

## **Policies & Procedures**

### **M.S.A.D. No. 75 MISSION STATEMENT**

The four communities of M.S.A.D. No. 75 (the “District”) are united in our dedication to develop confident, life-long learners. It is our mission to work together to ensure a community of fluent learners, critical thinkers and creative contributors to our society.

#### **POLICIES FOR THE ORION PERFORMING ARTS CENTER**

##### **A. DISTRICT GOALS**

The Orion Performing Arts Center (“OPAC” or the “facility”) is the largest performance space in the region. It is a tremendous asset, one which greatly enhances the District’s capacity to cultivate interest in and appreciation for the fine arts in our schools and communities. OPAC gives students involved in the performing arts the opportunity to perform in a serious performance space, a vital part of the artistic experience. It also gives students, staff, local citizens, and visitors access to a broad array of performances, ranging from local productions featuring our own children to community theatre to professional productions.

The District intentionally makes OPAC available for use by groups independent of M.S.A.D. No. 75, both to promote the arts and to make the facility financially self-sufficient. The District expects OPAC to serve as a cultural beacon in the region, drawing in people to see high-quality performances by amateurs and professionals.

##### **B. USES OF OPAC**

The schools of M.S.A.D. No. 75 belong to the people of Bowdoin, Bowdoinham, Harpswell and Topsham and derive substantial support from local taxes. The M.S.A.D. No. 75 Board of Directors (the “Board”) has established a tradition of making school buildings and related facilities available to local community groups and individuals, and it continues this tradition with OPAC. To maximize use of this unique asset, the Board permits use of the facility by groups outside the District as well. In general, the facility is available for use when not otherwise committed for District purposes.

The Board evaluates whether proposed uses are appropriate in the context of the District’s interests and the welfare of its students and reserves the right to accept, reject, or place conditions on proposed uses based on these considerations.

The fact that a group is permitted to use the facility does not in any way constitute the District’s endorsement of the group’s policies or beliefs. The District will not deny access to any organization because of the religious or political nature of the organization.

##### **C. SCHEDULING PRIORITIES**

1. Use of OPAC for District-based educational activities takes precedence over any other use of the facility, provided they are scheduled in accordance with procedures established by the Board. District-based educational activities include (a) performing arts, academic, vocational, and adult education, (b) District-sanctioned extracurricular activities including the performing arts, and (c) activities of organizations that exist solely for the purpose of supporting school programs. Priority among District-based educational activities is assigned in the order they are listed above, and fine arts performances take precedence over other uses.

2. Secondary use of OPAC is shared with Merrymeeting Regional Adult Education.

#### **D. PROCEDURES**

1. The Board has established the position of Auditorium Manager to administer its policies and procedures regarding use and management of OPAC. Decisions of the Auditorium Manager may be appealed to the District Superintendent, or Board of Directors, who shall make a final and binding decision on the matter.

2. Applications for use of OPAC are approved in accordance with this policy.

3. To facilitate scheduling and maximize use of OPAC, District-based educational activities requiring the facility during a school year are to be scheduled by June 10 of the prior school year. All other individuals and groups are prioritized based on the date of their completed application, with consideration given to the District's expected needs when applications for use during the subsequent school year are received before June 10 of the previous school year. Once an application is approved and rental obligations are met, the date is considered secured.

4. To maximize use of the OPAC auditorium for purposes of meeting District goals, no group or individual is granted exclusive use of any portion of the facility for a period to exceed three weeks or on an ongoing basis. The Auditorium Manager may provide approval for an organization to use the facility on an ongoing basis after taking into account the impact that this use will have on the availability of the facility to other organizations.

#### **E. RESTRICTIONS**

1. The Board does not allow use of OPAC by any group, for any activity that involves illegal acts. The Board does not allow use of OPAC for activities that are contrary to the District's educational interests or the educational welfare of its students.

2. The Board reserves the right to reject applications that pose a risk of damage to OPAC or associated facilities, including school buildings, grounds, or equipment.

3. Except with special permission, use of the facility must not occur during school hours and must not disrupt or interfere with other designated uses of the facility;
4. A fair Licensed Use fee, based on the approved fee schedule, must be paid for use of the facility.
5. All users must arrange security, if required, for their event, at their own cost. Users must make such arrangements directly with the Topsham Police Department.

