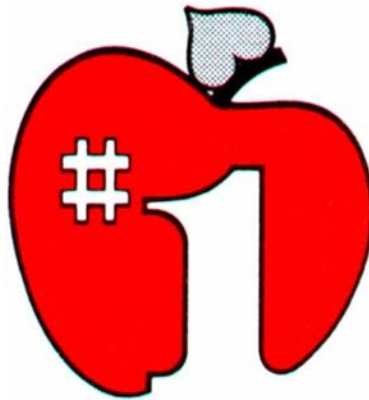


**Hutchinson High School
Performing Arts Center**

**Handbook of
Policies and Procedures**

July 7, 2011



USD 308

HHS PAC Policies and Procedures Introduction

Welcome to the Hutchinson High School Performance Arts Center (PAC). This Handbook is designed to familiarize the user with the center and to explain the policies and procedures regarding its use.

If you have questions, please contact the Director of Operations at 620-615-5577.

Community Service and Use of Hutchinson High School Facilities

Hutchinson Public Schools recognizes that its first priority must be to the educational program for its high school students followed by the middle school and elementary students. The District commits itself to providing its facilities and resources to community organizations.

In order to serve its community, Hutchinson Public Schools will provide facilities and resources at minimal cost, within its legal restrictions to non-profit groups and organizations.

Performing Arts Center Facilities Priority

High school-related events will be given **first priority** followed by the middle and elementary schools. Any other group priority will be determined on an individual basis, as time and space allow. Non-high school, USD 308 groups are permitted to book an event after April 1 of each year. Non-district groups may book after May 15.

Liability Policy

All users must provide written proof of liability and damage insurance.

All groups requesting use of the PAC must identify an adult as the contact person for the group who will be responsible to USD 308 for the use of the facility. All children must be under the supervision of a responsible adult at all times.

Those using the PAC shall assume full responsibility for any injuries, damages or loss arising from their use of the facilities, except for normal wear and tear, and shall indemnify and hold the school district harmless against all claims arising out of the use of the facilities. The school district provides no insurance to cover medical and dental expenses or hospitalization and disability on individuals using these facilities.

All maximum occupancy designations for PAC rooms will be strictly enforced.

Users are responsible for informing their patrons of these seating requirements.

1. For safety, all patrons must occupy chairs. Patrons are not permitted to sit on the steps or floor in the theatre to view a production or concert.
2. There is no standing room in the performance hall.
3. Children are not allowed to play in the theatre.

Food, Beverage, and Smoking Policy

4. **NO food or beverages are permitted in the theatre or the foyer.**
5. **By state law, smoking is not permitted anywhere in the PAC.**

Fire and Weather Safety Procedures

In the event of a fire evacuation, all patrons and users are required to leave the building.

During a violent weather evacuation, all patrons and users should exit to the corridors located on the East and West side of the lower level of the Salt Hawk Activity Center.

The Reservation Process

1. Because of the demand on the PAC, you must contact the Director of Operations as early as possible prior to making your request to see if your preferred dates are available. All users (district and non-district) must request reservations using the form found on the District's web page at www.usd308.com. You may submit your request online or print the request form and either mail it or bring it in person to the Support Services Center at 815 West 4th. In order to assure your request can be accommodated, reservation applications must be received no less than 10 days prior to your requested event dates. Please request all rehearsal time(s) and time for setup/strike as needed on the reservation application. Setup/strike time should be discussed and arranged with the Performing Arts Center Supervisor.
2. When your request is received, it will be checked against a master calendar of events to determine availability and feasibility, given the current schedule and technical needs of the event. If a request is deemed to be infeasible in the time requested, you will be notified and alternate dates suggested.
3. A confirmation letter and a contract with an estimated fee will be sent prior to your event. ***Only upon the District's receipt of a signed Facility Use Agreement will a reservation be confirmed.*** If, upon receipt of the center's confirmation letter, the dates, times, or locations reserved do not match those requested, contact the Director of Operations immediately.
4. Prior to the PAC being used the supervisor for the PAC and the designated contact person for the event will conduct a walkthrough of the PAC to ensure that all needs have been identified. A post event walkthrough will also be conducted to ensure that the facility is not damaged and that all equipment is accounted for.
5. If it becomes necessary to cancel or postpone an event, please contact the Director of Operations as soon as possible. In this way your requested time and dates can be reopened and scheduling may be possible for other groups.
6. If the campus is closed because of weather or other unforeseen circumstances, events will be canceled and every effort to reschedule will be made.

