

# MINNIE EVANS ARTS CENTER

## Community Use Information Booklet

This packet contains the policies, procedures and fees associated with leasing the Minnie Evans Arts Center.

Please read carefully as you plan your event.



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# Minnie Evans Arts Center

## Community Use Information Packet

The Minnie Evans Arts Center (MEAC) shall be available for community use to organizations outside of the New Hanover County Schools for performing arts events only. Events in the Minnie Evans Arts Center are scheduled in accordance with the policy stated below. The production season is generally scheduled according to the academic year to accommodate the educational mission of New Hanover County Schools (NHCS). Requests submitted prior to the Time Schedule, will be held until NHCS activities have been finalized. No request for dates is final until a contract is signed.

### Facility Request Guidelines

#### 1. SCHEDULING PRIORITY

- 1.1 All school facilities and property shall be used primarily for school activities and programs. School groups such as students, teachers, and parent support organizations shall be given first preference on the use of school property or facilities. No charge will be required of school sponsored support organizations, except if a custodian is required.
- 1.2 Auditoriums, cafeterias, and other portions of school property may be used by bona fide groups or individuals such as community agencies, local civic clubs, organizations and other groups or individuals when such use will not conflict with the general public interest, does not interfere with regular and special activities sponsored by New Hanover County Schools, and provided that:
  - a. The conditions, requirements, and charges for said usage are put in the form of a written contract signed by the superintendent or his designee and signed by a responsible adult representing the organization using the school property or facility.
  - b. All concessions, unless specifically stated, will be vested in each school where programs or activities are held, such as a cafeteria. **No food or drink products may be sold during events in the arts center.**

#### 2. PROCEDURES FOR REQUESTING FACILITIES, EQUIPMENT AND STAFF

- 2.1 All organizations interested in renting the Minnie Evans Arts Center must set up an online account and make a request online. The online process can be accessed at

<https://www.nhcs.net/divisions/student-support-services/facility-use>

Setting up an online account and making a request includes the following:

- Contact information (Organization/business & a contact)
  - Date(s) requested
  - Time requested, including time for set up and break down
  - Estimated attendance
  - Name of event
  - A detailed explanation of the activities involved in your event
  - Equipment, lighting, projection, and audio needs
  - Certificate of Liability Insurance, and
  - Organizations requesting non-profit rates must submit either a copy of their 501(c)(3) determination letter from the IRS or their state-approved Articles of Incorporation, along with their request.
- 2.2 Requests for dates, equipment, and staff assistance are subject to availability and approval by the MEAC committee.
  - 2.3 Organizations will be notified of their approval status within 24 hours of the application review by the MEAC committee. Upon approval, the user group will be contacted by the General Manager to discuss technical needs and arrange a tour if needed. The NHCS Facility Use Coordinator will then prepare a Facility Use Contract detailing the terms of use and fees due. The signed contract and fee payment must be in the hands of the Facility Use Coordinator at least 30 days before the event. Changes to the Technical needs stated in the contract made within 14 days of the event will not be guaranteed and may incur further charges. These changes include but are not limited to; changes in the scheduled times in the venue and additional room requests.

## Schedule of Fees

All organizations requesting non-profit rates must submit either a copy of their 501(c)(3) determination letter from the IRS or their state-approved Articles of Incorporation, along with their request.

## Community Use Fees:

This includes use of one lectern, one microphone and stand, one follow spot (operator to be provided by the renter), general light plot, main drape (operator to be provided by the renter), standard soft good set up, sound system, an upright piano (if requested in advance), and the two small dressing rooms directly off the stage.

	For Profit:	Not For Profit	NHCS Student Serving Nonprofit
Non-Performance Days (8 hour day additional hours charged performance day rate)	\$500/day	\$300/day	\$225/day
Performance Days	\$125/hour	\$75/hour	\$56.25/hour

## Extra rooms:

If your group requires more preparation room there are surrounding rooms available.

