

**OLYMPIA HIGH SCHOOL AUDITORIUM – FACILITY USE AND RENTAL****APPLICATION PROCEDURE**

- 1) The theatre manager is responsible for all bookings: school, community and commercial. Bookings will normally be made for the upcoming school year after all District events are scheduled. Prior to submitting an application, a mandatory meeting between the manager and the applicant shall be held in which basic information concerning the lease is obtained.
- 2) A formal use request for the Performing Arts Center will be made through the District's Facilities Office at least ninety (90) days in advance of the date requested. The user group will submit a Facility Use Application Form and Certificate of Insurance to the District's Facilities Office. At least thirty (30) days before the first rental date, a deposit of at least fifty percent (50%) of base rental (in some cases, full payment) must be paid to the District.
- 3) When a complete facility use application, damage deposit, and Certificate of Insurance have been received, the theatre manager will review and approve the use, and estimate the rental and personnel costs in conducting the event. This information will be entered onto the application form, signed and returned to the requesting party. Following the approval of the theatre manager and the Assistant Superintendent, the event will be entered on the Center's master calendar.
- 4) A copy of the application is returned to the user for their records. **Please note—the figures on the application will be an estimation of costs based on information provided by the user.** Final billing, established by the actual time and requirements for the production, will occur after the program is completed and the space returned to its original condition.
- 5) Once a non-district group is scheduled, it will not be superseded by a District event.
- 6) All cancellations should be made through the theatre manager at least thirty (30) days prior to the scheduled usage, or the using organization may be billed for the entire rental fee, or the actual cost incurred by the District.
- 7) Permits will not be granted for any use which, in the judgment of the Assistant Superintendent, is not in the best interest of the schools or educational system, or which lacks satisfactory sponsorship. All permits will be revocable and are not to be considered as a lease.
- 8) The Assistant Superintendent possesses the authority to make the final decision on use of the auditorium by a group; however, the group may appeal such decision to the Superintendent or designee.

**CONDITIONS FOR USE**

- 1) The user group will be fully responsible for the promotion of its performances.
- 2) Personnel for performances and rehearsals (as required) may include the theatre manager; house manager; stage manager; technical specialists for sound, lighting and stage rigging systems; ushers; ticket booth manager; and event security as determined by the theatre manager. All events require the use of trained ushers and a house manager to staff the front of the house. For most productions, a minimum of four ushers will be required. The actual number of staff may vary with the size and nature of the event.

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Organizations wishing to supply their own ushers may do so, provided they are available for a minimum of two hours of training in the facility, scheduled through the theatre manager. If the theatre manager is unavailable to train ushers, then existing auditorium staff will be utilized and the proper personnel fees assessed to the organization or individual renting the facility. Ushers are required to be at the auditorium thirty (30) minutes before the lobby opens, remain throughout the program, and cannot be used for other production needs (i.e., concessions, ticket sales). The theatre manager will make the final decision on the actual number of staff members required.

- 3) In compliance with state law, smoking is not allowed in school buildings or on school grounds. Possession of weapons, alcoholic beverages and other controlled substances will not be permitted on school property (RCW 63.44.270). Absolutely no food or drink will be allowed in the auditorium or in any of the theater support areas.
- 4) The theatre manager has the authority to deny user groups access during any time when the manager, an authorized designee, or required technical or custodial services are not available to insure that building operations and security needs can be provided.
- 5) The theatre manager and District custodian must be on the premises at all times when any non-district group is using a District facility.
- 6) Only that part of the building specifically mentioned in the permit is to be used. Use of classrooms, the gymnasium, locker rooms, music rooms, and other facilities will be permitted only if specifically identified on the application.
- 7) User groups will consult with the theatre manager prior to the delivery of equipment, props, costumes, sets, supplies and other items provided by the user group.
- 8) All facilities are to be left in appropriate condition immediately following each event, including rehearsals. Immediately following the final performance, the user group will remove, at its own expense, all materials, equipment and furnishings that were provided by the user group.
- 9) No organization and/or individual requesting use of the auditorium will, in fact, discriminate on the basis of race, religion, creed, national origin, sex, sexual orientation, disability, age or marital status.
- 10) Organizations and/or individuals that do not abide by the District's facility use policy or these procedures will be denied future use of school facilities.
- 11) Certain holidays may preclude rental of the facility (reference the current school calendar).
- 12) The user organization will be responsible for the enforcement of the above related procedures and will be responsible for all participants, spectators and affiliated personnel. When large crowds are anticipated, it will be the responsibility of the using organization to notify local law enforcement agencies for aid in handling traffic and crowd control and pay the cost of such services. It is required that a plan of crowd control be submitted by the user group prior to the scheduled event.

