

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

Updated: August 11, 2014

SCHOOL-COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT

AUDITORIUM USAGE POLICY

832.1

General Information

Thank you for considering the School District of Pittsville auditorium for your event. The Pittsville Community is proud of this facility, and it is our pleasure to share it with you. In order to help make your event a success, we ask you to read the following information carefully and complete the attached application.

The auditorium is owned by the School District of Pittsville. Seating capacity is 490, which includes six handicap seats. A limited number of seats are removable depending on the needs of the event. Rental of the auditorium can include use of the gallery area and the concession area in the lobby.

Scheduling priority is given to performing arts, visual arts, and academic activities of the Pittsville Schools. Dates and times that do not conflict with scheduled events on the school calendar will be considered for rental to external organizations.

The Pittsville Area Foundation for the Arts (PAFA) is a non-profit organization made up of citizens from the area and representatives of the School District. PAFA manages auditorium events and scheduling that are not connected with school activities, and that fall within the scope of the PAFA Mission Statement.

PITTSVILLE AREA FOUNDATION FOR THE ARTS MISSION STATEMENT

Pittsville Area Foundation for the Arts is dedicated to advance the importance, development, and growth of the arts and cultural activities for community members of all ages.

Applications to schedule events that fall within the scope of the PAFA Mission Statement will be processed by PAFA. These applications should be given to the PAFA Secretary. Other events such as those connected with school activities, meetings, rallies, seminars, etc., should be given to either the school principal or the central administration office staff.

How to Schedule an Event

To use the Pittsville auditorium, fill out the attached application and return it to the central administration office. You will then be contacted to determine more precisely the nature of your request, possible dates, and specific needs for the event. A fee for the use of the auditorium will be set based on the category of your organization and special equipment that you might want to rent from the School District. This will be incorporated into a rental agreement. The agreement must be signed by your organization and returned with the appropriate fee before the event will be booked. Bookings will be on a first come—first serve basis. If for any reason PAFA denies your application, you may take your request to the Pittsville School Board for reconsideration.

THE FOLLOWING POLICIES APPLY TO PAFA-AUTHORIZED EVENTS

Rental Categories

All groups that want to use the auditorium will fall within one of the following four categories. The category determines the rental fee for the facility. Rental fees are listed in the Fee Schedule (separate document).

Category 1: School District of Pittsville residents and businesses, or community organizations whose primary service is to the benefit of members of the School District of Pittsville. No admission fee will be charged for these events, and no donations will be accepted. After consultation, a fee may be charged through the negotiable fee process, depending on the need of requestor and overall goals of the school district.

Category 2: School District of Pittsville residents and businesses, or community organizations whose primary service is to the benefit of members of the School District of Pittsville. An admission fee will be charged, or donations will be solicited. These may be private, cultural, civic, religious, or political organizations which sponsor non-for-profit programs. The user will be required to pay a service fee if special police, kitchen help, staff, etc. is necessary for the proper conduct of the event.

Category 3: Non-resident groups, individuals, or organizations qualifying for tax-exempt or non-profit status. Proof of exemption under Wisconsin Chapter 181, or 501.c (3) is required. These may be private, cultural, civic, religious, or political organizations which sponsor not-for-profit programs. The user will be required to pay a service fee if special police, kitchen help, staff, etc. is necessary for the proper conduct of the event.

Category 4: Non-resident groups, individuals, or organizations not qualifying for tax-exempt or non-profit status. This includes organizations or individuals, except school and school affiliated, which holds the event for the financial advancement. The user will be required to pay a service fee if special police, kitchen help, staff, etc. is necessary for the proper conduct of the event.

Basic Rental Package

The Pittsville Area Foundation for the Arts will provide all renters with the following, as needed:

One consultation	Stage area lighting
House lighting	Public address system
Screen	Conference table

Additional services and equipment not listed above must be specified in writing on or with the application. The Fee Schedule sets the rental fee for the use of additional equipment and services. Activities sponsored by PAFA have a separate fee schedule.

All renters, regardless of category, must pay a fee for custodial service from the School District.

The School District will provide a safe, clean, unobstructed area for your event. The renting organization is responsible for maintaining and restoring the area to such condition.

