

**MT SI HIGH SCHOOL
PERFORMING ARTS CENTER
AUDITORIUM USE APPLICATION**

Snoqualmie School District
PO BOX 400 - 8001 SILVA AVE SE - SNOQUALMIE WA 98065
VISIT: www.svsd410.org/Departments/Operations/Facilities/PAC

DATE RECEIVED BY DISTRICT:

MUST BE TURNED IN 30 BUSINESS DAYS PRIOR TO EVENT WITH \$20 NON-REFUNDABLE PROCESSING FEE TO MSHS PAC

Organization name: _____ Event Name: _____ Date: _____

BILLING ADDRESS: _____ CITY/STATE/ZIP: _____

CONTACT NAME: _____ PHONE: _____ EMAIL: _____ CELL: _____

PRIMARY USE: ADULT OR YOUTH Number of Performers: _____ Expected Audience: _____ Total: _____

Dates(s) Requested for Rehearsal: _____ Please circle - M T W T H F S S

Dates(s) Requested for Performance: _____ Please circle - M T W T H F S S

Event Time: From: _____ To: _____

Time Entering the School (Set up): _____ Time Leaving the School (Break Down): _____

RENTAL PLEASE INDICATE ALL REQUESTED AREAS IN THIS BOX

BASIC THEATRE (for Presentations or Meetings) OR FULL THEATRE (for Performances or Recitals and Rehearsal)
Includes Stage w/Screen, Projector, 1 set light look, 2 wireless microphones Will Incur Additional Staff and Equipment Costs based on event needs

MAIN LOBBY UPPER FLOOR LOBBY DRESSING ROOMS LOADING DOCK

NOTE: NO FOOD OR DRINKS ARE ALLOWED IN THE THEATRES. YOU WILL BE ASKED TO LEAVE.

Applicant/Organization shall provide proof of general liability coverage of no less than \$1 million dollars per occurrence. SVSD must be named as additional insured on said policy. Coverage shall not be canceled or reduced without thirty (30) days written notice to the district.

Your signature acknowledges that you have read and understand SVSD Policies regarding facility rental and commits to pay all fees associated with this rental. Your signature further acknowledges that you are authorized to sign on behalf of the Applicant/Organization and agrees to all of the rules and regulations as stated in Policy and Procedures - Community Use of District Facilities. That the Applicant/Organization agrees to protect, defend, indemnify, and save harmless the District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this permit. The Applicant/Organization further agrees to reimburse SVSD for any damage arising from the Applicant's use of said facility.

(Applicant Initials)

The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nicole Fitch, P.O. Box 400, Snoqualmie, WA 98065, or phone 425-831-8015. Your signature on this application indicates that you have read and agreed to the Terms and Conditions of this Agreement.

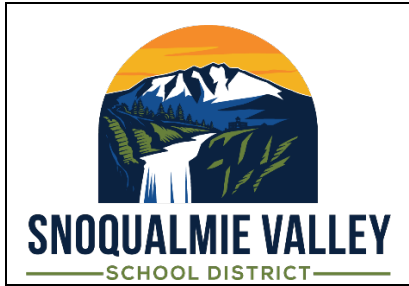
| DISTRICT USE ONLY | | Non-Refundable Processing Fee: \$20 |
|---|--|---|
| User Fee: \$ _____ X _____ = \$ _____ X _____ = _____) | Rate Hours Total PER USE multiple uses TOTAL | Date Received: _____ |
| Required Staff (Supervisor): \$ _____ X _____ = \$ _____ | | Received by: _____ |
| Required Staff (Custodial): \$ _____ X _____ = \$ _____ | | Check #: _____ |
| Additional Staff (Techs): \$ _____ X _____ = \$ _____ | Rate Hours TOTAL | USER CLASSIFICATION |
| Equipment / Other Charges: Item(s) _____ Cost \$ _____ X _____ = \$ _____ | TOTAL | Local Non-Profit <input type="checkbox"/> |
| Item(s) _____ Cost \$ _____ X _____ = \$ _____ | TOTAL | Non-Local Non-Profit <input type="checkbox"/> |
| | TOTAL | Local For Profit <input type="checkbox"/> |
| | TOTAL | Non-Local For Profit <input type="checkbox"/> |
| TOTAL ESTIMATED CHARGES \$ _____ | | |