**INSURANCE REQUIREMENTS**

- 1) All facility use applicants shall hold the District harmless from any loss or damage, liability or expense that may arise during or be caused in any way by such use of occupancy. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be determined by the Director and the theatre manager. A bill for damages will be presented to the group using or occupying the facility during the time the loss or damage was sustained.

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- 2) Insurance is required for non-district user groups. The District has no responsibility to provide liability insurance for injuries to person(s) or property arising from the acts or omission of the applicant organizations, its agents, employees, members, invitees or subcontractors. The District requires that the applicant organization provide such liability insurance. A Certificate of Insurance is required naming the District as "additional insured". The applicant organization will provide to the District a Certificate of Insurance with minimum limits of \$1,000,000 for general liability before use of the auditorium will be approved.

**FACILITY USE FEES**

- 1) The Director will determine a fee schedule applicable for use of the theatre facilities. The fee schedule will be evaluated on an annual basis. The Director may negotiate the fee schedule rates with community youth theatre groups who will use the facility for an extended period of time.
- 2) Groups using the auditorium will be charged for services of District personnel required for supervision and/or custodial services. These charges will be based on the current rates paid by the District. Rates are to be reviewed on an annual basis or as needed by the Director.
- 3) If custodial services are required on a weekend or holiday, a minimum of four (4) hours is required. If custodial services are required on a weekday past 5:00 p.m. during school breaks (winter, mid-winter and spring, or past 2:30 p.m. on summer break), an hourly overtime premium will be included.
- 4) If the auditorium and support areas need to be cleaned after the rental group leaves, the group will be charged the cost of cleaning by District custodians. If finish surfaces are stained by makeup, color crayons or similar products, the renting group will be charged for professional cleaning or replacement.

**EVENT PROCEDURES AND GUIDELINES**

- 1) Unless otherwise arranged, the commons/lobby will be open to the public one (1) hour prior to event times. The inner doors to the theatre will open thirty (30) minutes prior to event times.
- 2) All events require the use of trained ushers and a house manager to staff the front of the house. For most productions, a minimum of four (4) ushers will be required. The actual number of staff may vary with the size and nature of the event. Organizations wishing to supply their own ushers may do so, provided they are available for a minimum of two (2) hours of training in the facility, scheduled through the theatre manager. If the theatre manager is unavailable to train ushers, then existing auditorium staff will be utilized and the proper personnel fees assessed to the organization or individual renting the facility. Ushers are required to be at the auditorium thirty (30) minutes before the lobby opens, remain throughout the program and cannot be used for other production needs (i.e., concessions, ticket sales). The theatre manager will make the final decision on the actual number of staff members required.
- 3) It is the responsibility of the user to comply with occupancy limits. If a situation of overcrowding does occur, the theatre manager has the authority to deny access and/or stop an event.

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- 4) The Americans With Disabilities Act requires equal access for people with different capabilities. Users are responsible for conferring with the theatre manager and may be required to provide a sign language interpreter and pay the cost of such services. Productions with more than one show may designate a performance where an interpreter is available and people wishing to attend may reserve seats. The need for an interpreter may be canceled if no response to the designated performance is received.
- 5) The sale of concessions and merchandise in the commons/lobby will be coordinated with the theatre manager and house manager. Use of the school's concession stand will be coordinated with the theatre manager. The District shall receive fifteen (15) percent of the net proceeds on the sales from the school concession stand.

**FEE SCHEDULE**

- 1) The Director has the sole discretion to determine the category of use for a proposed user of the performing arts center. The designated category of use will be used to assign appropriate fees for the proposed use.
- 2) **Group I:** District and Allied Organizations. "District and Allied Organizations" include, without limitations, student and school-related functions, District Board of Directors meetings, Olympia Educational Foundation meetings, District staff meetings, staff in-service training, District staff bargaining group meetings, associated student body activities, meetings of school site councils, parent-teacher associations, parent-teacher organizations, and other District-sponsored activities.
- 3) **Group II:** District and Allied Organizations for the purposes of fundraising. This classification shall include use of groups described under Group I above when such organizations use the facilities to generate revenue beyond that necessary to cover the facility use costs.
- 4) **Group III:** Local Community Non-profit and Public Service Organizations. This group includes non-revenue producing local community organizations and local government/public service entities. Use of these organizations shall not include donations, fees or admission charges beyond those necessary to cover the facility use costs.
- 5) **Group IV:** Local Community Non-Profit Organizations for the purposes of fundraising. This classification would include revenue-producing local community organizations and groups using the facilities to generate revenue beyond that necessary to cover the facility use charges.
- 6) **Group V:** Non-community groups and commercial ventures. This classification would include those groups which do not serve the community directly and do not have a majority of their members/participants residing in the community. All commercial ventures are included in this category.
- 7) The above classifications are in order of priority in granting use permits. These groups also establish the differential in rental rates and other charges.



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