

## Community Use of District Performing Arts Centers and Theaters

Performing Arts Center – School Performing Arts Center (referred to in abbreviated form as PAC) primarily serve the activity needs of the students of the Bellevue School District. These procedures provide direction for occasional use of District facilities by the community. Activities directly related to the school program or the support of the school program shall have first priority in the use of District facilities. Some examples include, but are not limited to ASB, curricular and extracurricular student groups, District/School created citizen advisory groups, PTSA/PFO, Boosters and Bellevue Schools Foundation, as well as other staff groups. Consideration for District/School priority must meet the following criteria:

- 1) The planning and organization of the activity is District initiated, and
- 2) District staff who receives compensation for their participation will be paid from District funds at established District rates.

Community activities are permitted so long as they do not conflict with school programs and regular maintenance. In order to allow adequate maintenance and preparation for the beginning of the school year, High School facilities will be closed four weeks prior to school starting and the Middle and Elementary School facilities will be closed two weeks prior to school starting.

**1.0 Facility User Categories** – For rental purposes, three categories of users are identified below. They are listed in descending order of priority for use of District facilities. For the purpose of establishing priority within each class, activities where the majority of participants are residents of the Bellevue School District will have priority. When a facility is to be used for fund raising, a reasonable surcharge, in addition to regular fees, may be charged.

**1.1 CATEGORY 1** – School or Child-Related Groups or Other Government Agencies - those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs.

Youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

**1.2 CATEGORY 2** – Nonprofit Groups – nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies,

entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district will charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be a recognized 501(c)3 organization. Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities. Similar treatment may be granted to public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week.

- 1.3 CATEGORY 3 – Commercial Enterprises - These include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

## 2.0 **Applications**

- 2.1 Applications shall be made in writing on the "Building Use Application." Applications will not be approved for any use that may be in violation of School Board policy or for which satisfactory sponsorship or adequate adult supervision is not provided.
- 2.2 PACs will be scheduled according to the priorities set forth in this procedure. Only completed application forms constitute a request for facility usage. For the purpose of establishing priority, forms will be dated and initialed upon receipt by a representative of the school requested. Nonprofit groups are required to provide the Bellevue School District with a current IRS "Letter of Nonprofit Determination" or a "Washington State Certificate of Incorporation" indicating a nonprofit status as proof of their nonprofit status. Documentation is to be submitted with the Building Use Application.
- 2.3 Applications are to be submitted at least two weeks in advance of the event. Applications shall not be considered officially approved until a written use agreement has been signed by the applicant ("User"), the designated school representative, and the Facilities designee. Late

applications are discouraged, but may be considered at the discretion of each school or theater manager. A non-refundable processing fee is required at the time of the request for all user groups except Bellevue School District programs and District/School oriented groups.

- 2.4 Fees will be calculated per user category, length of time requested, technical and equipment needs. Should District costs exceed the estimate given on the Application, an adjustment will be made. No adjustment will be made for time requested and not utilized unless written notification of the change is received as specified in paragraph 2.6 and 2.7. Fees schedules are updated annually and are available on-line or at District Offices.
- 2.5 The full rental fee shall be paid at least two weeks in advance and in accordance with the fee schedule in effect at the time the application is approved. Failure to pay by the established deadline will result in cancellation of the request. Charges for extra clean-up required by the event, or other additional charges, will be made at the conclusion of the event and shall be paid within 30 days of the billing.
- 2.6 If a scheduled PAC use is changed and/or cancelled, the user shall notify the Facilities Use Office or designee in writing at least 30 days in advance of the scheduled use. For notice provided less than 30 days before the scheduled use, the user is subject to a charge of up to half the total original cost.
- 2.7 To be eligible for a refund or fee adjustment the user must comply with paragraph 2.4 above and submit a statement of non-use and/or schedule change (along with a copy of their 30 day written use cancellation”) to the Facilities Use office within three business days following the scheduled use.