Fee Waiver

If your organization does not qualify for Category 1, you may request a fee waiver. To get a waiver you must provide a written justification with your rental application. The fee waiver request will be discussed as a part of your initial consultation. Requests for fee waivers will not be considered after the initial consultation.

Initial Consultation

All applicants must have an initial consultation with the central administration staff or the appropriate PAFA Director. The consultation can be in person or by phone and will take place upon receipt of the application. It will consist of confirmation of rental date(s), planned use of the facility, technical needs, requests for additional services or equipment, and fees. This information will be used to develop the rental agreement. Additional consultations may be required. There is a fee for each additional consultation (see Fee Schedule).

Security and Supervision

The School District of Pittsville and PAFA reserves the right to require and hire security for any event. All charges for security must be paid in advance by the Renter. Payment will be by certified check payable to the "School District of Pittsville."

A representative of the school custodial staff must be present at all times of the occupancy. The presence of PAFA technical staff may be required. The cost will be billed according to the rate listed in the Fee Schedule.

Insurance and Performance Bond

The Renter will be required to provide proof of insurance, and may be required to provide a performance bond at the discretion of the school district and PAFA. The School District of Pittsville and/or Pittsville Area Foundation for the Arts must be named as co-insured. The proof of insurance must accompany the signed rental agreement. If the required documents do not accompany the rental agreement, the rental will not be approved.

Deposit

A deposit to cover extra expenses or potential damages to the facility may be required at the discretion of the school district or the PAFA Board of Directors. This will be discussed as part of the initial consultation. The deposit will be returned after final inspection of the premises. Deposits (if required) must be by certified check payable to the School District of Pittsville and must accompany the signed rental agreement. A rental agreement will not be approved without the deposit.

A deposit fee of \$250 must accompany the building use contract within 30 days of the contract approval or prior to the scheduled use, whichever is earliest. This deposit will serve to hold the reservation and will be applied to the balance due on the final invoice. The entire fee may be required with the contract at the discretion of the school district.

Building Use Policies

These policies are in effect during occupancy of the auditorium facility. By signing the Rental Agreement, the

Renter assumes full responsibility for adherence to all policies.

Personal Liability; Bodily Injury: The Renter accepts responsibility for personal liability and/or bodily injury for all performers, staff, participants, and audience members for the time specified in the Rental Agreement.

Smoking, Food, Beverages, Controlled Substances: The Auditorium is owned by and located on property of the School District of Pittsville. By Wisconsin law, smoking, intoxicants, and controlled substances are prohibited in all areas within and outside of the Auditorium, and on all school property. The Renter is responsible for following these policies. Food and other beverages will be permitted only in designated areas.

Storage: Storage of materials, props, equipment, or other objects belonging to the Renter or rental-related participants is prohibited. Neither PAFA nor the School District of Pittsville will be responsible for any loss or damage incurred for any items not owned by the school district.

Lobby and Gallery Use: Promotional displays are subject to approval by PAFA and the School District. They may be set up in the lobby and gallery, provided that they do not impede the flow of traffic to and from the auditorium, block entrances to the lobby, gallery and auditorium, or interfere with any display of art. Signs, posters or other works may be placed on the walls of the lobby or gallery **ONLY** with prior permission and by using specified adhesives.

Operating Hours: Renters must adhere to the operational hours established during the initial consultation. Occupancy taking place beyond the established hours will be subject to additional fees as specified in the Fee Schedule.

Non-Discrimination: The School District of Pittsville and the Pittsville Foundation for the Arts will not directly discriminate, nor will it allow Renters to discriminate, against the use of the facility on the basis of age, race, religion, color, sexual preference, creed, national origin, handicap, or gender.

Fees and Charges: A custodial fee shall be charged as part of the facility rental fee for all categories of renters. The School District of Pittsville and PAFA reserves the right to revise, adjust, or negotiate any fees or charges at any time.

Cancellation: Cancellation of an approved event will result in loss of up to 50% of the total payment.

1. Deposits to cover extra expenses or potential damage will be refunded in full.
2. If cancellation occurs 30 days or less before the event date, the school district will refund 50% of the total fee payment.
3. If cancellation occurs 31 days or more before the event date, the school district will refund 75% of the total fee payment.

