

# Policies Governing the Use of the Bellaire Public Schools Performing Arts Center

The Bellaire Public School's Performing Arts Center is intended to be utilized as a community facility. To this end, community groups and organizations (in which a majority of the members are residents of the Bellaire Public School District) shall be permitted to use it for worthwhile purposes appropriate to an auditorium setting when the event does not interfere with school programs. All arrangements shall be subject to the following provisions:

A. Availability

Approval of all applications is dependent on the appropriateness of the event and on the availability of the Performing Arts Center (PAC).

B. Priority Classification for Use of the Performing Arts Center

Class I: Any function or activity of Bellaire Public Schools that utilizes the PAC as its primary venue, i.e. concerts and rehearsals, drama productions and rehearsals, approved assembly programs and festivals/performances hosted or sponsored by Bellaire Public Schools.

Class II: Any function or activity of Bellaire Public Schools that is appropriate for an auditorium-type setting, i.e. class meetings, award ceremonies, large group presentations, parent meetings, etc.

Class III: Any non-profit, community-based performing arts organization with a majority of its members residing in the Bellaire Public School District.

Class IV: Any non-profit community or educational organization not restricted to but encompassing the Bellaire community which has a particular function or activity appropriate for an auditorium-type setting, i.e. a civic "town meeting", political debate, DNR hearing, etc.

Class V: Any "for profit" community organization that has a function or activity appropriate for an auditorium-type setting, i.e. dance productions, district sales meetings, etc.

Class VI: All other organizations not covered in Classes I-V above.

C. Scheduling

Scheduling priority will be based on an organization's priority classification (See "B" above). In the event that a school activity (Class I or II) must pre-empt a previously scheduled PAC event, a minimum of four months advance notice will be given.

All uses of the PAC must be scheduled through the proper channels.

- All Bellaire Public School organizations wishing to schedule use of the PAC must do so through the designated person for this purpose as far in advance as practical.

- All other community organizations wishing to schedule use of the PAC must do so through the Superintendent's office. All proper forms must be filed before an event can be scheduled.

D. Fees

1. Organizations using the Bellaire Public School's Performing Arts Center will be charged a rental fee according to the following schedule, including any rehearsal/preparation time, as well as the performance or presentation. This fee is in addition to the cost of school approved custodial, supervisory, and/or technical personnel: if they are needed. Twenty percent (20%) of the rental fee shall be committed to the maintenance fund. In addition, a \$200.00 damage deposit will be required. (This fee may be waived at the discretion of the superintendent).

- |                     |                |
|---------------------|----------------|
| • No Fee            | School related |
| • \$100/day minimum | Non-profit     |
| • \$150/day minimum | For-profit     |

2. Custodial and Supervisory Fees –

All sponsoring organizations in all Classes must have a school approved custodian. Organizations in Classes III, IV, V, and VI will be charged applicable custodial rates if the person (or persons) must work beyond the normal workday, on a weekend, or holiday.

3. Technical Fees-

If any or all of the following are utilized by a sponsoring organization, a school-approved technician **must be** retained at the rate of \$20/hour including rehearsals. The technical fee for organizations in Classes I and II will be assumed by the school. Organizations in Classes III, IV, V, and VI will be charged for this service. A minimum of 2 hours will be charged.

- Use of theatrical lighting
- Use of the stage behind the main curtain
- Use of any sound amplification
- Use of music stands and/or chairs
- Use of the video projection system

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 or other items listed above, a technician is not required to be present.

4. Supervisor Fees-

A school appointed supervisor must be on duty at all times when the PAC is in use. If it is necessary to hire a supervisor, the rate shall be \$20/hour. A minimum of 2 hours will be charged. (A technician may be appointed supervisor for an event if it is deemed appropriate.)

5. Fee Waiver-

All fees are waived if the PAC performance is given expressly for students of the Bellaire Public School District and for nonprofit organizations that are to solely benefit Bellaire Public School District students i.e. scholarship fundraisers, 4-H, etc. and is a direct service to our students. Any fee for services may be waived in the case of community-based groups that provide volunteer (s) who have been approved for that particular task listed elsewhere in this section. The Board of Education reserves the right to waive any and all fees.

6. Admission Fees-

If any admission fee is charged for an event, Bellaire Public Schools will assess the sponsoring organization 20% of the admission proceeds.