No more than 2 rooms will be rented per an event unless requested specifically in writing and approved by the venue manager.

Public for Profit: \$20/hour

Public Non-Profit: \$16/hour

NHCS Student Serving Nonprofit \$12/hour

## Custodial Fees:

A custodian is required to be on the premises at all times during any event/rehearsal at the Lessee's expense and there is a standard clean up fee required for each performance day.

Custodian: \$35/hour

Clean up fee: \$140/performance day

## Extra Equipment and services:

Baby Grand Piano Usage: \$100/day

Piano tuning: \$90

Changes to lighting plot: **Must be included in the contract**

Additions: \$10 per fixture for any specials not currently part of the general plot

Sidelight: \$50 per pair of 3-fixture lighting trees/booms (Limit of 4 pair)  
additional fixtures per tree/boom are charged at \$10 per fixture

Fly System Use: **Must be included in the contract and requires training**

\$20 per a line set used including the moving of already hung curtains

Acoustical Shell: \$280 Any movement

Dance Floor: \$50 - **Mandatory for ALL dance groups as of February 6, 2018. No Exceptions will be made.**

Pit Cover Removal/Install: \$250

Extra Follow Spot: \$25/day (Lessee to provide operator)

Choral Risers: \$75 (to be assembled, disassembled, and properly stored by the Lessee)

6ft. Folding Tables: (1-4) \$10, (5-10) \$20

Chairs: (1-10) \$10, (11-20) \$20, (20+) \$40

The Minnie Evans Does NOT Provide the Following for the Lessee

Music Stands  
Stage Flats  
Gobo Patterns

Stage Platforms  
Props/Costumes  
Specialty Colors

Designers  
Recording Services  
House Technicians

House Technicians need to be provided, by the lessee, to fill the following roles:

1. Light Board operator
2. Sound Board operator
3. Stage Manager
4. Stage Crew
5. Flyrail operator
6. Follow spot operator

All of the positions listed above will require training and approval from the General Manager of the Minnie Evans Arts Center.

## SECURITY

If it is deemed necessary, a Lessee may be required to provide security for their performance(s). All security people will be hired through the Wilmington Police Department or New Hanover County Sheriff's Department. A minimum of one (1) officer will be employed unless advised by law enforcement officials that more are needed. Additional security officers will be recommended by law enforcement if it is determined that more security is required. Contact with the law enforcement department is required at least 30 days before the date of the program. It shall be the responsibility of the Lessee to pay the Wilmington Police Department or New Hanover County Sheriff's Department for these services. Proof of security is required when contract is signed.

## INSURANCE

The Lessee shall obtain Commercial General Liability or Special Events Coverage so that the Board of Education shall in no way be held liable for any damages or injuries. The insurance policy and certificate must be in a form satisfactory to the Superintendent or designee. A certificate from an insurance company licensed to do business in North Carolina naming the New Hanover County Board of Education (6410 Carolina Beach Road, Wilmington, NC 28412) as the certificate holder and an additional insured with a corresponding endorsement to the policy, if necessary to provide coverage, providing applicable liability in a minimum of \$1,000,000 per occurrence and \$2,000,000 annual aggregate, must be presented to the facility use coordinator 30 days in advance of the event.

## Usage Service Guidelines

The facilities of Minnie Evans Arts Center are available to NHCS and other organizations. New Hanover County Schools Policy governs access to facilities and the contract issued to the Lessee. By signing the contract, Lessees agrees to abide by these guidelines and pay all scheduled and incidental fees and charges. Failure to comply may result in withdrawal of access to the Arts Center and/or event termination.

## MINNIE EVANS ARTS CENTER RESOURCES

New Hanover County Schools will provide the Lessee with technical assistance for activities scheduled at Minnie Evans Arts Center. Rates for use of arts center equipment are described in the Schedule of Fees. Technicians are provided by the Lessee.