Applicant Signature: _____ Date: _____

Pac Manager: _____ Date: _____

Operations Director: _____ Date: _____

Business Manager: _____ Date: _____



Snoqualmie Valley School District 410

8001 Silva Avenue SE, PO Box 400, Snoqualmie WA 98065
 Phone (425) 831-8000 FAX (425) 831-8040

MT SI HIGH SCHOOL PERFORMING ARTS CENTER AUDITORIUM PERSONNEL & EQUIPMENT REQUEST FORM

All Personnel and Equipment are at the discretion of PAC Manager

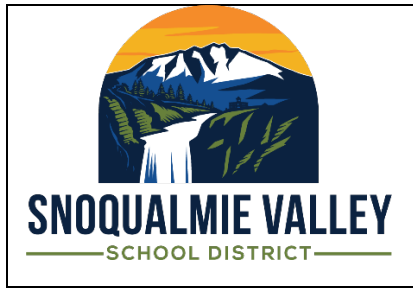
Please provide an estimate at time of application

changes may be made up to 1 week prior to the event with approval from the PAC Manager

| Item | Quantity |
|--|----------|
| Projector & Screen (No fee, included in PAC Rental) | |
| Wireless Handheld SM58 Microphone(s) w/ stand (1 Incl., Add. avail. for fee-8max) | |
| Wireless Pack Microphone(s) with Clip on Lavalier mic (1 Incl., Add. avail. for fee-8 max) | |
| Wireless Pack Microphone(s) with Over-ear mic (avail. for fee-8 max) | |
| Wired Handheld SM58 Microphone(s) w/ stand (1 Incl., Add. avail. for fee-8 max) | |
| Wired SM57 Cardioid Dynamic Instrument Microphone(s) w/ stand (avail. for fee-8 max) | |
| Wired SM81 Condenser Microphone(s) w/ stand (avail. for fee-4 max) | |
| Clear-com Headset Intercom System (No fee, included in PAC Rental-8 max) | |
| Grand Piano Yamaha C7X (Rental Fee) | |
| Music Chairs (May Include a Setup/Teardown Fee-90 max) | |
| Music Stands (May Include a Setup/Teardown Fee-90 max) | |
| Choir Risers Wenger 4 Step (May Include a Setup/Teardown Fee-7 max) | |
| Acoustic Shells (May Include a Setup/Teardown Fee) | |
| Orchestra Pit Removal & Reinstallation (May Include a Setup/Teardown Fee) | |
| Theatrical Lighting (Requires a technician) | |
| Lighting Specials (Requires a technician and additional labor hours) | |
| Rigging System (Requires a technician and may include additional labor hours) | |
| Sound Technician(s) | |
| Lighting Technician(s) | |
| Stage Technician(s) | |

*Fees Can be found on the Fee Schedule or Inquire with PAC Manager.

**Additional Fees may be incurred for damage of any equipment used.



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MT SI HIGH SCHOOL PERFORMING ARTS CENTER GUIDELINES & EXPECTATIONS AGREEMENT

Your organization and all representatives, including the audience, are responsible for following the guidelines below.

- **Production Meeting** – All clients are *required* to schedule a production meeting with the PAC Manager at least one month prior to your event. Please have your schedule for the event and be prepared to discuss the specifics of your event including all technical requirements (light plots, stage settings, sound needs, and special equipment requests). ***This production meeting is mandatory*** and all parties who make decisions for the show must be in attendance. Theater staff cannot be held responsible for unfulfilled requirements if the client fails to schedule a production meeting and provide thorough information.
- **Staffing and Break Schedules**
A Site Supervisor and a Custodian are required for all events. Technicians may be required depending on agreed upon equipment usage. A minimum of (4) four hours will be charged per SVSD staff utilized. A minimum of (5) hours will be charged per technician

By law, rest and meal breaks will be scheduled during the rental of the theater. If possible, we will stagger breaks so that your group may remain on stage. Please note that during breaks, we may not be running sound or lighting equipment, but the Lead Technician will work out a schedule that attempts to accommodate all parties.

We will not schedule breaks during a performance, if it is less than 3 hours, but they may come immediately after the performance before load-out or immediately following soundcheck or during rehearsals.

Breaks

- 15-minute break required within every 5-hour block of work
- 1-hour meal break required after 5 hours of work (May be reduced to 30-minute meal break if hot food is provided)

Note: If staff is not able to take scheduled, uninterrupted breaks, overtime and break penalties will be charged.

