

# **Leura Hill Eastman Performing Arts Center**

## *On the Campus of Fryeburg Academy*

### **Facilities Use Policy**

The Leura Hill Eastman Performing Arts Center (PAC) is owned and operated by Fryeburg Academy as an integral part of its campus. The PAC facilities are also occasionally available for rent to area communities for educational, cultural, and civic events as a public service.

### **Priority of Use**

The PAC director or designee must approve all requests. Conditions of usage include: satisfactory sponsorship, adequate adult supervision, care of equipment and facility, adherence to police/fire regulations, and appropriateness of the activity. Higher priority users may not displace lower priority users once the contract for use has been executed and rental obligations are met.

**First Priority:** Fryeburg Academy arts and educational use, concerts and performances.

**Second Priority:** MSAD #72 district cultural enrichment activities and performances.

**Third Priority:** Non-profit organizations located within the greater Fryeburg area.

NOTE: Any group wishing to qualify for this category must have a current copy of their 501(c) 3 certificate and insurance policy on file with the PAC Directors Office.

**Fourth Priority:** Non-profit organizations located outside the greater Fryeburg area.

NOTE: Any group wishing to qualify for this category must have a current copy of their 501(c) 3 certificate and insurance policy on file with the PAC Directors Office.

### **Categories of Users and Fees**

**The PAC Director or designee is the ultimate authority in all matters relating to use or rental of the facilities and has the authority to deny any request that is not in the best interest of the Academy or charge additional fees for any event that may have an unusual impact on the facilities. (Please see addendum on page 4)**

Service fees may or may not pertain to all users.

All users are subject to charges for damage to the facility.

**1. Non Fee Paying Category:**

All Fryeburg Academy cultural activities that exist solely for the benefit of the school.

**2. Fee Paying Category:**

Any non-Fryeburg Academy organization. (See rental agreement for fees.)

## Procedure for Securing Use

Any individual or group wishing to use the Performing Arts Center must complete a Request for Use Form and submit it to the Facilities Scheduler.

The Facilities Scheduler will determine the availability of the facility in accordance with the Priority of Use policy. The PAC manager and building Administration must approve requests. The Facilities Scheduler will issue a contract for all approved requests from all users outside of Fryeburg Academy. The *Contract for Use and Rental of School Facilities* must be completed and returned to the Facilities Scheduler with any supporting documents before the date of the event.

### **Insurance:**

The lessee shall provide a certificate of insurance in the amount of \$1,000,000.00 naming the Trustees of Fryeburg Academy as an additional insured and **Fryeburg Academy will be held harmless in the event of an incident** covering the period under contract.

Generally, a certificate of insurance will be required if a fee is charged for event admission and the event is not sponsored by a local school district or municipal government.

### **Deposit:**

A deposit of 50% of the total rental fee is required for all fee paying users. The deposit is due upon completion of the facility contract.

## Facility Use Rules

### **Damages & Losses:**

The lessee is financially responsible for any damage to the facilities. Fryeburg Academy is not responsible for loss or damage of articles brought to the facility.

### **Event Supervision:**

The lessee is responsible for supervision of those attending the event. The facilities manager reserves the right to determine if police or fire services are required at the lessee's expense.

### **Custodial and other PAC Employee Services:**

The facilities manager will coordinate basic services to include unlocking doors, instructing the lessee as to the operation of necessary facilities, providing necessary equipment, and cleaning supplies and securing the facility following use. All equipment to be moved must be done under the supervision of a PAC staff member. Event organizers are responsible for the cleanliness of the facility after usage. Additional cleaning fees may be charged after an event as determined by the Facilities Manager. There are no food preparation facilities available on-site. Any food or beverage services must be discussed with the Facilities Manager at the time of reservation.

### **Cancellation of an Event:**

The PAC Director, or his/her designee, has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of

public safety are automatically canceled without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date.

