

# Procedure for Policy 830.1(1): Use of School Facilities: Performing Arts Education Center Facility Use

## 1. Applications of Use Requests

- a. Requests for use of the Oak Creek Performing Arts Education Center (PAEC) shall be filed electronically. The PAEC will be scheduled on a first-come, first-serve basis. All renters desiring to use the PAEC will work cooperatively with the PAEC Director to schedule the venue so that as many activities as possible can be served.

OCFSD school-sponsored activities shall be scheduled per the PAEC. Applicants shall give sufficient lead time so that the various school personnel involved with the request can analyze the needs, respond to the request, and make all necessary arrangements. Once an event is scheduled, one group generally shall not be able to preempt another. However, in an unanticipated emergency, school events may preempt other non-school events.

- b. The board authorizes the use of the PAEC by outside renters subject to the limitations herein. The PAEC Director or designee shall deny a PAEC use request if they determine that:
  - i. The proposed use will interfere with the educational mission or extracurricular programs or activities of the District.
  - ii. The proposed use poses an unreasonable risk of harm to school age attendees or participants.
  - iii. The proposed use poses a substantial risk to school security.
  - iv. The proposed use poses a substantial risk of illegal activities.
  - v. The proposed activity involves subject matter that is legally obscene, determined by reference to any activity's intended audience or participants.
  - vi. The proposed use will result in unusual wear, damage or depreciation of PAEC facilities or property.
  - vii. The individual or organization requesting access to the PAEC has not been a responsible caretaker of school facilities and property when using school facilities or property in the past.

The PAEC facility is not available for use at certain times during the year due to scheduled maintenance or cleaning activities.

If the PAEC Director or designee denies access to the PAEC for any of the above reasons, the individual or organization denied use of the PAEC may appeal the Director's/designee's decision to the Chief Business and Finance Officer by filing a written request for the same within 10 business days from the date of the denial of request.

Furthermore, the PAECs obligations hereunder are subject to detention or prevention due to acts of God, riots, strikes, labor difficulties, epidemics, any act of any public authority or any other cause, similar or dissimilar, beyond the PAECs control. In addition, as an OCFSD operated property, the PAEC will close in conjunction with any weather or other related emergency declared by the OCFSD. Liability will be limited to the return of the Renter's security deposit.

- c. The Chief Business and Finance Officer or designee is authorized to determine the following related to the PAEC use:

- i. The number of personnel needed to support each activity.
  - ii. The hours of opening and closing the PAEC facility and the specific times that the PAEC will be available for use and rental.
  - iii. The general rules and regulations to be observed while using the PAEC facility, property and grounds, in addition to the rules and regulations outlined below.
- d. Dates will be reserved after the completed user agreement, rental fee security deposit and confirmation of insurance has been received. For-profit organizations are encouraged to make additional donations to the PAEC.
- e. No PAEC use agreement is transferable. The identity of the user and the nature of the actual PAEC use is determinative of the classification of rentals.
- f. If the reserved event is cancelled, the PAEC Director must be notified no less than six-months before the load-in date in order to receive a full refund of the deposit. If the event is cancelled less than six months before the load-in date, the security deposit will be refunded only if the date(s) become booked prior to one (1) month before the scheduled cancellation date.

## **2. Insurance Requirements**

As a precondition for use of the PAEC, entities or persons requesting use of the PAEC must provide a certificate of insurance listing the Oak Creek-Franklin Joint School District as “insured” named in the amount of not less than \$2 million covering bodily injury liability, property damage liability, and products liability (when food, beverages, etc., are dispensed), pursuant to administrative guidelines established by the Chief Business and Finance Officer or their designee. The insurance policy must be with a reputable insurer having a rating of an A- or better from a nationally recognized US Ratings Agency. The Chief Business and Finance Officer or designee will determine when such certificates shall be required and the amount of coverage required for the event(s) requested. Persons or organizations renting the PAEC will agree then for any loss arising out of actions of the rental party, the party’s insurance policy will be held as the primary policy and the policies procured by the District that might happen to provide protection and benefits to the school district arising out of the use of the premises, shall be excess.