### 3.0 **District Cancellations**

- 3.1 District reserves the right to cancel an approved building use application if, in its sole discretion, such action is deemed to be advisable or necessary. Late scheduled school events supersede this limitation.
- 3.2 In the event of such cancellation, the District may refund any advance payment made, except the non-refundable processing fee. There shall be no claim or right to damages or expenses on the part of the User and the District shall not be liable for damages or losses by the user.
- 3.3 A reasonable effort will be made to reschedule any activity disrupted by an emergency condition, e.g., snow, ice, power outage, etc. The District is

under no obligation to reschedule PAC use that has been disrupted and/or cancelled because of an emergency condition.

- 3.4 In the event an energy crisis initiates power blackouts or “rolling blackouts,” District facilities will not be available for use to community users. The District will refund advance payment, except the non-refundable processing fee, to the user.

#### 4.0 **Equipment and Facilities**

- 4.1 An Equipment Use Request form is required by all users. This supports PAC staff with advanced information needed for program. Forms are available on-line or at District Offices.
- 4.2 Only those facilities and equipment expressly agreed to in the Equipment Use Request form will be available to User.
- 4.3 The use of any equipment must be approved by the Facilities Use Office or the assigned Site Supervisor who shall be satisfied that a competent operator is in charge of the equipment during use.

#### 5.0 **Supervision/Custodial/Technical Service**

- 5.1 The District will provide a designated Site Supervisor to be on site at all times during use. The District will assume maintenance responsibilities.
- 5.2 District supervision/custodial services will be provided for the clean up of PAC. A minimum of two hours of clean up will be charged to each public user Monday through Friday and weekend costs will be determined by production/event schedule with a minimum of four hours. Fees for additional clean up will be assessed as required in addition to the basic charges calculated on the application.
- 5.3 Technicians may be required, subject to need, at the discretion of the Facilities Use Office.

#### 6.0 **Supervision and Event Management**

- 6.1 Crowd control and event management is the sole responsibility of user, including the payment of all working personnel employed by user for this purpose. Adequate supervisory and security personnel must be provided to conduct the activity safely, with adequate protection for persons and property. The District will provide a designated Site Supervisor to be on site at all times during use.
- 6.2 User must comply with all local police and fire department regulations.

- 6.3 The Facilities Use Office or Site Supervisor will assure that a qualified operator will supervise the use of equipment.
  - 6.4 Any group that is observed exhibiting inappropriate behavior, not having proper supervision, or violating any written building use procedure may be asked to discontinue use of the facility. Under such circumstances, it would be acceptable for the Site Supervisor to immediately stop an in-session program and/or for the Facilities Use Office to refuse future requests by said group to use District facilities.
  - 6.5 Lack of cooperation in meeting scheduled opening and ending times and/or adherence to the rules and regulations for use may be grounds for denial of use by that group in the future and/or the imposition of additional fees.
  - 6.6 District personnel are required to report changes in scheduled activities to the District administration office the first regular business day following the change in use.
  - 6.7 All approved uses will be scheduled so as to allow adequate set up and take down time between events/uses. Sufficient scheduled times for clean up and custodial services will be calculated by the Facilities Use Office at the time the Use Application is approved. Users will ensure the completion of the activity and vacate the premises according to the time requested on the use application. If this is not done, additional fees will be assessed.
- 7.0 **PAC/Theater Regulations and General Requirements** - User shall be responsible for the enforcement of the following regulations:
- 7.1 Care of the Facility:
    - 7.1.1 Smoking and alcohol are not permitted anywhere in or on District property.
    - 7.1.2 No eating or drinking in the auditorium, onstage or in the control rooms. Water on stage is permitted only in designated safe areas (determined by Stage Crew). Food and beverage props are permitted on set for production purposes, under the supervision of the user's stage manager. The user is responsible for all damages and cleaning due to the violation of this rule.
    - 7.1.3 All "EXIT" doors shall be properly accessible for emergency exits, including the backstage doors.