**Long-Term Use:**

Long-term facilities use will be considered to be two or more successive weeks. Long-term rental of facilities will be considered after it is first ascertained that there will be no detriment to existing programs from this use. If space is available without detriment, space may be rented to groups whose activities are most consistent with the other activities taking place in the building. Therefore, service agencies, educational groups, and youth oriented activities would have preferences.

**School Equipment and Furniture Usage:**

Use of facility equipment and furniture must be booked in advance through the Facilities Scheduler. Use of equipment is dependent on availability and rental charges may apply.

**Animals:**

No animals are allowed in the buildings or on the grounds without prior arrangement.

**House Manager:**

A House Manager is required whenever 100 or more people are in attendance.

**Fire and Safety:**

The use of any pyrotechnical stage devices is forbidden. Use of open flames (i.e. candles) and fog machines must be approved in advance by the House Manager. Any electrical equipment that does not belong to the school must be inspected and approved for use in the facility.

**Ushers:**

Renter provided ushers will be provided using a ratio of one for every 100 people in attendance. Ushers will remain in the auditorium during the performance and intermissions. They will insure that members of the audience behave appropriately and do not abuse the facility or detract from the performance.

**Auditorium Rules of Use:**

- Lighting and sound equipment and secured areas may only be operated by authorized technicians. The lessee may supply operators but the light booth will not be available without the services of an authorized theater technician. Our scene shop is available by request for trained personnel as a scene assembly and storage area during performances.
- School authorities have access to the auditorium at all times and may cancel or terminate an event at any time if, in their opinion, the event represents a danger to the facility or public safety, or if it is considered unacceptable for a public performance.
- School authorities have the right to remove unruly persons, and enforce all building rules.
- No sales of any kind are permitted without permission of the House Manager.
- The lessee will only have use of those areas of the building that are under contract.

- No nails, screws, or tape may be attached to the walls or floors without advance permission. Spike or gaff tape is the only tape that will be approved for use on the stage floor.
- No facility property may be removed from the auditorium without advance permission.
- All sets, props, and costumes must be removed from the premises within one day after the last performance under contract. Some storage may be allowed by special permission of the House Manager. The school accepts no responsibility for articles left on school property by the lessee.
- Photographing, videotaping, filming, and recording are permitted only by special permission of the House Manager.
- FOOD, BEVERAGES AND CHEWING GUM ARE NEVER PERMITTED IN THE AUDITORIUM. BOTTLED WATER IS PERMITTED.
- The possession of firearms on school property is prohibited except by authorized security personnel. The use of any weapons as stage props must be approved in advance by the House Manager.
- The school will not take responsibility for any equipment shipped to the lessee unless prior arrangements are made.
- If students/minors are to be involved in the use of the facility they are to be supervised at a ratio of 10 students to 1 adult.

### **Rental Fees**

The minimum Daily Rental Fee is based on an 8-hour day. For additional periods of time, the fee is determined on an hourly rate equal to 1/8 of the daily fee.

**The sponsor shall pay all fees no later than fourteen (14) days prior to the event.**

### Addendum:

*Facilities Rental Policy—Adopted by FA Board of Trustees, 6/5/15*

*When not in use for school purposes, numerous facilities at Fryeburg Academy are available for rental by community organizations. The Academy values its ability to provide a venue for the free exchange of ideas, which we regard as an essential component of American education and society. However, we reserve the right to decline rental applications if it is determined that a proposed use conflicts with the promotion of respect, tolerance, and cooperation central to the school's stated mission.*

### **MISSION STATEMENT**

*Fryeburg Academy is an independent secondary school that serves a widely diverse population of local day students and boarding students from across the nation and around the world. The Academy believes that a strong school community provides the best conditions for learning and growth. Therefore, we strive to create a supportive school environment that promotes respect, tolerance, and cooperation, and prepares students for responsible citizenship. Within this context, the Academy's challenging and comprehensive academic program, enriched by a varied co-curriculum, provides the knowledge and skills necessary for success in higher education and the workplace.*