Theater Staff Overtime Rates

- Over 40 hours in a week is billed at 1.5 times the hourly rate
- For work required between 12:00 Midnight and 7:00 AM and/or Snoqualmie Valley School District designated holidays is billed at two times the hourly rate

Should you wish to make any changes to the schedule you supplied at the production meeting, we need to be informed in writing as soon as possible and we will do our best to accommodate the request.

Note: Staffing and provisional decisions for each production will be made at the sole discretion of the Performing Arts Center Manager. The client/renter will guarantee all personnel costs to the Snoqualmie Valley School District.

- **Arrival & Access**

Access to the Performing Arts Center is permitted only within times shown on the rental agreement.

Participants will not be allowed access to the PAC until the pre-designated contact has checked in with the Site Supervisor.

Renter may be charged for additional hours of space rental and staffing if the event does not conclude or the building is not vacated at the scheduled time.

Access will only be allowed to areas indicated on the rental agreement.

The Site Supervisor must be on-site at all times while the PAC is occupied.

No other district employee, including the Custodian, is authorized to open the PAC.

- **Fire & Safety Regulations**

As in any situation, common sense and prudence go a long way in theatre safety. Unfortunately, accidents do happen.

Telephones are located in the Ticket Booth, Control Booth, at the Mix Position, Backstage Right and in the Black Box. Dial "9" to get an outside line. (i.e. - 9 – 911).

FIRE BY-LAWS AND REGULATIONS MUST BE STRICTLY OBSERVED by the Organization/User. These include: Not exceeding seating capacity, keeping all aisles and exits clear, and using only fireproofed stage props.

Pyrotechnics and/or candles require 90 days pre-approval and are at the discretion of the Performing Arts Center Manager.

All "EXIT" doors shall be properly accessible for emergency exits, including all backstage doors and stairways.

We strongly encourage you to provide your own safety equipment and first aid supplies. The theater has the most basic of first aid and does not provide ice or ice packs.

The client/renter is responsible for providing designated ushers (1 usher: 200 attendees). The Site Supervisor will brief the ushers on theater policies and emergency evacuation procedures before the event.

Note: *All of your ushers must arrive at least 30 minutes prior to the audience to be briefed by the Site Supervisor.*

- **Conduct –**

Adequate adult supervision (1 adult: 10 youth) is required for all events involving youth. An adult must accompany performers under 14 years of age when they are not onstage. Designated supervisor(s) should arrive before the first youth and remain at the MSHS PAC until the last youth has left the MSHS PAC. **This is mandatory.**

No youth under 14, including audience, should be unattended at any time in the PAC.

Unless it is part of the production's staging, and approved in advance by the PAC Manager, there is no running allowed in the PAC building.

Please keep feet on the floor at all times. Do not put feet up on the backs, arms, or cushions of the seats. Do Not climb, hang, or play on aisle railings or ledges. There is no jumping from stage to house or climbing from house to stage allowed. Crowd Control/Ushers are expected to assist with enforcement of these rules for the audience.

When moving from the house to stage or stage to house, always make use of the provided side ramps. No jumping off the front of the stage to the audience or climbing from the audience to the stage.

No sitting, standing or dancing in aisles, is permitted. All aisles and doorways must remain clear at all times.

MSHS PAC has a no glitter policy. Clients will be invoiced for cleaning fees and future rental privileges may be revoked .

Dressing/Classroom room furniture is not to be removed from its location, or to be used as props. NO EXCEPTIONS.

No school props are allowed to be used by out-of-district users.

- **Backstage/Onstage**

Only performers/participants are allowed onstage or backstage. No audience members allowed onstage or backstage during, after or before performances.

Only persons involved with rehearsal are permitted in the PAC during rehearsal rentals - no guests or public access will be permitted.

Musicians or Crew Only, allowed in orchestra pit.

Crew Only, allowed in control booths and technical areas.

The "Keep Clear" areas backstage must be observed. Please do not place items in those areas.

Use ONLY approved low tack spike tape and gaff tape on the stage (do not use painters tape on the stage.)

All performers and your staff must be respectful of the theater space and equipment. No one should touch any of the soft goods and/or the cyclorama. Oil from fingers causes discoloration and damage. If we observe unsafe or troublesome behavior, we reserve the right to fly out the cyclorama or any other soft goods at any time.

We ask that you leave every room as you find it.

- **Signage, Decorations, Adhesives**

Do not tape, staple, pin or otherwise attach ANYTHING to a painted wall, surface, or curtains without prior approval from the Site Supervisor. You will be charged for any and all damage resulting from a violation of this rule.

