



# HUSD P.A.C. POLICIES AND PROCEDURES



## Mandatory Rules for Facility Use:

1. The facilities will be provided to the Client in a clean and ready state. Client is responsible for leaving the venue in the same state they found it. Any cleaning or repairs that must be completed beyond ordinary wear and tear, as a result of client use, will be charged to the Client
2. Please remember: no feet on chairs, no scratching of seat backs, do not sit on tables, Do not climb on, stand on or walk on the seats. Report any damage of the facility or equipment to the PAC Staff.
3. No running or yelling inside the Theater
4. Standing Room is NOT permitted in the Auditorium or the BlackBox Theater spaces.
5. Renter will not obstruct or restrict the use of any doors, exits, hallways or aisles in the facility.
6. No Tripods, cables or equipment of any kind will be allowed in the audience seating area without the prior approval of the Performing Arts Center Manager.
7. Written permission from HUSD is required for any videotaping, audio recording, or photography in the Performing Arts Center for any HUSD Programs.
8. Food and beverages are not permitted in the main auditorium, on stage, or back stage. Failure to comply will result in a fine.
9. All food services to the public (ie: catering) require a county issued food permit.
10. Any concessions food that is not individually wrapped must be handled by someone with a current food handlers certification.
11. Smoking and alcohol are not permitted anywhere on facility grounds, including in parking lots. Nonprofits with an abc license may request the ability to provide alcohol sales to their patrons from the PAC manager. At which point those beverages must be consumed or thrown away inside the building.
12. Live flame effects (i.e.; lighting a candle) may be requested in writing 3 months in advance for approval.
13. **No weapons of any kind are allowed on or at HUSD School sites.** All props that look like weapons must be approved by the Performing Arts Center Manager. No exceptions.
14. A walkthrough will be done of the space completing a **before use** and **post use** checklist by client and staff.
15. Scenery construction may not be performed in the Performing Arts Center other than minor repairs and assembly.
16. The PAC stage may not be painted. Renter may bring in floor (i.e.; Marley, Masonite) to cover the existing stage.
17. No Nailing & Drilling into the stage floor. Damage caused to the stage floor will be repaired at renters' expense.
18. Renter may not alter, remove or attach anything to the proscenium or the stage draperies.
19. "Low Tac Adhesive" tape must be used for all signing and decorative needs in all Performing Arts Center spaces. **No Exceptions.**
20. The Cyclorama (a very large white cloth used to project onto the back wall of the stage) is very delicate and should not be touched at any time, by people OR equipment.
21. All sound checks on performance days must be conducted at least 75 minutes before the house opens. The house opens typically 30 minutes before the "show". **No exceptions.**
22. HUSD reserves the right to sell event concessions, provide ticketing services (collecting a percentage of the gross ticketing sales), and to merchandise at events.
23. House lighting plot is permanent and may not be altered, however it may be supplemented by the renter and at the renters' expense based on availability of circuits and equipment.
24. All specialized lighting and sound needs require approval from the Performing Arts Center Manager 30 days prior to the event. Renter is responsible for scheduling a production meeting with the event supervisor 30 days prior to their event.
25. A late fee may be incurred if lighting & sound arrangements are not made by the 30 day deadline.
26. A Paper Tech is required for all events 2 weeks prior to the event date, failure to do so will result in a cancellation of the event at the renters expense.
27. Facility, equipment, & labor fees are determined by the PAC Manager on the production needs for each event.

28. For protection of all in-house systems all renters are required to use HUSD approved technical staff for events.
29. All HUSD owned equipment shall be operated by approved staff at the renter's expense.
30. All Labor, Facility and Equipment fees (where applicable) will be billed in 1 hour increments.
31. Renters are financially responsible for damages to and loss of property for the venue and attendees.
32. Renter is responsible for scheduling a production meeting with the event supervisor 30 days prior to their event.
33. Renters assume all liability and risk for damages and injury to persons attending the event.
34. Events ending later than 11:00 p.m. will be charged overtime rates **twice** the normal rates by the hour.
35. **NO OVERNIGHT USE OF THE THEATER WILL BE ALLOWED.**
36. HUSD reserves the right to require security personnel for events with an attendance that exceeds 200 attendees. An additional security personnel is required for every 100 attendees over 200. Renter is responsible for associated costs.
37. A current Certificate of Insurance showing HUSD as an additional signature must be provided at least 30 days prior to the first day of the event. Insurance requirements are provided by Facilitron and the Performing Arts Center staff.
38. Renters are required to provide a deposit of either \$1000.00 or 50% of the total estimate if the estimate is less than \$2,000.00 before the event can be confirmed.
39. 50% of the estimated event total balance is due 30 days prior to renter's event date *(or first event date for multi-day events)*.
40. Final Event Invoice is typically issued within 30 days after the Performing Arts Center Manager reconciles the event and updates the reservation for actual usage. Payment of invoice is due within 30 days of reconciliation.
41. HUSD is not responsible for the maintenance and operation of any non-Performing Arts Center equipment brought in by renters.
42. All scenic units, props, and electrical equipment provided by the renter are subject to safety inspection by the PAC Manager.
43. The Client shall be responsible for the orderly conduct of all persons using the facilities. The theater reserves the right to remove, or have removed, any person or persons behaving in an unlawful, disrespectful, or acting in objectionable manner.
44. HUSD Performing Arts Center reserves the right to prohibit the use of anything deemed unsafe.
45. A flat fee of 3% of the contract **may** be charged for any;
  - a. On site sales of food.
  - b. On site sales of merchandise.
  - c. Storage of any kind necessary for your event not to exceed 4 days.

**The Venue reserves the right to charge an additional fee (up to 30%) for any Mandatory Rules for Facility Use that are not adhered to by the renter or their audiences.**

**The Venue reserves the right to deny Facility Use Requests to renters who misuse the venue, such as; not adhering to the Mandatory Rules for Facility Use. This includes HUSD Programs.**