



Chien Wu-Fernandez, Superintendent

24411 Amador Street, Hayward, CA 94544 T 510.784.2600

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To: HUSD Staff
From: HUSD PAC Theater Manager, James Schott
HUSD PAC Senior Stage Technician, Sofia Lee Chanco
VAPA Coordinator, Heather Figueroa
RE: PAC Usage for HUSD Groups

The HUSD Performing Arts Center regularly hosts groups within the district. We are happy to continue to offer this beautiful space for internal use. So that we are able to do so, please adhere to the following when reserving and using the spaces and ensure that all participants in your events are aware of them:

Booking:

- Please book all HUSD sponsored events through [Heather Figueroa](#). This will ensure that you do not incur external client fees through Facilitron.
- Please have the following details prepared before booking:
 - Date(s) and time(s) requested, being sure to leave time for set up and clean up
 - Furniture needs: Table type and amount, chairs, podium, table cloths, etc.
 - Tech needs: Projection, microphones, power, music, etc. two weeks before the event, please email all tech needs and media files to [Sofia Lee Chanco](#), Senior Stage Technician
 - The PAC is free of charge to HUSD groups, with the possible exceptions of custodial, CSO and extra labor costs, as dictated by the size and type of event.
 - HUSD groups have priority in booking. Please see the linked Policies and Procedures document for more details.
 - Transportation: The transportation department is now part of the IK12 approval chain. Please note that from the hours of 9:00-11:00am, buses are more available for transportation to the PAC. Whether in this time frame or in another time frame, please notify the transportation department to check bus availability.

Available Meeting Spaces:

- Main Theater: This space seats 528 audience members, including 7 ADA seats. There is no food permitted in the main theater, this includes water and gum. Our cement flooring is not sealed yet, so it is very difficult to keep clean. Please help us enforce this rule.
- Event Center/Black Box Theater: This space has multiple functions and set up configurations. It can be used as a small theater (Black Box), complete with 100 telescopic theater seats, small stage platforms, theater lighting and sound. It can also

be used as an event center, complete with many 4-5 seat round tables, several 8' rectangular tables, lecture podium, presentation screen and microphones. Capacity is 150 occupants. This space can also be partitioned into two smaller meeting spaces with occupancy of 65 in each.

- **Green Room:** This is often where performers gather while they await their time to be on stage, but is also a space where small groups can hold meetings in a more intimate setting. It hosts a screen that is compatible with HDMI, USBC, and Mini DisplayPort, a white board, couches and soft chairs, tables and chairs, dressing rooms and restrooms. Best used for meetings if the group is under 30 participants.

Facilities Use Expectations:

- Please leave the space the way you found it. Throw away your trash in the appropriate bins. Alert PAC staff to any spills or clean up that can't be handled on your own.
- Please be respectful and follow any directions that PAC staff gives for your safety and the longevity of the building and equipment.
- For the safety of all, do not prop exterior doors open, and close doors securely.
- Do not move furniture unless permission is given by PAC staff.
- PAC equipment and technology are sensitive and complex. Do not use any devices or outlets that are not general wall mounted electrical outlets.
- The PAC calendar is very full and we schedule coverage monthly. If canceling, please do so no less than 2 weeks prior to your event.
- Please review the following documents.
 - [PAC Policies and Procedures](#)
 - [HUSD Department/School Use](#)

Thank you for your help in keeping the HUSD Performing Arts Center a beautiful space for our students and staff!