- 7.1.4 Food and beverages may not be brought in by users for the purpose of concession sales or receptions absent permission from the Facilities Use Office. Audience members are prohibited from bringing food and beverages into the facility for any reason.
  - 7.1.5 Do not tape, staple, pin or otherwise attach anything to a painted wall, surface, curtain or door. The user will be charged for any and all damage resulting from a violation of this rule.
  - 7.1.6 Use approved low tack spike tape on the stage. Remove all tape completely after the event. Only professional grade painter's tape, gaff / spike tape, and glow tape are allowed in the theatre.
  - 7.1.7 **ABSOLUTELY NO DUCT TAPE AND NO MASKING TAPE ALLOWED.**
  - 7.1.8 Only approved staff and supervised students that have taken or are in certified production classes are allowed to operate theatre technical equipment. **NO EXCEPTIONS.**
  - 7.1.9 No running unless it is part of the production. No jumping or climbing from stage to house/vice versa. Use the steps. Horseplay is prohibited.
  - 7.1.10 Musicians or crew only are allowed in the orchestra pit. Crew only and approved visitors allowed in control booths and technical rooms.
  - 7.1.11 No nails or screws may be used in any surface. **ABSOLUTELY NO "DRY WALL" SCREWS ALLOWED.**
  - 7.1.12 Dressing room furniture is not to be removed from its location or to be used as props. **NO EXCEPTIONS.** Do not take any furniture outside of the facility. Music stands are to be issued by stage crew and not to be removed from the stage. They are not to be used for anything but the display of music or scripts.
  - 7.1.13 A "Set & Strike List", as contained in the User's Guide, will be created and be part of the start and end of production/event walk-through.
- 7.2 **PAC Restoration** - It is the responsibility of the user to restore the PAC, backstage area, green room/dressing rooms to a reasonable state before vacating the premises. In addition, a "walk-through" with the site supervisor will be conducted at the end of each production/event day. If District staff is required to undertake unusual time and effort to clean and

restore the facility then the client will be billed additionally for the service.

## 8.0 **General Information**

- 8.1 Fees are based on full hours of use.
- 8.2 Fees will be charged per user categories as designated by the fees schedule. See Section 1.0 for category descriptions. Fees schedules are updated annually and available on-line or at District Offices.
- 8.3 Youth is defined as being of high school age or younger.
- 8.4 Special arrangements for use/rental of equipment not included in Equipment Request Form may be made through the school.

## 9.0 **Hold Harmless and Liability Insurance**

- 9.1 User shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages and to hold harmless the District, its officers, employees, agents, and directors from any and all claims, liabilities, or suits arising directly or indirectly out of User's use of the PAC and related or adjacent facilities.
- 9.2 User shall obtain liability insurance, which insurance shall be for not less than \$1,000,000 combined single limit bodily injury and property damage. A Certificate of Insurance, with the Bellevue School District listed as an additional insured, acknowledging the hold harmless agreement stated above and the liability insurance requirement shall be provided to District thirty days prior to the scheduled use of the PAC. Failure to provide this certificate shall result in cancellation of the PAC use and forfeiture of deposit.

10.0 **Damage and Loss of District Property** - User shall pay for the cost of any repairs to the District facility or equipment, which is necessary because of damages caused during user's use or occupancy of said facility. In the event that property loss or damage occurs during use or occupancy of District facilities, the amount of damage shall be decided by the Superintendent or his/her designee, and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

11.0 **Gambling** - Games of chance, lotteries, raffles, etc. are not allowed on District property. Exception to this rule is the limited use of such games as entertainment in fund raising events sponsored by the parent and student groups comprising District/School Oriented Groups.

- 12.0 **Conduct** - Profane language, possession of or use of intoxicating liquors, drugs or narcotics, or disruptive conduct shall not be permitted on school premises.
13. **Use of Tobacco, Alcohol, Firearms or Controlled Substance Products** - The use of all tobacco, alcohol, firearms, or controlled substance products are prohibited by state law on school property, including buildings and grounds.
- 14.0 **Decorations** - No decorations or application of material to District PACs or facilities shall be allowed without the permission of the Facilities Use Office or Site Supervisor. Applicants are required to remove at their expense any materials, equipment, furnishings, or rubbish left after use of school PAC's or facilities.
- 15.0 **Non-endorsement** - Nothing contained in these regulations or the granting of permission of use of PAC's shall be construed as an endorsement of an organization or an activity.
- 16.0 **Other Rules** - Individual schools may compile and post in a conspicuous location other supplemental special rules that are applicable to specific situations and locations.
- 17.0 The requirements contained in this Procedure are in addition to those contained in Procedure 4260.1P, which continue to apply.

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**Bellevue School District**  
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