## APPLICATION PROCEDURES

### **A. APPLICATION FOR USE OF FACILITIES**

1. The Auditorium Manager or their designee is authorized to accept and review applications to use OPAC and associated facilities and to schedule use by groups whose applications satisfy the Board's policies, application requirements, and procedures.
2. Applications will be made to the Auditorium Manager in a timely manner so that scheduling of facilities can be coordinated. Applications by non-District entities for use of facility space in addition to the auditorium may not be approved more than eleven months in advance, except with the written permission of the Auditorium Manager following consultation with appropriate administrators.
3. Availability of the auditorium is limited only by the District's scheduled annual activities and the Board's policies.
4. The Auditorium Manager reserves the right to revoke any permission granted for use of the auditorium, at any time and without prior notice or liability, should the Auditorium Manager determine that such action is justified based on the terms of the Licensed Use Agreement, or this policy.

### **B. CONDITIONS OF USE**

1. All non-District applicants must execute a written agreement with the District governing the use of OPAC and associated facilities.
2. To the extent feasible, the hours of use of the facility should coincide with the hours of the custodians' regularly scheduled duties. At other times, the user is responsible for fees charged for contracted custodial services.
3. Users of OPAC and associated facilities are responsible for leaving the facilities in the same condition in which they were received. If the Auditorium Manager determines this responsibility was not met, the user will be charged for clean-up costs in addition to

other applicable fees.

4. Users are not permitted to make any alterations to the facility, interior or exterior, without the prior written approval of the Auditorium Manager. Such alterations include, but are not limited to, attachment of any item to any part of OPAC and associated facilities.

5. Users of OPAC and associated facilities are responsible for preserving orderliness during all activities and must comply with all applicable statutes, ordinances, and regulations, in addition to any policies or conditions imposed by the Auditorium Manager. The individual in charge of the event must supervise activities and remain on the premises from the time the first participant enters the facility until the last person has left the facility. Evidence of meeting all legal obligations for use of the facility must be provided to the Auditorium Manager 14 days in advance of use.

6. Users are responsible for any loss of or damage to facilities or equipment occurring during their use of the facility. Proof of liability insurance or adequate financial resources to meet this responsibility may be required as condition of approval.

7. The District reserves all rights to supply food and other concessions for events.

8. In the rental of the auditorium:

Groups must have an insurance bond for liability (\$1,000,000) and damage (\$25,000). The Auditorium Manager will inspect all facilities following the use of the facility. The user will promptly make restitution for any loss or damage that occurs during their use of the facilities.

(a) The Auditorium Manager and the District shall be named as additional insureds in all insurance provided by the user, which insurance shall be primary to any policies of the District.

(b) The user will furnish certificates of insurance to the Auditorium Manager evidencing the coverage required herein at least 14 days prior to the event.

(c) All insurance shall be placed by the user with insurers licensed to do business in the State of Maine and acceptable to the Auditorium Manager.

9. If minors are involved in scheduled activities, outside normal school use, the user must provide adequate adult supervision. A ratio of one adult to every ten students is recommended.

10. Use of OPAC's stage lighting, sound system studio, or projection areas requires a technician approved by the OPAC Manager. Cost of this technician is paid by the

user. Special regulatory or technical requirements may necessitate the user hiring of additional technical assistance. Any such arrangements require prior approval of the Auditorium Manager and must be paid for by the user.

11. The Auditorium Manager reserves the right to require school personnel to be present during a scheduled activity, at the expense of the user.

### **C. PROHIBITED ACTIVITIES**

1. The possession or consumption of alcoholic beverages, tobacco products, controlled substances, or illegal drugs in OPAC and associated facilities including school buildings and grounds is prohibited.

2. Animals are allowed in OPAC and associated facilities only with prior approval of the Auditorium Manager.

3. The use of open flame, or flammable materials, including candles or other special effects, are allowed only with prior approval of the Auditorium Manager in consultation with the Topsham Fire Chief.

### **D. FEES**

1. The Board shall approve a schedule of fees for the use of OPAC and associated facilities. Fees will be based upon actual costs as determined by the Auditorium Manager and administration. Waivers of fees may be granted in exceptional situations where the Board determines the following criteria are met:

- (a) A waiver of the fee is needed;
- (b) A waiver of the fee serves the interests of the District;
- (c) A waiver of the fee serves a compelling public benefit.