## CLOSING TIMES

Normal operating hours for Minnie Evans Arts Center are from 8:00am until 11:00pm. No NHCS facility shall be used by lessee beyond 12 o'clock midnight without prior approval of the Superintendent or designee. Events must conclude by 10:30pm, with cleanup beginning immediately afterwards.

## INCIDENT REPORTS

All incidents of injury, equipment failure or damage, facility damage or crimes must be reported immediately to the arts center staff, which will take appropriate action and file reports. The Lessee is responsible for informing all organization members of this requirement.

## REHEARSAL AND CLASS FACILITIES (NHCS Organizations)

The lobby must be kept clear and quiet at all times. Rehearsals must be restricted to the rooms and spaces assigned. Lessees must maintain appropriate decorum while in the lobby so that other programs, work duties, or rehearsals are not disturbed. Lessee must provide supervisory staff for all of the organization's participants.

## HOUSEKEEPING

Lessees must keep spaces clean and leave rooms in the condition they find them. Windows must be closed, lights off, and trash placed in containers. All discarded items must be small enough to fit in the dumpster. Items which will not fit into the dumpster must be removed. Removal costs will be billed to the Lessee.

## SMOKING, VAPING, EATING, AND DRINKING

Smoking and Vaping are not permitted in the Arts Center. The sole exception is the inclusion of smoking cigars or cigarettes in a theatrical presentation in which such smoking is deemed essential to the furtherance of the presentation and integral to the performance. Such usage must be approved in writing by the General Manager and included in the contract. In addition, a technician designated by a fireman must be hired and must be on duty at any time smoking occurs on the stage. Smoking and Vaping backstage, in the wings, hallways or in the dressing/class rooms is prohibited at all times. Eating and drinking are not permitted at any time in the theater, dressing rooms or classrooms. State law prohibits the possession, sale or consumption of alcoholic beverages, tobacco products, and drugs on state property.

**FURNITURE**

Furniture may not be moved from room to room without expressed permission of the General Manager. All furniture that is moved by the Lessee must be returned to where it was taken before leaving the venue. Damage to any furniture, equipment or the building should be reported immediately. Repair/replacement, and restoring charges will be billed to the Lessee.

**EQUIPMENT**

Minnie Evans Arts Center maintains a standard set-up and stock of equipment. Only General Manager approved technicians will repair or replace NHCS equipment. Only General Manager approved technicians will operate or move NHCS equipment. Lessees are liable for equipment damage.

**ARTS CENTER STAFF**

The Arts Center General Manager will supervise the use of all equipment for all technical load-in and set-up, technical rehearsals, performances, strike and restoration.

**STANDARD SET-UP**

The stage, house and lobby must be cleared after each use. All furniture must be returned to the classrooms from which they were taken and placed in their original orientation unless otherwise instructed by the General Manager.

**LIGHTING AND SOUND SYSTEMS**

Lighting instruments are hung in a general lighting plot. Lessee will be billed for any changes to the standard lighting plot as well as for restoration of the standard lighting plot. (See Schedule of Fees) Special lighting designs or effects are not provided by the venue staff. Lessee is responsible for providing personnel to run desired lighting cues during their event.

Any additional sound equipment connected to NHCS sound systems must be tested and approved by the General Manager. Any damage to Arts Center sound systems resulting from unauthorized equipment will be repaired or replaced at the expense of the Lessee. Sound designs and musical selections are not provided by the venue staff. Lessee is responsible for providing desired playlists and personnel to cue them during their event. The Lessee is responsible for maintaining a decibel level of 98dB or lower. Exceeding this level may cause damage to the system. Any damages due to overdriving the system will be billed to the Lessee.

**STRIKE & RESTORATION**

Lessees will strike their production immediately following the final performance. The strike must include all sets, costumes and properties as well as removal of all materials and trash from the house, lobby, dressing rooms and any auxiliary spaces used. Any equipment moved or altered for your performance must be restored to its original location. The Minnie Evans Arts Center will not assume responsibility for any materials left behind. Proper attire must be worn by all participants during strike.

