



HUSD P.A.C. POLICIES AND PROCEDURES



RENTING THE HUSD PAC

The Performing Arts Center (PAC) is owned and operated by Hayward Unified School District (HUSD). The PAC and HUSD reserve the sole right and responsibility to determine the use and scheduling of all facilities and/or equipment located on property. Rental rates, acceptable use, and extent of use of PAC premises, facilities and/or equipment are at the sole discretion of the PAC management and are subject to change. The Facilities are comprised of:

Performing Arts Center Spaces

- **Auditorium/Main Stage (capacity 528-550):** Includes Basic Lighting and Sound.
- **Black Box Theater (capacity 108-148):** Includes Basic Lighting and Sound.
- **The Event Center (capacity 200):** Includes Basic Lighting and Sound.
- **Greenroom (capacity 69):** Includes 2 Sofas, 2 armchairs, 15 classroom style seats and 3 tables
- **Dressing Rooms x 2 (capacity 16 each):** Includes 12 chairs, 13 lockers & a restroom each.
 - Must also rent the Greenroom for Dressing Room use.
- **Concessions:** Includes refrigerator, microwave, and coffee maker.
- **Box Office:** Includes Point of Sale system & cash registers,
 - *Assisted Listening Devices available in Performance Spaces*

Note: Multiple spaces may or may not be available upon request. Facility fees will apply as determined by the facility fee structure. These spaces may require additional supervisory labor at cost to the renter.

Priority of Use for PAC Facilities

Priority of use is given to HUSD entities in the following order:

1. HUSD Programs
2. Student clubs and associations
3. Fundraising, entertainment, or meetings where admission fees are charged or contributions solicited for the welfare of the students of the HUSD
4. Community events.

Estimates

Your Facilitron initial Costs are estimates ONLY. Estimates are charges based on the information provided in the initial request. Actual costs will be reconciled after the event is completed & renters will receive either a credit or an invoice within 30 days of their event end date. 50% of the estimated costs are due 30 days before the event.



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Facility Rental by Community Partner/Renter Type:

(Not-For-Profit Renters must have proof of 501c3 status & **representatives of Not-For-Profit must coordinate events.**)

- Applicants must be at least 18 years of age or older and authorized to enter into an agreement.
- Applications for PAC use are requested no less than (60) days before the first date of proposed use.
- Applications are not confirmed until deposit clears.
- Facility permits and reservations cannot be transferred, assigned, or sublet.
- All Facility Use requests must be made through the Facilitron web interface @ www.facilitron.com/hpac94545.

(A) Not-For-Profit – Not Charging Entrance Fees (Not including Weekends)

- The cost of opening and closing the facilities.
- The cost of a District employee's supervision during the organization's use of the facilities.
- The cost of labor in planning and running the event.
- The cost of custodial services.
- These renters are charged **10%** of our **Equipment fees** and **Facility fees**

(B) Not-For-Profit – Charging Entrance Fees

- The cost of opening and closing the facilities.
- The cost of a District employee's supervision during the organization's use of the facilities.
- The cost of labor in planning and running the event.
- The cost of custodial services.
- These renters are charged **60%** of our **Facility fees** and **Equipment fees**.

(C) For-Profit – Not Charging Entrance Fees

- The cost of opening and closing the facilities.
- The cost of a District employee's supervision during the organization's use of the facilities.
- The cost of labor in planning and running the event.
- The cost of custodial services.
- These renters pay **50%** of **Facility fees** and **Equipment fees**.

(D) For-Profit – Charging Entrance Fees

- The cost of opening and closing the facilities.
- The cost of a District employee's supervision during the organization's use of the facilities.
- The cost of labor in planning and running the event.
- The cost of custodial services.
- These renters are charged **100%** of **Facility fees** and **Equipment fees**.



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Reservation Steps:

To make reserving your space at the HUSD Performing Arts Center a breeze, we've outlined the steps below.

1. **Create a Facilitron Account (if you don't have one):** Head over to <https://www.facilitron.com/facility-owners/scheduling-and-reservations> to set up your free account.
2. **Find Our Facility:** You can either search for "HUSD Performing Arts Center," click this link [here](#), or simply use the zip code 94545.
3. **Choose Your Venue:** Click "view" on the specific space you're interested in (Auditorium, BlackBox, Greenroom, etc.). Keep in mind if you rent the Auditorium and not the greenroom you don't get the greenroom. They do not come together.
4. **Select Your Date:** We are booking 18 months in advance! Keep in mind that reservations cannot be made with less than 60 days' notice. If your event is less than 60 days away please skip to step 10. Dates within 60 will be subject to availability based on the PAC's staffing abilities and your needs.
5. **Weekdays Outside Our Fiscal Year (July 1 - June 30):** If your desired date falls within the next fiscal year it may not be confirmed until the March 1st of the preceding year. This is a policy made to give HUSD Schools an opportunity for Priority.
6. **Complete the Reservation Form:** Provide as much detail as possible for the most accurate estimate. Your time spent here ensures a smoother process.
7. **Non-Profit Entities:** Don't forget to include your Tax ID number when prompted.
8. **Estimate Your Costs:** Step 3 of the Facilitron process will provide you with a preliminary high-end estimate.
9. **Submit Your Request:** If you're happy to proceed, choose either the "pay by mail" option on the checkout page (This submits your request **without** upfront payment) or to confirm your date immediately pay the \$1000.00 deposit on the checkout page.
10. **Schedule a Meeting:** Once you've completed these steps, please sign up for either a [60 minute in Person Meeting](#) or a [30 minute virtual meeting](#) to talk about your event and next steps.