AUDITORIUM RENTAL AGREEMENT

SCHOOL DISTRICT OF PITTSVILLE PITTSVILLE, WISCONSIN

The policies and procedures stated in the Pittsville School District Usage Policy are considered to be conditions for the rental of the Pittsville School District Auditorium located, at 5459 Elementary Avenue, Pittsville, Wisconsin.

The renting organization shall not use the premises for any purpose other than as stated in the description application. Renter acknowledges that this agreement is subject to all policies, rules, and regulations of the Pittsville School District, and agrees to conform to those policies, rules, and regulations, and to the Laws of the City of Pittsville, Wood County, and the State of Wisconsin. Renter shall abide by and conform with all rules and regulations adopted or prescribed from time to time by the Owner for the premises. The Renter shall hold the Owner and PAFA harmless for any violation by the Renter of any law, rule, regulation, or ordinance while using the premises. Any violations of the Law or Policy will result in either revocation of the agreement and/or additional payment as determined by Pittsville Area Foundation for the Arts Board of Directors, the Pittsville School Board, and/or law enforcement agencies of the City, County, and/or State or their designees.

USE.

Renter shall not use the premises for any purpose other than stated in the description application. Renter shall comply with all state and federal laws, rules, and regulations and all applicable municipal ordinances in the use of the premises. In addition, Renter shall abide by and conform with all rules and regulations adopted or prescribed from time to time by the Owner of the premises. Renter shall indemnify and hold Owner harmless for any violation by Renter of any law, rule, regulation, or ordinance while using the premises.

MAINTENANCE AND OPERATION. During the term of this agreement:

- A. Renter shall, at it's own expense and at all times during the term of this agreement keep the premises, including parking areas, clean, and well-maintained. Renter shall not injure, nor in any way deface the premises or cause or permit the same to be done, and shall not drive or permit others to drive nails, hooks, tacks, or screws into any part of and building demised hereunder. Renter shall not affix or allow others to affix adhesive tape of any kind to any ceiling, floor, wall, glass, or table surface. Renter shall make no alterations of any kind to the premises without prior permission. Only specified adhesives will be allowed.
- B. Renter shall not do or permit to be done anything in or upon any portion of the premises or bring or keep anything therein or thereupon which shall in any way conflict with the conditions of any insurance policy upon the building or any part thereof or in any way increase any rate of insurance upon the buildings and/or grounds or on property kept therein.
- C. Renter shall not, without the written consent of the Owner and when applicable PAFA, put up or operate any engine or motor or machinery on the premises or use oils, burning fluids or vapors, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes, or any agent other than gas or electricity for illuminating the premises.

- D. Renter shall confine the off-loading of equipment and materials to the area within the designated area or floor markings located inside the auditorium overhead door entranceway.
- E. Renter may, with prior approval of the School District of Pittsville and/or PAFA, post or exhibit or allow to be posted or exhibited signs, advertisements, showbills, lithographs, posters, or cards of any description inside of or in front of or on any part of the buildings, except upon the regular billboards provided by the Renter therefore, and then only such as relates to the performance or exhibition to be given on the premises. Renter shall take down and remove immediately all signs, advertisements, showbills, lithographs, posters, or cards of any description objected to by the Owner and/or PAFA.
- F. Renter shall not admit to said premises a larger number of persons that can safely or freely move about in the premises and the decision of the Owner or PAFA shall be final. Renter will permit no chair or moveable seat to be or remain in the passageway and shall keep passageways clear at all times. No portion of the sidewalks, entries, passages, vestibules, halls, and stairways or access to public utilities or said buildings shall be obstructed by the Renter or used for any purpose other than ingress to and from the premises. Renter shall at all times conform to the Pittsville Area Fire Department regulations relating to aisle widths and exit door accessibility. Renter shall be responsible for obtaining knowledge of said regulations. Doors, skylights, stairways, or openings that reflect or admit light into any place in the buildings, and house lighting attachments shall not be covered or obstructed by the Renter. The water closets or other water apparatus shall not be used for any other purpose other than that for which they are constructed, and no sweepings, rubbish rags, papers, or other substances shall be thrown therein. Any damages resulting to them from misuse of any nature or character whatever shall be paid for by the Renter.
- G. At the end of the term of this agreement, Renter shall quit and surrender the premises in the same condition as at the commencement of the term, ordinary wear and tear excepted.