Written notice providing details of an accident or incident that result in bodily injury or damage to the school facilities or property must be provided to the PAEC Director within 24 hours of the incident or accident. The notice must include details of the time, place and circumstances as well as names and addresses of any person(s) witnessing the accident.

## **3. Supervision and Responsibility**

- a. Entities or persons requesting use of the PAEC must provide sufficient supervisors to satisfy the administration that the event will be controlled. Renter supervisor roles include managing renters and rental users in all areas of the PAEC. They will ensure that they are following guidelines listed in this document and Rental Agreement. The person who represents the user and/or the using organization shall be held responsible for: enforcing all rules and regulations under which PAEC use is granted, for payment of any damages to school property, and for payment of all financial obligations that may incur as a result of PAEC use.
- b. Renters are responsible for safekeeping and protection of the equipment, supplies and materials.

- c. The organization and its supervisors shall be liable for any damage done to school property. Responsibility for personal injury is assumed by the organization using the PAEC. A security deposit is required for the event.
- d. The organization and its supervisors shall abide by the policies, rules, and regulations established by the district that may pertain to facilities and grounds usage.
- e. All activities staged and operated in the PAEC shall be attended and monitored by the PAEC Director or designee. The PAEC Director shall be responsible for monitoring the cleanliness and security of the building and shall provide those functions that will ensure the comfort and well-being of persons in the building, but shall not serve as supervisor for the organization or activity using the facilities.

#### **4. Facility, Grounds, and Equipment Use Rules**

- a. Smoking or use of cigarettes or any other tobacco or nicotine products (as defined by state law) including smokeless tobacco, look-alike cigarettes and e-cigarettes will not be allowed on district property at any time. Look-alike cigarettes may be approved by the PAEC Coordinator for use in PAEC productions.
- b. Use of or sale of intoxicants including alcoholic beverages or controlled substances will not be permitted on school grounds at any time or under any circumstances. Users who violate this rule shall run the risk of having future applications for facilities usage denied and face possible legal intervention.
- c. Weapons or look-alike weapons are prohibited on school premises except as allowed by Board Policy or by statute. A look-alike weapon may be approved by the PAEC Director when used as a prop permitted that there is at least seven days notice prior to load-in. Standard theatrical rules (Actors' Equity Association) apply to weapons or look-alike weapons handling.
- d. The sale, distribution or consumption of drink, other than water, or any kind of food is prohibited unless specifically approved in writing by the PAEC Director prior to load in. No food or drink will be allowed in the house.
- e. The PAEC use agreement includes the use of district equipment as approved by the PAEC use request form. Arrangements to use any equipment must be made with the PAEC Director five days prior to use of the PAEC. A security deposit fee may be required. The administration retains sole discretion in allowing use of the concert grand piano.
- f. The PAEC Director is responsible for the operation of all theatrical spaces and production equipment, including, but not limited to: audio systems (and equipment), lighting system (and equipment), stage (including fly rail system, soft goods, grid, catwalk), and support spaces (dressing rooms, prop shop, green rooms, etc.). Furthermore, use of theatrical spaces and production equipment requires permission of the PAEC Director and participation in training and/or demonstrated competency in working the lighting and sound equipment. Technicians (lighting, audio, stage management, etc.) hired by a rental group must carry liability insurance, have previous stage experience, and be familiar with the lighting console and equipment. Appropriate technical crew provided by the PAEC is available at an additional charge.

- g. Individuals or entities wishing to place signs on district property advertising an event at the PAEC must have permission from the Chief Business and Finance Officer prior to placement of said signs. The high school electronic sign will not be available for promotion of events sponsored by organizations outside of the district unless the District has sponsored, solicited, or been part of the planning of the event.
- h. Violations of these rules will result in immediate removal from the premises, termination of the PAEC use agreement and denial of future use of the PAEC.

**5. Fees**

- a. Fees are established to require those who use district facilities to share in the cost of operating school facilities. The Board believes use of school facilities, for purposes other than school sponsored activities, should not place a significant burden on the taxpayers of the District. Therefore, fees shall be established to offset costs incurred by the District. These fees may include or be related to: rental fee (covers maintenance of facility and utility cost of facility) custodial fee, usher fee, equipment setup (chairs, risers, etc.), and other additional expenses depending on rental need.