E. Additional Policies

1. It is the responsibility of the sponsoring organizations to provide the necessary adult supervision to insure that the policies governing behavior and equipment use in the PAC (and elsewhere in the school) are strictly enforced. If deemed necessary by the school administration, any organization using the PAC may be required to have a school appointed supervisor present to insure proper supervision.
2. Gum, candy, food or drinks **ARE NOT** permitted in any area of the PAC including backstage, control room, or main seating areas. This applies to both performances and rehearsals, including instructional staff, adult supervisors, stage crew members, performers, observers, and audience members.
3. Under no circumstances can any equipment specifically acquired for use in the Bellaire Public Schools Performing Arts Center be borrowed for use elsewhere. This includes the piano, microphones, cables, lights, monitor speakers, mixing board, etc. Further, none of the equipment can be used for anything other than its intended purpose.
4. Organizations are not permitted to borrow any equipment or furniture from other parts of the school for use in the PAC without the express consent of official school personnel.
5. Organizations are not permitted to affix anything (such as decorations, signs, scenery, etc.) by any means to the walls, back wall of the stage area, seats or anywhere else in the PAC. See school administration for clarification.
6. All organizations will be held responsible for leaving the PAC and any other parts of the school used, in reasonable condition. Sponsoring organizations will be charged for any extraordinary cleaning and/or maintenance that must be done following the function or activity in question.
7. Sponsoring organizations assume responsibility for the repair or replacement cost of all equipment and furniture damaged during its function or activity.
8. If the function or activity takes place outside regular school hours, the school appointed supervisor is responsible for making sure that no unauthorized persons gain access to the school. If someone unrelated to the function or activity enters the PAC or the school, it is the supervisor's responsibility to ask them to leave. In the event that they refuse to cooperate, the police shall be contacted immediately. Care must be taken that the commons and back stage areas are supervised while the PAC doors are closed during a performance or presentation.
9. If any additional rooms (aside from the PAC) are used during the course of any rehearsal, performance or presentation, it is the sponsoring organization's

responsibility to insure that no equipment or piece of furniture is used for any purpose without the express knowledge and consent of the school. Numerous pieces of equipment in these rooms belong to individual students and teachers and some cannot be stored elsewhere. This equipment should not be disturbed for any reason. (Do not use music stands as make-up tables, nor use pianos, timpani or xylophone as tables or play any instruments unless they are needed for warm-up etc.)

10. All sponsoring organizations will be responsible for being aware of the rules and guidelines of the PAC as outlined in this policy and procedures statement. 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. Bellaire Public Schools does not accept any responsibility for publicizing or promoting any event held in the Bellaire Public Schools Performing Arts Center. This is solely the responsibility of the sponsoring organization.
12. It is up to the sponsoring organization whether or not to permit videotaping of its event from the control booth or the loft areas on the second floor of the facility. It is recommended that the sponsoring organization designate an "official videographer" to record the event and make copies available to parents and participants. Care should be taken not to violate any copyright restrictions that may apply. Sponsoring organizations may permit unrestricted videotaping, flash photography, or audio recording from the main floor of the PAC during any program or performance.

F. Dramatic Productions

1. Since the PAC is used for many different purposes covering a wide range of activities, it is unreasonable to allow any single event to monopolize the facility for extended periods of time. Therefore, drama productions needing elaborate stage sets will be permitted two weeks (14 days) exclusive access to the facility. Since the main stage floor is also the band room, care must be taken to allow daily access to that room for use by the school.
2. The stage and any other area within the PAC is not to be used as a construction area. Sets will be built and painted elsewhere and brought in for final assembly and "touch-up" painting. The sponsoring organization is responsible for insuring that no paint gets on the floor, chairs, or walls of the PAC.
3. The stage must be "struck" (or disassembled) within 24 hours after the final performance. Nothing may be left on the stage, in the band room, art room, hallways, or in the PAC; including sets, props, costumes, etc.

G. Musical Ensembles

1. Outside music organizations wishing to perform in the PAC will be guaranteed at least one undisturbed rehearsal session. More time may or may not be available. It is the sponsoring organization's responsibility to arrange rehearsal times with the proper school personnel.
2. No musical equipment and/or furniture may be borrowed without the express knowledge and consent of the band director.

H. Special Privileges for Bellaire Public Schools

Bellaire Public Schools reserves the right to sponsor an event, or series of events in the PAC with the intent to raise money to assist in offsetting the costs of operating, maintaining, or improving the facility.

