to schedule use of the PAC must do so through the K-12 Manager as far in advance as possible. The deadline for submissions for each school year will be \_\_\_\_\_. After that date, Class I groups must take what is available.
  - 3. All other community organizations wishing to schedule use of the PAC must do so through the District PAC Community Liaison. The 2006-7 PAC calendar opens up to community organizations for scheduling on \_\_\_\_\_. Forms are available in the Superintendent’s office and in the High School office. All proper forms must be completely filled out and returned to the Community Liaison Manager for approval before an event can be scheduled.
  - 4. All scheduling conflicts will be resolved by the K-12 Manager and District PAC Community Liaison. Scheduling conflicts and disputes will also be discussed and resolved at the district’s monthly Fine Arts Council meeting.
  
- D. Rental Fees
  - 1. Organizations using the Harbor Springs Public Schools PAC will be charged rental fees according to the following schedule. This fee is in addition to the cost of school approved custodial, supervisory, and/or technical personnel, if they are needed.
    - Class II - \$150 per performance, \$75 for subsequent performances, \$25 per rehearsal
    - Class III – \$400 per performance, \$250 for subsequent performances, \$35 per rehearsal
    - Class IV- \$150 per performance, \$25 per rehearsal
    - Class V - \$600 per performance, \$200 per rehearsal

#### E. Rental Deposit

1. A rental deposit of 50% of a single performance fee is required from all priority use Classes at the time the rental application is submitted. This deposit is refundable up to three weeks before the date of the event. After that date, the refund is at the discretion of the theatre management.

#### F. Custodial Fees

1. All sponsoring organizations in all classes listed above must have a school district custodian on site during performances at the PAC. Organizations will be charged double time for Sundays and holidays or if a custodian must work beyond the normal workday or Saturday. A minimum of two hours will be charged. As of April, 2006 the week day rate is \$23.00 per hour, the week-end rate is \$45.00 per hour and the holiday rate is \$69.00 per hour. These rates can be changed at any time upon 30 days advance notice.

#### G. Supervisor Fees

1. A PAC appointed supervisor must be on duty at all times when the PAC is in use. Four hours of supervision is part of the rental fee. Beyond that, the supervisor's fee/rate will be \$25.00 per hour. A minimum of two hours will be charged.

#### H. Technical Fees

1. If a sponsoring organization needs help setting up chairs, risers or music stand or it needs assistance with the theatrical lighting or the sound amplification, or it needs help running the video projection system, a school-approved technician(s) may be utilized for rehearsals, performances, set-up, and breakdown times. This technical assistance will be provided at a rate of \$20.00 per hour for each adult technician needed. If available and appropriate, the student technician rate is \$10.00 per hour. A minimum of two hours will be charged. Organizations in all classes will be charged for this service. The supervisor may be appointed technician for an event if it is deemed appropriate by the school. Paid technicians and stagehands are available for the following services:
  - a. Lighting technicians
  - b. Sound technicians
  - c. Stage hands
  - d. Video projection technicians
2. If the organization plans to use only the PAC house lights and only that portion of the stage in front of the main curtain without any sound amplification of other times listed above, a technician is not required to be present.

#### I. Fee Waiver

1. Any fee for services may be waived in the case of community-based groups that provide a volunteer(s) who has been approved for the particular task listed elsewhere in this section. The Board of Education reserves the right to waive any and all fees

## **SAFETY AND HEALTH POLICIES APPLY TO ALL CLASSES**

- 1) Renter/user shall insure that all access drives, fire lanes and pedestrian walkways are kept unobstructed at all times.
- 2) Smoking is not permitted anywhere in the Harbor Springs Public Schools, including the PAC.
- 3) The use of alcoholic beverages or any controlled substances are prohibited anywhere in the Harbor Springs Public Schools, including the PAC.
- 4) All explosives, fireworks or firearms substances are prohibited anywhere in the Harbor Springs Public Schools, including the PAC.
- 5) All sponsoring organizations/users will follow all fire code regulations regarding public performances, including the seating of audience members in approved seating areas, unlocking all fire doors, and the use of flame resistant materials for scenic or design purposes. Any use of open flame, pyrotechnics, smoke or chemical fog, etc. may be prohibited and would require prior approval. If any aforementioned materials are used without prior approval, the PAC staff will have the right to discontinue the performance until the items are extinguished and removed from the stage.
- 6) Only pre-approved lighting technicians over the age of 19 are allowed on the catwalks.
- 7) The PAC Management reserves the right to remove anyone from any area of the school or the PAC whose behavior is deemed inappropriate or unsafe.