Center Usage Fees

The district may waive partial or all fees in order to accommodate public service and/or non-profit organizations with a not-for-profit tax number. Three types of fees may be charged: rental, labor, and equipment.

DEPOSIT: A deposit of \$500 will be required up front to cover any damage. If the damage that occurs is over \$500, the organization will be charged the additional amount. This deposit will be subtracted from the cost of the rental if no damage occurs.

RENTAL FEES (Please refer to the Facility Use Guidelines for all charge rates)

A rental fee will be based on the amount of reserved time, measured in “blocks.” One block equals a four-hour period; two blocks equal an eight-hour period; three blocks will not exceed a 15-hour period. The block rental fees are as follows:

Room	Capacity	Groups 1 and 2	All Others
Theatre	733	\$11.00 per hour	\$22.00 per hour
Men’s Dressing Room	6	\$9.00 per hour	\$18.00 per hour
Women’s Dressing Room	6	\$9.00 per hour	\$18.00 per hour
M 103	150	\$9.00 per hour	\$18.00 per hour

CUSTODIAL FEES

You will be charged for custodial services and assistance at a rate of \$20.00 per hour per custodian and/or security person.

In the event that a performance or event requires excessive time and effort to restore an area of the center to cleanliness for regular use, the user will be charged additional custodial fees at the same rate.

TECHNICAL FEES

The PAC Supervisor is available to assist with your technical needs. The Supervisor will discuss the event with your designated contact person in order to determine the technical requirements for the event. You are asked to designate only one person to coordinate the event in order to avoid possible confusion. Technician services will be charged at a rate of \$20.00 per hour.

TECHNICAL FEES MAY INCLUDE THE FOLLOWING:

Student Technical Assistant Staff Fees:

We **require** that our student technical staff operate all technical equipment (lighting, sound, rigging, etc.) as necessary. You will pay the required student technical staff at current minimum wage per hour per staff member. This staff includes board operators, electricians, and backstage assistants. Your fee may include time spent in setup for an event in addition to actual performance and/or rehearsal time.

Instrument (Burn Time) Fees:

Burn time is the cost per hour for the use of theatre lighting equipment, which has a limited life expectancy. It is based on the total number of lighting instruments used and includes the use of color media, if required. Currently burn time is .75 cents per instrument per hour.

Thus, as an example, 20 instruments used for a two-hour performance would be charged as:

20 instruments x .75 per instrument = \$15.00 X 2 hours = \$30

Piano tuning fees:

We maintain a list of preferred professional piano tuners and will make all arrangements for any necessary tuning. The tuning fee is determined by fees charged by our tuner. Piano usage and tuning requests must be indicated in the Reservation application in order to schedule a tuner prior to your event.

Technical and Stage Safety Policies and Procedures

- 1. No tape or thumbtacks are to be used on the walls anywhere within the PAC.**
- 2. Nothing is to be pinned to the drapes in the theatre.**
- 3. The Performing Arts Center Supervisor will supervise all technical operations for the PAC including all technical staff.**
- 4. No unauthorized or unaccompanied persons are allowed onstage, in the scene shop, fly gallery, costume shop, dimmer room, catwalk, or booths.**
- 5. No HHS Theatre department props, costumes, lumber, or makeup will be used.**
- 6. No PAC equipment will be taken out of the building without written permission.**
- 7. Any group using the theatre is responsible for returning area to “house condition” (e.g. the condition it was in originally) following its use. This includes all rooms used.**
- 8. No one will be allowed to operate or use stage equipment without the knowledge of permission of the PAC Supervisor. Technical staff will assist with the requirements of the performances.**
- 9. The scene shop and costume shops are for HHS Theatre department use only.**
- 10. There will be no food, drinks, or smoking allowed in the booths, on stage, or in the shops at any time.**
- 11. No scenic construction may take place onstage in the theatre.**
- 12. Scenery must be constructed elsewhere before assembly in the performing space.**
- 13. The use of power saws or handsaws or any other tool, which would produce sawdust, is not permitted in the performance space.**
- 14. Spray painting is not permitted inside. Touch up painting with water-based paint is permitted.**
- 15. The use of the cyclorama is by special permission only.**
- 16. There will be a walk-through before and after use to assess any possible damage to the PAC.**

Performing Arts Center Staff Contact Information

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