10/14/2023

# Rental Rates

<b>SAD #72 Schools</b>	<b>\$300</b>
<b>Non-Profit 501c3 Organizations</b>	<b>\$400 or 15% of gross ticket sales (Whichever is greater)</b>
<b>For-Profit Organizations</b>	<b>\$600 or 15% of gross ticket sales (Whichever is greater)</b>

## **Standard equipment included with auditorium rental.**

- PA System with sound board
- 1 microphone with stand
- Stage lectern with microphone
- Stage lighting and control
- Kawai RX-7 Semi-Concert Grand Piano (tuning required)

## **Additional included equipment.**

- 2-Follow spots
- Stage risers and choral shell

## **Available rental equipment and services for additional fee.**

- Hi-Definition laser multimedia projector and 21' stage-mounted screen: \$250
- Fog and special EFX lighting \$150

**Note:** A 1-hour tech. setup fee of \$20 will be charged per item when renter supplies operators. (Fee is waived if our techs are hired as operators.)

The minimum Daily Rental Fee is based on an 8-hour day. For additional periods of time, the fee is determined on an hourly rate equal to 1/8 of the daily fee.

**NOTE: Rehearsal fee is calculated at \$40 per hour.**

## **Service Fees (per hr.)**

Technical Director (required)	\$30
Addnl. Techs (per person)	\$20
House Manager (required over 100 in house)	\$20
Custodian	\$30
Piano Tuning (flat fee at lessee's expense)	\$200

Presenter/Organization Name:

\_\_\_\_\_  
Presenter Address:

\_\_\_\_\_  
Presenter Phone:

\_\_\_\_\_  
Presenter E-mail:

\_\_\_\_\_  
Name of Performance:

\_\_\_\_\_  
Is the Presenting Organization Non-Profit \_\_\_\_\_ Yes \_\_\_\_\_ No

Description of Performance(s):

\_\_\_\_\_  
Load In Date and Time:

\_\_\_\_\_  
Performance Dates and Times:

\_\_\_\_\_  
Load Out Date and Time:

\_\_\_\_\_  
Total Rental Fee:

\_\_\_\_\_  
LHE/PAC Personnel Requested, Dates/Times:

\_\_\_\_\_  
Estimated Cost of Requested Personnel (to be deducted from monies due Presenter):

\_\_\_\_\_  
Ticketing to be handled by LHE/PAC \_\_\_\_\_ Yes \_\_\_\_\_ No

**AGREEMENT**

I have read and understand the above policies and requirements and agree to abide by all policies listed above.

Organization Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leura Hill Eastman Performing Arts Center

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Leura Hill Eastman Performing Arts Center**

## **General Information**

375 seat theater  
Raked seating  
Removable seats for wheelchairs.  
Proscenium stage  
Entrances to theater are stage/ground level.

## **Technical Information**

### **Stage**

42' X 35' Flat black wood stage  
Maroon main drape controlled at Stage Right  
Full stage black mid-stage traveler controlled at Stage Right  
Black legs between main and mid traveler & between mid and cyc  
5' Tracked tormentor panels  
47' Cyclorama  
21'x12' motorized projection screen down stage  
Laser High Definition Projector  
3 spare backdrop battens  
Stage manager's desk down Stage Right

### **Backstage**

7'x 9' Load in door to stage, up Stage Left.  
Men's and women's dressing rooms with sinks  
Men's and women's bathrooms  
Green Room  
Box Office  
Scene shop (for props and set-piece storage during productions only)  
¾ house lighting mezzanine and L&R spotlight positions  
Over house lighting catwalk

### **Booth**

House Center ground level booth  
Fully integrated light, sound, and presentation system  
ETC Ion lighting console with 10x2 fader wing, DMX capability  
96 dimmer circuits  
Yamaha M7CL digital mixing console  
Panasonic Blu-Ray player  
Roland XS-82H Multi-Format Matrix Switcher  
Denon Professional DN-500AV Surround Preamplifier  
Clear-Com wired headset system with room to room intercom  
Monitor speakers in dressing rooms, restroom, green room, and scene shop  
Listen wireless assisted listening system  
Wireless and wired microphones

Submitted 10/14/2023 -Subject to change without notice.