



HUSD P.A.C. POLICIES AND PROCEDURES



Cancellation/Refund Policies:

1. All labor and billing hours will be billed in full hour increments.
2. Cancellation of the agreement must be given in writing to the Theater Manager prior to the event.
3. Failure to give notice of cancellation may result in revocation of future events.
4. Refunds due to renter cancellation will be issued pursuant to the following schedule:

Time of <u>written</u> notice	Non-refundable Deposit	Balance of the event
None given	0%	0%
1 - 29 calendar days prior	0%	50%
30 - 89 calendar days prior	0%	100%
90 - 119 calendar days prior	50%	100%
120 calendar days prior	100%	100%

5. In the event that HUSD PAC cancels the Agreement without cause, HUSD PAC will refund 100% of all paid fees within 30 days of written notice of cancellation.
6. A minimum 4-hour labor charge per staff member assigned applies to all canceled events canceled less than 14 days.

DISCRETIONARY BOOKING:

At the recommendation of the Performing Arts Center Manager, Hayward Unified School District Performing Arts Center may deny any request to rent the Performing Arts Center if the proposed event presents a potential conflict to the target market of a previously scheduled event.

Criteria also includes the market saturation of any particular event type or an adverse financial impact on the Performing Arts Center.

Additionally, the Performing Arts Center Manager shall regulate or prohibit such activity or use, which in his/her judgment is potentially dangerous or damaging to property, or is not in the best interests of the Hayward Unified School District.