

Chagrin Falls Exempted Village Schools

Performing Arts Center Rental Procedures

Requests for use of the Performing Arts Center shall be made through the Chagrin Falls Exempted Village Schools Business /Facilities Office in writing using the Building Rental Permit/Application, stating the event with: a description of the event, date of use, specific hours, equipment needed, and the sponsoring organization. Conditions of use are defined in board Policy KG-R.

The Business/Facilities Manager will review all requests for the use of the Performing Arts Center and determine if the proposed event interferes or conflicts with any Board Policies or regulations. Applications for use of facilities must be submitted at least thirty (30) days prior to the intended date of use. A five working day notice must be given for any cancellation and the district shall retain 10 percent of the total estimate of rental charges to cover costs. All events cancelled with less than a 24 hour notice will be billed for the entire contracted time at the applicable rate (full amount).

Upon approval of the Building Rental Permit/Application by the Business/Facilities Manager it will be sent to the Performing Arts Center Manager (PAC Manager) for final approval. Following approval a Rental Permit will be prepared and must be signed by the requesting party or an authorized representative.

The Performing Arts Center may be available for any Board approved use, as outlined in Policy KG. In the event of conflicting requests for Performing Arts Center use, priority will be given to regular school activities or affiliated student or parent groups. Requests by other groups will be considered a lower priority and may be subject to change or cancellation due to school scheduling needs. Outside groups/individuals applying for permits must: show proof of property ownership within the District or acceptable proof of intent to build within the District (building plans) or provide a list of members/students (at least 50% of the active members must reside in the Chagrin Falls Exempted Village School District). Non-profit organizations not meeting the above requirements must seek approval from the Superintendent/designee.

The following charges will apply for hours when custodians are normally on duty. On any days when school is not in session, an additional fee will be charged for the custodial time. This fee will be subject to the current custodial rate at the time that the facility use is requested. There are no charges for school, student, or parent groups during normal custodial hours. Custodial charges will apply for hours when school is not in session. The Superintendent/designee is authorized to waive the rental fees for groups who contribute regularly to the general welfare of academic, arts or athletic programs of the Chagrin Falls Schools.

In addition to the rental fee, a fee will be charged for the PAC Manager. The PAC Manager will be responsible for operating all sound and lighting equipment. The PAC Manager will be the only individual who operates sound and lighting equipment. No

exceptions will be made to this requirement. A \$100 equipment charge will be assessed for use of board lighting or sound equipment. This means using more than one microphone and any lighting needs beyond the current lighting focus and board configuration.

Rental of the facility will be for a minimum of four hours. Hourly charges will be calculated during the entire time that the renter is utilizing the Performing Arts Center, not only the time required for the actual performance. Billable time for the facility rental and Chagrin Falls School employees is defined as the time the Performing Arts Center is first opened to any member of the rental group (including rehearsal and set-up) through the time the employees are able to lock the facility following the move out of all equipment. This time is rounded to the nearest half hour.

Chagrin Falls Exempted Village Schools Performing Arts Center
Fee Schedule

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|--------------------------------------------------------------------------------------|-------------------------------------------------------------|
| \$150.00/hour | For commercial purposes or where admission is charged |
| \$1000/performance | Use of the orchestra pit |
| \$50.00/hour | For rehearsal time |
| \$50.00/hour | PAC Manager |
| \$50.00/hour | Adult technician for lighting beyond current board settings |
| Actual rate | Custodial overtime |
| \$25.00/day | General Audio/Visual (i.e. TV/VCR, Overhead, etc.) |
| \$50.00/day | Piano (plus \$80 tuning if needed) |
| \$25.00 each/day | Spotlights |
| \$50.00/day | Rear overhead projector and Screen |
| (If any food service facilities are required, a food service employee must be hired) | |
| Actual rate | Food Service per hour |

A non-refundable deposit of 25% of the estimated cost is required in order to reserve a date. The remaining 75% must be paid at least 24 hours prior to the event. Failure to submit payment in advance of the date of rental will forfeit the use of the facilities on the date(s) assigned. Full payment for costs incurred beyond original estimates must be made within thirty (30) days after the event.