CONCESSIONS.

- A. Renter shall have the right to sell the following during the use of the premises and for the term of this agreement: _____ . **No articles, other than those listed herein, shall be sold by Renter without the expressed written consent of the Owner and/or PAFA.** Renter shall secure all necessary permits required for sale. The School District of Pittsville, including the auditorium, is a drug and alcohol free facility.
- B. Renter shall not post “Out of Order” notices or unplug any vending machines on the premises unless permission to do so has been granted by the Owner. Said machines are under the control of Owner and shall not be tampered with.

INDEMNIFICATION.

The Owner shall not be responsible for any damage, or injury incurred by the Renter or Renter’s agents, servants, employees, or property, from any cause, prior, during, or subsequent to the term of this agreement. Likewise, the Owner shall not be responsible for any damage, loss, or liability of any kind and nature, occurring on the premises, the property adjacent thereto, and any other portion by reason of any bodily injury to or death of any person, or by reason of any damage to property of third persons occasioned by any act or omission, neglect, or wrongdoing of Renter, or any of its officers, agents, representatives, assigns, guests, employees, invitees, or persons admitted by the Renter to said premises, arising out of the activities conducted by Renter, its agents, members or guests (including claims of employees of Renter or of any contractor or subcontractor). Renter shall indemnify, hold the Owner harmless and shall defend and protect the Owner from any claim, loss, demand, or liability arising out of any bodily injury or property damages resulting solely from the negligence of the Owner.

**SCHOOL BOARD POLICY 832.1
AUDITORIUM USAGE POLICY**

Renter shall be liable for any costs incurred by Owner or loss or revenues by Owner as a result of damages to the premises leased herein occasioned by any act or omission, neglect, or wrongdoing of Renter or any of its officers, agents, representatives, assigns, guests, employees, invites, or persons admitted by the Renter to said premises, arising out of the activities conducted by Renter, its agents, members or guests (including claims of employees of Renter or of any contractor or subcontractor), or as a result of Renter holding over upon the leased premises. Said cost shall include any attorney's fees and costs incurred by Owner in association with the litigation of such matter.

Acting as the authorized agent for the renting organization, I have read, understood, and agree to follow the guidelines, regulations, and policies outlined in the Auditorium Rental Agreement and Auditorium Usage Policy. By my signature, I acknowledge and accept the obligation to pay the charges incurred by myself, my organization, and/or my group if granted the use of the Pittsville School District Auditorium.

Category	Fee
Custodial:	_____
Consultation:	_____
Additional Lighting:	_____
Additional Sound:	_____
Additional Equipment and Services:	_____
TOTAL DUE:	_____

Organization

Purpose

Address

City State ZIP

Name (please type or print) Title

Signature Date

Date(s) of Event:

Time(s) of Event:

AUDITORIUM APPLICATION FOR USE

SCHOOL DISTRICT OF PITTSVILLE PITTSVILLE, WISCONSIN

Applicant Information

Name _____

Organization _____

Address _____

City/State/ZIP _____

Phone (include area code) _____

FAX (include area code) _____

Federal and State Tax ID #'s (if applicable) _____

Rental Category: I II III IV

Event Information

Please briefly describe the proposed event/activity: _____

Date(s) requested: _____ Anticipated audience: _____ (Seating capacity is 490)

Times requested: Load in: _____ Load out: _____

Doors open: _____ Performance begins: _____ Performance ends: _____

Intermission: Yes No If yes, start time: _____ Length: _____ Minutes: _____

Proposed admission or donation: Adult: _____ Student: _____ Child: _____ Sr. Citizen: _____

Concessions: _____

-
- Approval of Building Principal/District Administrator (Signature _____)
 - Copy to Director of Buildings and Grounds
 - Added to District Calendar

Technical Services Information

Please check the items you will need for your event. Items marked with a * will be billed to your organization per the attached fee schedule. Any requirements in addition to the Basic Rental must be specified in writing and accompany this application. Special requests for services and requests for fee waivers will be discussed as a part of your initial consultation.