Only professional grade (blue) painter's tape allowed on walls in the PAC.

No "Command Strips" or similar adhesive hooks allowed.

No nails or screws into **any** surface.

Remove all tape completely after your event.

ABSOLUTELY NO SCOTCH TAPE, PACKING TAPE, DUCT TAPE, OR MASKING TAPE ALLOWED.

- **Technical Equipment Usage**

Most equipment requires a technician for the set up as well as operation during your event. The number of technicians required is based on the amount of equipment requested. Technicians are not included in PAC cost. We are not a professional theater organization. We are a school district with facilities for rent. Our equipment is limited as is the knowledge of that equipment. The equipment may be used daily for classes. On occasion upon entering the theater we find some of the equipment listed on the form may be missing or not working properly. We try very hard to avoid these types of issues, but it happens.

Organizations/Users may not utilize, rearrange, relocate, or tamper with any curtain, screen, stage rigging, theatre lighting, sound equipment, props or sets. Doing so may create serious risks to the safety of personnel and cause expensive equipment damage. Any such operation or changes must be performed by MSHS PAC staff prior to the day of the event. Additional charges may apply.

All theater equipment may only be used and operated by MSHS PAC staff or supervised authorized students. Equipment cannot be used by the client except by special request and approval prior to the event by the PAC Manager.

MSHS PAC has a rep light plot in the theater. This means that the stage should have a general wash, however this may not be the case every time. As a school, students may move lighting instruments for educational purposes. Also, lamps burn out on occasion causing dark spots. Upon advanced request and at an additional cost we can provide technicians, not designers, who can work on the lighting for your event in the time available. There are several lighting instruments designated as specials that may be refocused, at additional cost, by our staff, if requested for your event. Some but not all of our fixtures are LED and have color capabilities. Users must provide their own gels if desired. Only MSHS PAC staff or supervised authorized students may fly line sets in or out. *Events including aerialists or anyone performing above floor height require 90 days pre-approval and are at the discretion of the Performing Arts Center Manager. Unauthorized aerial elements will result in the immediate shutdown of the event and forfeiture of the client's deposit, who will be invoiced for the full quoted amount.*

In the event of damage to the theater equipment, theater space, rehearsal and dressing rooms, green room, or lobby, we will send a bill detailing the extent of the damage and cost to repair. Repairs must be paid in full before you may rent the facility again. If microphones were damaged during the performance, we reserve the right to not allow usage of microphones for future performances.

Please note that our staff is not responsible for any media or outside equipment that does not work. Please bring all CDs, DVDs, USB drives, laptops, projectors, and cables for video cameras in early to test if they work with our equipment. Please schedule an appointment with the PAC Manager to test equipment before your event..

Delivery of equipment for the client's event must be approved and arranged with the PAC Manager in advance and may not be possible depending on the theater's schedule.

- **Food & Drink**

MSHS PAC does not allow sale of concessions (food or beverages).

There is no food, drinks, or gum allowed in the auditorium, on stage, in the side stage area (wings), or in any classrooms. This is strictly enforced.

Limited, personal snacks and drinks are acceptable in the hallways and lobby areas.

The PAC Manager may allow food or beverage props on set for production purposes, with prior approval. You are responsible for all damages and cleaning due to the violation of this rule.

- **Cleanup**

Immediately following events, users must promptly strike and load out all materials which users have brought in or allowed participants or audience members to bring in, including all decorations, scenery, props, posters, flyers, etc. It is the responsibility of the Organization/User to restore the auditorium, house, backstage area, green room/dressing rooms, and lobby to a reasonable condition before vacating the premises.

All garbage needs to be thrown away, debris picked up, and personal items removed.

Excess items which will not fit into provided disposal containers must be removed from the building by the users. If the event generates excessive trash, a disposal fee may be imposed.

If tables, chairs, or other furniture were borrowed from the PAC they must be packed and returned per instructions from the PAC Manager.

Should staff be required to undertake unusual time and effort to clean and restore the facility then the user will be billed for the service.

NOTE: Remove everything that belongs to you. SVSD and MSHS PAC will not assume responsibility for items left at the PAC by user groups or patrons without specific written arrangements prior to load-in.

If any equipment, set pieces, costumes, etc. are left at the MSHS PAC, you will be charged \$100 per day until it is removed by appointment with the PAC Manager, we will hold for a maximum of 30 days before disposing. Small items that are left behind by accident will not be included. We will attempt to contact you and put items in the lost and found.