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Rules for Use

1. The authorized representatives of the group or organizations using the building or grounds shall be responsible for the maintenance of order and liable for any damage to buildings, grounds, or equipment during the time the contract is in force.
2. A copy of the renter's liability insurance policy is due at the time the rental agreement is signed.
3. All sound and lighting equipment must be operated by the Chagrin Falls Schools PAC Manager
4. Construction and painting of scenery or props is not permitted on stage. The Equipment in the Scene Shop/storage areas (props, furniture, stage flats, steps, tools, paintbrushes etc.) is off limits. Please respect our space and our materials. No tape, cord, string, wire etc. may be used on the curtains. Only trained personnel will be allowed to move (fly up and down) the curtains in the PAC. DO NOT PULL, YANK, OR GRAB the curtains—use the rope cords to move the curtains from side to side. Curtains or other items may not be moved or hung on other battens (fly bars) without prior arrangements with the PAC Manager.
5. Smoking is not permitted anywhere on school grounds or in facilities. Fire and Safety regulations of the Board, the local fire department, and the state of Ohio must be followed at all times.
6. Food and beverages are not permitted in the Performing Arts Center audience and Performance (stage) areas. Permission may be given for a reception in the lobby.
7. There shall be no alcoholic beverages, drugs, or liquors brought to, or consumed in the Performing Arts Center or on school grounds. Persons under the influence of alcohol or drugs shall not be permitted on the premises.
8. Delivery of any stage sets, *scenery*, equipment, etc. must be arranged in advance with the Business/Facilities Manager or PAC Manager.
9. The placement of any artwork or banners in the lobby or Performing Arts Center must be approved in advance with the Business/Facilities Manager or PAC Manager.
10. All staging, electric and sound plots must have prior approval by the PAC Manager. Any setup deemed unsafe by the PAC Manager shall be modified to the satisfaction of the district. The cost of any modification shall be paid by the user. All scenery, decorations, or equipment provided by the renter must be removed from the building promptly after the performance so as not to interfere

with school activities. If there is a delay, the removal will be made by the school at the expense of the renter.

11. There must be no nailing to floors, walls, or fixtures, no paint dropped on any part of the building, and the building equipment must not be marked or defaced in any manner.
12. The number of tickets sold may not exceed the approved occupancy (767).
13. The renter is responsible for parking arrangements, control, and event security, in accordance with fire regulations. Arranging for and paying parking lot and security personnel are the responsibility of the renter. In some cases, these personnel may be required by the district.
14. Whenever schools are closed due to the weather and/or other calamity-related conditions all facility rental/usage scheduled for that date will be cancelled. Exceptions may be made only with the approval of the superintendent/designee. In the event that schools are closed due to emergency causes (i.e. snow), an effort will be made to inform the permit holders, however, it shall be assumed that the permit holder is aware that **ALL SCHOOL AND PERMIT ACTIVITIES ARE CANCELLED**. Such closings are broadcast through local media. If cancellation of a non-school activity is necessary, every effort will be made to make other arrangements for the permit holder. Deposits are recoverable if the school district causes cancellation.
15. Any activities involving the Chagrin Falls Performing Arts Center shall be approved through the application process before the organization or group announces any plans.
16. Third party sponsors shall not be allowed to distribute materials, place objects bearing the sponsor's name or highlight its product or service without prior approval.
17. Any recorded or live music shall be limited to an output of no more than 85db at the sound console. The final output may be monitored by the PAC Manager/staff who have the authority to change levels, if required during a performance.
18. The Box Office/Coat Room facilities can be used only with prior approval.
19. The PAC Lobby shall be free of any obstructions and must conform to fire code regulations. Any tables or displays shall need prior approval by the PAC Manager.