



**PLAIN**  
LOCAL SCHOOLS



# Plain Local Schools

GlenOak High School  
Theater Rental Policy



# TABLE OF CONTENTS

Rental Policy Overview .....	Page 3
Facility Use Policy .....	Page 4
Theater Rental Options .....	Page 5
Additional Rental Fees .....	Page 8
Facility Usage Worksheet .....	Page 9
Facility Event Request Form.....	Page 10

# Rental Policy Overview

## Plain Local School District GlenOak High School Theater Rental Policy

Thank you for your interest in renting the GlenOak High 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 GlenOak High 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 a 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. Please direct any questions to the Business Office at (330) 492-3500 or by emailing [facilities@plainlocal.org](mailto:facilities@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.

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## 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.

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## 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.

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## 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

## GlenOak High School Auditorium/Black Box Rental

1801 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/Black Box 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	\$1,500 (4-hour minimum) + \$150 for each additional hour. Advanced set-up is charged hourly.
Class II	\$750 (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
- h. 3 Clear-Com headsets (stage left, stage right curtain position, booth)

## Option 2 - Theater/Black Box 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	\$2,000 (4-hour minimum) + \$150 for each additional hour. Advanced set-up is charged hourly.
Class II	\$1,250 (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 with safety rails (additional risers [up to 11] are \$50 each)
- d. 3 Clear-Com headsets (stage left, stage right curtain position, booth)
- e. 4 Wenger platforms (4'x 8' or 4'x 6') with legs (additional platforms are \$25 each)
- f. Additional onstage monitor speakers (up to 6)
- g. 2 Handheld wireless microphones with stands
- h. 4 Audix choir microphones
- i. 1 Direct box
- j. 100 Chairs (additional are an extra charge per rack of 15 chairs)
- k. 50 Music stands (additional are an extra charge per rack)
- l. Orchestra shell
- m. 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.)

## Option 3 - Theater/Black Box Rental

This could include a full drama/theatrical production.

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	\$3,000 (4-hour minimum) + \$150 for each additional hour. Advanced set-up is charged hourly.
Class II	\$1,750 (4-hour minimum) + \$75 for each additional hour. Advanced set-up is charged hourly.

**Services & Equipment** included in Option 3 Agreement:

- a. All services and equipment from Option 1 and Option 2
- b. 1 Fly Rail operator (additional operators will be extra)
- c. 1 Stage manager
- d. 2 Stage crew members (additional crew members will be extra)
- e. Flying/reweighting of up to four backdrops provided by renter
- f. Use of sky cloth (blue cyc)
- g. 6 Audio Technica wireless headset microphone

# 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
<b>GlenOak High School</b>	<b>Based on 4-hour period</b>		<b>Based on 4-hour period</b>	
Auditorium (Staging rehearsal)	\$500		\$750	
Black Box (Staging rehearsal)	\$350		\$450	
Rehearsal Rooms/Studios	\$75		\$75	
Dressing Rooms	\$75		\$75	
Box Office	\$75		\$75	
Kitchen**	\$250		\$400	
Commons	\$125		\$200	
Meeting Rooms/Classrooms	\$75		\$75	
Piazza	\$150		\$150	
Main Gym per hour (3-hour minimum)	\$100		\$150	
Auxiliary Gym per hour (3-hour minimum)	\$50		\$75	
Classrooms	\$75		\$75	
<b>Support Service Fees (per hour/per person)*</b>	<b>Fees per hour</b>		<b>Fees per hour</b>	
Custodial Charges - to be determined	\$70/hr		\$70/hr	
Food Service Staff Charges - to be determined	\$40/hr		\$40/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.

# PLS Facility Usage Worksheet

Description of event:

Date(s) and Time(s): \_\_\_\_\_

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

**TOTAL:**

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*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  
GlenOak  
High School

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Name of group using facility: \_\_\_\_\_

Contact person who will be present at event : \_\_\_\_\_ Cell: \_\_\_\_\_

Contact person for public: \_\_\_\_\_ Phone: \_\_\_\_\_ Flyer available: \_\_\_\_\_

Email: \_\_\_\_\_ Website link: \_\_\_\_\_

Event SET-UP time: \_\_\_\_\_ Event START time: \_\_\_\_\_

Event TEAR DOWN time: \_\_\_\_\_ Event END time: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Applicant's name printed: \_\_\_\_\_

## Areas of the building being used for the event:

A108 (COMP)	B101	C101	D101	M108	L206 (VIDEO)
A109	B104	C104	D104	M112	L207 (VIDEO)
A110	B105	C105	D105	M114	P104 (LIGHT)
A111	B106	C106	D106	M116	P108
A112	B109	C108 (COMP)	D108 (COMP)	M122	P116
A116 (COMP)	B110	C109	D109	M123 (COSMO)	P122 (BLACK BOX)
A201	B110	C110	D110	M129 (COSMO)	P134 (BAND)
A204	B112	C111	D111	M147	P138
A206	B113	C112	D112	M149	P146
A208 (COMP)	B201	C113	D113	M207	P149 (CONST)
A209	B204	C114	D201	M208	W104 (WEIGHT)
A210	B205	C201	D204	M212	W105
A211	B206	C204	D205	M214	W106
A212	B208 (COMP)	C205	D206	M215	W115 (TRAINING)
A213	B209	C206	D208	M221	Dressing Room-Men
Piazza	B210	C208 (COMP)	D209	M223 (PHOTO)	Dressing Room-Women
Stadium	B211	C209	D210	M226	Auditorium
Stadium Concession	B213	C210	D211	M229	Theater Hallway
Main Office Conf	B214	C211	D212	M231	Main Commons
Student Desk		C212	D213	M233	Main Commons Concession
		C213	D214	M237	Main Gym
		C214	D217/D218	M239	Aux. Gym

*Continue on the next page*

# Facility Event Request Form

For  
GlenOak  
High School

## ***Building Needs:***

Custodian needed? (Yes/No): \_\_\_\_\_ Hours needed: \_\_\_\_\_

Number of tables: \_\_\_\_\_ 6' or 8': \_\_\_\_\_ Number of chairs: \_\_\_\_\_ needed? (Yes/No) \_\_\_\_\_

Concession stand use: (Yes/No): \_\_\_\_\_ Kitchen use (Yes/No): \_\_\_\_\_ Flex wall (Open/Closed): \_\_\_\_\_

Guests will enter through door (*select all that apply*):

Door 17 (Student Entrance)    Door 1(Main Office)    Door 7

Special needs or requests for consideration:

Technology needs: \_\_\_\_\_

Podium needed? YES    NO    Projection screen: UP    DOWN    Wireless Mic: (*how many*) \_\_\_\_\_ NO

## *For Office use:*

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

Is contract needed? YES    NO    Contract received from: \_\_\_\_\_ Date: \_\_\_\_\_

Event entered into SchoolDude by: \_\_\_\_\_ Date: \_\_\_\_\_

Event declined by: \_\_\_\_\_ Reason: \_\_\_\_\_

Event approved by GOHS administrator: \_\_\_\_\_ Date: \_\_\_\_\_