**SET PAINTING**

No major set painting is allowed on stage. Drop cloths must be used for minor touch-ups.

**STAGE FLOOR**

Occupational safety, health and fire regulations must be observed at all times. The stage floor must be kept free of debris. Any special treatment to the floor for a performance must be applied under the supervision of the MEAC staff and the floor must be restored to a flat black finish during strike with venue approved paint. It is never permitted to attach anything to the stage floor via nails, screws, or bolts.

**SPIKE MARKS**

The Lessee is responsible for removing all spike marks on the stage floor. Spike marks should be made with a low-residue tape such as spike tape or electrical tape, and removed by the Lessee during clean up. The venue does not provide spike tape or electrical tape.

**CURTAINS AND SOFTGOODS**

Nothing may be pinned, stapled, sewn, taped or attached in any manner to curtains and soft goods owned by New Hanover County Schools. If a Lessee deems it necessary to move soft goods within the fly system, those soft goods must be restored to their original position upon completion of final performances. The venue does not provide personnel to move soft goods during the event and therefore any desired moves must be undertaken by personnel provided by the Lessee and approved of by the General Manager.

#### PIANOS

For events requiring a piano, the piano will be tuned prior to dress rehearsal, if necessary. An upright piano may be acquired from an available classroom for use on stage. The charges for any tuning, regulation, voicing or touch-up tunings will be billed to the Lessee. There is an extra charge for use of the baby grand piano that is not included with the basic rental agreement.

#### WIFI

New Hanover County Schools and the Minnie Evans Arts Center do not provide WIFI access. It is up to the rental client to provide their own hot spots for any internet access they require.

#### BALLOONS

Due to the type of Fire Detection system employed by NHCS, Balloons are not allowed at the Minnie Evans Arts Center. Please inform your patrons that they will be turned away at the door if they are carrying balloons.

#### USER ACCESS

Minnie Evans Arts Center requests that the Lessee's organizational members enter the building through the loading doors at the rear of the building during performances. During rehearsals, entry may also be gained through the front doors. Entry and Exit times are determined by the contract. Your contracted time is the cumulative time you have scheduled to be in the building. Alterations to the scheduled entry and exit times may have a fiscal impact on the final billing.

For clarification, the hours the Lessee indicates on the request for rental, indicates the time you intend to enter the building and the time you intend to be out of the building with entire organizational group off the grounds. It is NOT the time you intend to start and end your rehearsal or event.

The Minnie Evans Arts Center requires the Lessee to be the last of their group to leave the venue in order to ensure that the entire group has vacated the grounds, and to confirm the out time so that adjustments to the invoice can be made if necessary.

### EQUIPMENT STORAGE DURING CONTRACTS

If your group contracts for more than one consecutive date in the arts center. All portable equipment, valuable set pieces, props, costumes and make-up must be stored in the stage area after each rehearsal or performance. Minnie Evans Arts Center does not guarantee security of storage facilities available; therefore, Lessees leave things in the building at their own risk. After your contracted time in the arts center is over, all equipment that your group brought in must be removed from any and all arts center facilities. The cost incurred for the removal of any item left behind after the contracted time will be billed to the Lessee. The Lessee may NOT leave costumes, equipment, trash, or anything else in the hallways, and may not block doorways, exits, or access points.

### SPECIAL EFFECTS

Lessee must submit any plans for special effects such as fog, haze and smoke, a minimum of 60 days prior to first usage. Absolutely no pyrotechnics or open flames allowed in the facility. The Lessee must then schedule a meeting with the NHC Fire Marshall, NHCS alarm supervisor, NHCS alarm company, MEAC general manager, and a representative from Murray Middle School. The Fire Marshall will determine the length of time for the fire watch as well as who is qualified to do said fire watch. All services for the fire watch will be contracted through an outside contractor that can be chosen from an approved list.