Stage Requirements:

- | | |
|--|---|
| <input type="checkbox"/> Full Stage (including wing space) | <input type="checkbox"/> Orchestra (floor area in front of the stage) |
| <input type="checkbox"/> Apron only | <input type="checkbox"/> Gallery/Lobby and Commons |
| <input type="checkbox"/> Gallery/Lobby | <input type="checkbox"/> Other areas (Specify: _____) |
| <input type="checkbox"/> Dressing areas (No. of rooms _____) | |

Lighting Requirements:

- Standard Lighting Package (general stage wash, House lights, and transition from House to stage to House lights)
- *Additional Lighting transitions (scene changes, specials, etc.)
- _____ Number of scene changes desired _____ *Board operator
- _____ Number of specials needed for _____
- _____ Other lighting requests (please describe) _____
- * Lighting Design requested. Please contact _____
Name Phone @ time

Sound Requirements:

- | | |
|--|--|
| <input type="checkbox"/> We will need sound equipment | <input type="checkbox"/> We will supply our own sound system and operators |
| <input type="checkbox"/> No. of microphones needed _____ | <input type="checkbox"/> *Mixing Board and operator needed |
| <input type="checkbox"/> *Music and/or sound effects will be used | _____ No. of channels needed |
| <input type="checkbox"/> on cassette tape <input type="checkbox"/> on CD | <input type="checkbox"/> on other (please specify) _____ |
| <input type="checkbox"/> No. of monitors requested _____ | Mixing preference <input type="checkbox"/> in control booth |
| | <input type="checkbox"/> in House |
| | <input type="checkbox"/> on stage (stage left position only) |

Equipment and Services: (items marked with a * will require an extra fee, per the attached fee schedule.)

- | | | |
|---|---|---|
| <input type="checkbox"/> screen | <input type="checkbox"/> overhead projector | <input type="checkbox"/> lectern with mic |
| <input type="checkbox"/> lectern without mic | <input type="checkbox"/> TV/VCR | <input type="checkbox"/> conference table and seating |
| <input type="checkbox"/> *choral risers | <input type="checkbox"/> *stage crew | <input type="checkbox"/> *House staff |
| <input type="checkbox"/> *take down crew | <input type="checkbox"/> *set-up crew | |
| <input type="checkbox"/> *Other (specify) _____ | | |

AUDITORIUM FEE SCHEDULE

SCHOOL DISTRICT OF PITTSVILLE PITTSVILLE, WISCONSIN

The following fees apply to services beyond the Basic Rental Packages. They have been based upon the actual cost of the services, with reasonable maintenance expenses added. Every effort has been made to keep these costs as low as possible, while maintaining the highest possible level of service. If you feel your event should be waived from any and/or all of these service fees, please consult the Rental Agreement and usage Policy for instructions on how to request a fee waiver. The Pittsville Area Foundation for the Arts reserves the right to adjust fees without prior notice. These fees are effective as of _____, 2____.

Pittsville Area Foundation for the Arts Rental:

Basic Rental, Category I	No Fee
Basic Rental, Category II	\$75.00 per use
Basic Rental, Category III	\$500.00 per event / performance
Basic Rental, Category IV	\$750.00 per event / performance
Custodian on site during rental agreement	\$27.00 per hour through June 30, 2001. <i>(holiday payment is double this rate)</i>

Additional Consultations:

The need for additional consultations will be determined by Center Management	\$10.00 per hour, 1 hour minimum <i>(additional hours will be billed in 30 minute increments)</i>
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Additional Lighting:

Additional lighting consists of lamps needed beyond those in the Basic Rental Package. A light plot will be provided upon request.	\$0.50 per lamp hour
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Additional Sound:

Any sound requirements beyond the Basic Rental Package require a Board operator and set-up.	\$10.00 per usage hour
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Additional Equipment and Services:

Upright Piano	\$75.00 per use
Piano Tuning	Cost, if required
Choral Risers	\$10.00 per use
Lighting Crew/Board Operators	\$25.00 per lighting hour
Stage Crew	\$25.00 per person per hour
Set/Strike Crew	Fee negotiable, depending upon need
House Staff	Fee negotiable, depending upon need