Bellaire Public Schools  
 204 W. Forest Home Ave.  
 Bellaire, MI 49615  
 PHONE: 231-533-8015  
 FAX: 231-533-6797

Application to use the Performing Arts Center

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Profit or Non-Profit Organization (Circle one)

Federal Non-Profit ID # \_\_\_\_\_

Name of Responsible Individual Requesting Facility: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Evening phone # \_\_\_\_\_

Date Requested	Presentation	Rehearsal	Starting time	Ending time

A school assigned custodian will be provided for the above dates and times at a rate of \$30/hour and a school approved sound/light technician or supervisor will be provided as needed at a rate of \$20/hour (two-hour minimum).

Please write a brief description of the program you wish to present:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you charge admission to this event?  no  yes (how much? \$\_\_\_\_\_)

Please check all that apply:

This organization does not need to use any special equipment. We do not need to use the stage, nor do we need any sound equipment, including microphones or theatrical lighting. By checking this option, we understand that we can use only the floor of the auditorium seating area, the stage in front of the main curtain, and the regular house lights. (Simple items such as an overhead projector, a speaker's lectern, and a projector screen are available, if needed.)

This organization needs to use the following:

Stage

\_\_\_\_\_ in front of the main curtain (apron)

\_\_\_\_\_ full stage

\_\_\_\_\_ Sound System

\_\_\_\_\_ corded microphone(s) (how many? \_\_\_\_\_)

\_\_\_\_\_ wireless microphone(s) (how many? \_\_\_\_\_)

\_\_\_\_\_ CD player

\_\_\_\_\_ DVD player

\_\_\_\_\_ Stage/overhead speakers

\_\_\_\_\_ Overhead projection system

\_\_\_\_\_ Large projection screen

\_\_\_\_\_ Speaker's lectern

\_\_\_\_\_ Piano

\_\_\_\_\_ Music stands (how many? \_\_\_\_\_)

\_\_\_\_\_ Chairs for musicians (how many? \_\_\_\_\_)

\_\_\_\_\_ Conductor's podium

\_\_\_\_\_ Choral risers (at additional cost)

\_\_\_\_\_ Theatrical lighting

\_\_\_\_\_ Only the stage area in front of the main curtain

\_\_\_\_\_ Entire Stage area

\_\_\_\_\_ Single set-up (on/off only)

\_\_\_\_\_ Multiple changes (configurations for more than one set-up)

\_\_\_\_\_ Other areas/rooms that you may require

Purpose: \_\_\_\_\_

\_\_\_\_\_

I have read, understand, and accept the policies regarding the use of the Bellaire Public School Performing Arts Center and accept full responsibility as an official representative of:

Name of Organization: \_\_\_\_\_

Title or Office: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Priority Classification: \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_ Reason: \_\_\_\_\_

Fees Assessed:

Custodian: \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour for a total cost of \$ \_\_\_\_\_

Technician: \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour for a total cost of \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour for a total cost of \$ \_\_\_\_\_

Rental Fee: \_\_\_\_\_ days @ \$ \_\_\_\_\_ per day for a total cost of \$ \_\_\_\_\_

Refundable Damage Deposit: \$200.00 \_\_\_\_\_

20% Enhancement Assessment: \_\_\_\_\_ yes \_\_\_\_\_ no amount \$ \_\_\_\_\_

Total Fees Assessed: \$ \_\_\_\_\_

Bellaire Public Schools  
Performing Arts Center  
Use Guidelines

In an effort to enable everyone to enjoy our Performing Arts Center, please read through and abide by the following rules and expectations

1. Gum, candy, food and/or drinks **are prohibited** at all times.
2. Please do not place shoes or feet on the backs, arms, or cushions of the Performing Arts Center auditorium seats.
3. The audience is expected to remain seated throughout the entire performance. If it is necessary to leave, please pick an appropriate time that is least disruptive to others (i.e. between performing groups or acts).
4. An adult must accompany all small children in the Performing Arts Center. When children are disruptive, they create a distraction for everyone and should be escorted quietly out of the room.
5. Please be sure that all communication devices are turned off when entering the Performing Arts Center. Quiet talking, cellular phones and beepers are distracting to both the audience and performer and are considered inappropriate during a performance.
6. Those arriving late to any performance should attempt to obtain seats during an appropriate break in the program.
7. Appropriate audience response is encouraged.