### RIGGING

The General Manager must supervise all rigging and the operation of the fly system. Only authorized personnel are allowed on the fly rail, loading deck, and grid. Authorization is given solely at the discretion of the General Manager. Violation by the Lessee or Lessee cast, crew or organizational members is cause for immediate cancellation of the event.

### DANCE FLOOR

All dance events are required to use a Marley type dance floor. The venue charges a mandatory fee of \$50 for the use of the dance floor. Only dance shoes are allowed on the dance floor. There are to be no spike/stiletto heels used on the dance floor and no tell-tone ("jingle") taps allowed on the dance floor or stage of the MEAC. The use of Rosin is prohibited, as it causes damage to the dance floor and the stage floor surrounding it. All props used on the dance floor must use carpeted feet or easy roll casters to protect the dance floor from gouging.

### LOBBY AND HOUSE

All events must use the General Manager as their House Manager. The House Manager is responsible for activities in the lobby and house, including the enforcement of prohibitions against smoking, vaping, eating and drinking, the use of prohibited recording devices and cameras, and disruptive behavior. In addition, the House Manager is responsible for restricting access to the house to ticket holders and authorized event staff and house personnel. The House Manager is primarily responsible for ensuring the health and safety of all the participants and attendees of an event as well as maintaining the standards of decorum for the venue. Therefore, it is imperative that they be free to move about the venue during the course of your event.

### TRESPASSING

All rehearsals and performances are "Closed Events" in Minnie Evans Arts Center. Only ticket holders, Lessee's staff, and authorized personnel may be admitted. Any other entry will be considered trespassing and Arts Center Staff is authorized to take the appropriate actions. "Open Rehearsals" are considered performance days and will be billed as such.

### HOUSE STAFF

For every event in Minnie Evans Arts Center, the General Manager, in cooperation with the Lessee, will determine the number of ushers, ticket takers, and front of house personnel required for the event. The Lessee will be responsible for providing the house staff and technicians. As it is outlined above (see section Lobby and House), the General Manager is used as the House Manager for all events and is therefore unavailable to act as an event technician. The Lessee may choose to provide technicians to be trained by the General Manager well in advance of the event start, or they may choose to hire technicians for their event. The General Manager maintains a list of venue eligible technicians for hire as independent contractors. The Lessee is responsible for the direct payment of any technicians they choose to hire for their event.

## SEATING CAPACITY

## NORTH CAROLINA FIRE PREVENTION CODE DICTATED FACILITY CAPACITIES:

## A) AUDITORIUM

In Accordance with the North Carolina State Fire Prevention Code, the seating capacity for audience members in Minnie Evans Arts Center is 955. There are no circumstances under which the occupancy may exceed that number. The placing of additional chairs in aisles is not allowed, and "Standing Room" is not permitted in the Minnie Evans Arts Center. This number includes the seats that have been removed for handicapped patrons. At no time may anything or anyone be parked or setup in the aisles or on the stairs. No one is allowed to sit or stand in the aisles for any reason. Strollers, carriers, and walkers must be either fully pulled into the row or be stored in the handicapped spaces, if available, or lobby.

## B) STAGE

In Accordance with the North Carolina State Fire Prevention Code, no more than 210 people may occupy the stage at any one time. Under no circumstances can access from the stage to the marked exit doors on either side at the front of the stage be blocked.

## C) ORCHESTRA PIT

In Accordance with the North Carolina State Fire Prevention Code at no time can there be more than 32 people in the orchestra pit. There may also be no more than 15 people on the orchestra pit at a time, due to the proximity to the open stairs and front drop to the audience.

Under no circumstances shall the front of the pit be used for jumping or climbing on or off the stage.

## D) LOBBY

In Accordance with the North Carolina State Fire Prevention Code, there may be no more than 270 people in the lobby when there are no tables or displays set-up. When tables and displays are setup there can be only 126 people in the lobby at any one time, no table or displays may block any of the exterior exit doors at any time.