## **ADDITIONAL USE POLICIES**

**\* Applies to all Classes.**

- 1) Proof of liability insurance is required before a rental contract will be signed.
- 2) Use of the Performing Arts Center does not include use of the cafeteria or the kitchen. The Harbor Springs Performing Arts Center has the exclusive right to sell or otherwise provide all food and beverages on the premises during the terms of the rental agreement unless specific arrangements have been made with the PAC and the Harbor Springs Community School Director.
- 3) \*It is the responsibility of the sponsoring organization to provide the necessary supervision to insure that the policies governing behavior and equipment use in the PAC (and elsewhere in the performing arts wing of the school) are strictly followed and enforced.
- 4) \*Gum, candy, food or drinks including water are NOT permitted in the PAC "house" or audience seating area. Only bottled water is permitted on the stage, in the control booth on the second floor and in the back stage area. This applies to both performances and rehearsals, including instructional staff, adult supervisors, stage crewmembers, performers, observers, and audience members. The only place that food is permitted is in the Green Room with supervision. It is the responsibility of the organization to clean up and take garbage to the dumpster. Failure to adequately clean will result in additional custodial fees.
- 5) Ushers will be provided for all community events. These volunteers are not responsible for taking tickets. The checking and collecting of tickets is the responsibility of the renter.
- 6) Under no circumstances may any equipment specifically acquired for use in the Harbor Springs Public Schools PAC be borrowed for use elsewhere. This includes the stage piano, microphones, cables, cuing system, lights, monitor speakers, mixing board, etc. Further, none of the equipment can be used for anything other than its intended purpose.

- 7) \*Under no circumstances will any organization be permitted to affix anything (such as decorations, signs, scenery, etc.) by any means to the wall, curtains, acoustical shells and ceiling panels, seats or anywhere else in the PAC. Taping things to the back wall of the stage behind the back curtain, the sidewalls of the stage and the PAC doors is acceptable. Duck tape may not be used on the stage floor. Only gaffer tape may be used. All tape, including residue, must be removed after the final performance.
- 8) \*All organizations will be held responsible for leaving the PAC and any other parts of the school used in its original condition. Sponsoring organizations will be charged the custodial contract rate per hour for any extraordinary cleaning and/or maintenance that must be done following the function or activity in question.
- 9) Sponsoring organizations assume responsibility for the repair and/or replacement of any and all equipment and/or furniture damaged, deliberately or accidentally, during its functions or activity.
- 10) \*All sponsoring organizations will be responsible for being aware of the rules and guidelines of the PAC as outlined in the policy and procedures statement. A poster informing users of an abbreviated list of the essential rules will be provided. We also require the event sponsor to assist in the enforcement of these rules and guidelines.
- 11) Neither Harbor Springs High School nor the Harbor Springs Public Schools accepts any responsibility for publicizing or promoting any event held in the Harbor Springs PAC. This is solely the responsibility of the sponsoring organization.
- 12) \*The use of spray paint is not permitted anywhere in the PAC including the scene shop. Paint may not be used or stored in the Green Room. Brushes may not be cleaned in the Green Room bathroom. Sufficient drop clothes must be used when painting on stage. The renter must provide drop clothes.
- 13) \*Use of the scene shop does not include the use of any tools or power equipment. After each work session the floor must be swept and the area kept open and clear. Any scrap lumber, sawdust, or other refuse must be disposed of in the dumpsters by the shop.
- 14) In the event of mechanical failure, inclement weather, unavailability of personnel, utility outages, fire, windstorm, flood, war or civil insurrection or other unforeseen circumstances beyond the control of the PAC, this agreement may be cancelled by the PAC and the Renter reimbursed for that portion of the payment made for the time the Renter was unable to utilize the facility. Renter waives any claim for damage or compensation should this Agreement be terminated by the PAC for causes not under its control.
- 15) \*The renter must STRIKE (clear all areas of the PAC of everything that belongs to the renter) within 24 hours of the completion of their event. Theatre Groups with extensive sets have 48 hours to STRIKE. The presence or absence of adjacent events might require a shorter time or allow for a longer time. Failure to comply will result in the loss of the rental deposit. "Striking the set" includes but is not limited to removing all set pieces, props, costume pieces, costume racks, paint and brushes, drop cloths, tape on stage floor, rosin, tools, signs, cast party supplies, lumber and other building supplies. If materials are to be saved for future use, proper storage must be arranged with the management of the PAC. The stage, cross-over hallway, scene shop and Green Room need to be swept if they are used.
- 16) The renter agrees to meet with the PAC management two weeks prior to the date of the event.
- 17) The renter agrees to sign a HOLD HARMLESS AGREEMENT.