



Plain Local Schools

Oakwood Middle School
Theater Rental Policy



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Rental Policy Overview

Plain Local School District Oakwood Middle School Theater Rental Policy

Thank you for your interest in renting the Oakwood Middle School Theater. Please read the attached packet carefully. Included, you will find:

- The facility use policy
- Insurance requirement statement
- The process of renting
- The fee structure for the Oakwood Middle School Theater
- The additional rental fee structure for Class II and Class III organizations
- The estimated cost of the rental worksheet

If you are still interested in renting one of our facilities after examining the information provided. Please complete and return the following:

- The estimated cost of the rental worksheet
- Your Certificate of Insurance Liability listing Plain Local Schools
- 501(c)(3), if applicable, for Class II rental
- The facility request

Once the packet is filled out and returned, we will check for the availability of the facility and the required resources to run your performance. This packet can be emailed, faxed, or returned to our Central Office. All requests must be submitted a minimum of two (2) weeks before the scheduled event. If your request is approved by the Administration of the Plain Local School District, you will receive notification of the approval, and we will send you a contract.

A 50% deposit will be required with a signed contract that must be returned to the Central Office building. Please direct any questions to Kim Compson in the Business Office at (330) 492-3500 ext. 1405. You can also reach Kim through email at compsonk@plainlocal.org.

Facility Use Policy

It is the policy of the Plain Local School District to permit responsible individuals or organizations (where the primary purpose is to benefit the citizens of Plain) the use of school buildings to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is by law vested in the School and the administration. The Rules & Regulations governing the buildings are delegated to the Superintendent of Schools or their designee.

Classifications of Prospective Renters

CLASS II - Non-school-related community groups and non-profit organizations. Non-profit groups must prove that they hold a 501(c)(3) designation. The 501(c)(3) documentation must be returned when the worksheet and facility request are returned to determine fees.

CLASS III - For-profit groups who charge fees or admission, sell products or merchandise, or solicit donations for personal profit.

SPECIAL NOTE: All rental requests can only be granted once the yearly district and individual school calendars have been approved. In addition, the determination needs to be assessed at the time of the request to ensure the space is available. Our school functions that include academic, athletic, social, and extended studies programs will take precedence.

Certificate of Insurance

A Certificate of Insurance naming Plain Local Schools as an also-insured on liability insurance will be required of the lessee. Any damages that arise during the use of Plain Local facilities will be the lessee's responsibility.

Process

Performing organizations will apply for use through the facility request process.

- Requests will be reviewed by Plain Local Administration.
- Organization classification will be determined.
- The rental agreement option will be determined (See Rental Options).
- The cost will be calculated.
- The organization will be notified of approval.
- A signed contract and deposit are required. 50% of the cost is due two weeks prior to the event.

Theater Rental Options

Oakwood Middle School

Theater Rental

2300 Schneider St. NE
Canton, Ohio 44721

Please see the different rental options available for the theater. The options differ in the amount of personnel and equipment needed to run the event. Plain Local employees must operate any equipment that Plain Local owns. The options listed below are for the event and any tech rehearsals. Stage rehearsals can be referred to in the additional fees section. Please note that on stage rehearsals, the equipment and personnel will not be provided unless requested. There are three options to choose from for the recital or tech rehearsal.

Option 1 - Theater Rental

These could include meetings, presentations, dance recitals, or non-theatrical events.

1. Rehearsal days requiring the use of tech equipment/staff will be charged the same as when the event occurs.

Class of Prospective Renter	Description of Charges
Class III	\$1,000 (4-hour minimum) + \$150 for each additional hour. Advanced set-up is charged hourly.
Class II	\$500 (4-hour minimum) + \$75 for each additional hour. Advanced set-up is charged hourly.

Services and Equipment included in Option 1 Agreement:

- a. 1 Sound technician
- b. 1 Lighting technician
- c. 2 Wireless handheld microphones
- d. 2 CD players
- e. Use of projector, screen, laptop, and presentation remote
- f. American flag
- g. Full stage white lighting, lights up/down only, no cues

Option 2 - Theater Rental

This could include a single-day choral or instrumental performance.

1. Rehearsal days requiring the use of tech equipment/staff will be charged the day rate plus additional hours if needed.

Class of Prospective Renter	Description of Charges
Class III	\$1,400 (4-hour minimum) + \$150 for each additional hour. Advanced set-up is charged hourly.
Class II	\$800 (4-hour minimum) + \$75 for each additional hour. Advanced set-up is charged hourly.

Services & Equipment included in Option 2 Agreement:

- a. All services and equipment from Option 1
- b. 2 Light/sound technicians
- c. 7 Choir risers
- d. 2 Handheld wireless microphones with stands
- e. 4 Audix choir microphones
- f. 1 Direct box
- g. 100 Chairs (additional are an extra charge per rack of 15 chairs)
- h. 50 Music stands (additional are an extra charge per rack)
- i. Concert piano (If you would like it to be tuned, you must use the school's piano tuner and pay him separately. Contact information will be provided upon request.)

Additional Rental Fees

In addition to the theater rental, there could be additional charges for each item needed in the chart below beyond the theater options listed above. Please pay special attention to the support service section. If there is an audience, parking and law enforcement will be required. Also, if any additional help is required based on the projected audience, additional custodial costs could be incurred. Please use the chart below to help calculate costs by checking yes in the boxes provided.

FACILITY	CLASS II	YES	CLASS III	YES
Oakwood Middle School	Based on 4-hour period		Based on 4-hour period	
Auditorium	\$400		\$500	
Rehearsal Rooms/Studios	\$75		\$75	
Cafeteria**	\$150		\$250	
Classrooms	\$50		\$50	
Library	\$100		\$150	
Gym per hour (3-hour minimum)	\$75		\$100	
Locker Rooms	\$50		\$75	
Wrestling Room	\$50		\$75	
Practice Field	\$75		\$100	
Varsity Baseball Field (per game)	\$150		\$250	
Support Service Fees (per hour/per person)*				
	Fees per hour		Fees per hour	
Custodial Charges - to be determined	\$70/hr		\$70/hr	
Food Service Staff Charges - to be determined	\$30/hr		\$30/hr	
Facility Supervisor/Technician Charges	\$40/hr		\$40/hr	
Law Enforcement - required with audience	\$50/hr for a minimum of 3 hrs		\$50/hr for a minimum of 3 hrs	
Parking Lot Attendant - required with audience	\$20/hr		\$20/hr	

*Support staff will be verified based on need.

**Kitchen rental requires the use of Plain Local Food Service staff, additional fees will apply.

Facility Usage Worksheet

Description of event:

Date(s) and Time(s): _____

- Theater Rental (Option Type): _____
- Additional costs from chart above: _____

TOTAL:

Section to be completed by district:

- 501(c)(3) included if applicable: _____
- Certificate Of Insurance provided: _____
- Date information was received: _____

Facility Event Request Form

For
Oakwood
Middle School

Name of event: _____ Date of event: _____
Name of group using facility: _____
Contact person who will be present at event : _____ Cell: _____
Address: _____ Email: _____
Event START time: _____ Event END time: _____
Set up time needed: _____ Event tear down time needed: _____
Applicant's signature: _____ Date submitted: _____

Area(s) of building needed for the event:

Theater: _____ Gym: _____ Library: _____ Cafeteria: _____
Classroom needed: _____ Other: _____

Building Needs:

Custodian needed (Yes/No): _____ Hours needed: _____
Set up required (Yes/No): _____
Specific information regarding set up & needs:

APPROVAL: The event and date listed above is approved as written or with any changes noted.

Building principal's signature: _____ Date: _____
Event entered in SchoolDude by: _____ Date: _____
Special notes:

DECLINED: The event has been declined as requested.

Building principal's signature: _____ Date: _____