



**HUSD P.A.C.**  
**POLICIES AND PROCEDURES**  
**DEPARTMENT AND SCHOOL USE**



1. Standing Room is NOT permitted in the Audience spaces. This means that during performances No One can be standing in the aisles or walkways. These need to be kept clear for our house staff to monitor and roam.
2. PAC users will not obstruct or restrict the use of any doors, exits, hallways or aisles in the facility.
3. 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.
4. Written permission from HUSD is required for any videotaping, audio recording, or photography in the Performing Arts Center for any HUSD Programs, inclusive of cell phone recordings.
5. **FOOD AND BEVERAGES** (including water) **ARE NOT PERMITTED IN** the main auditorium, on stage, in the wings, or back stage. Failure to comply will result in a loss of use privileges. For **extra Clarification** this is a **no food and drink** policy not a **no eating or drinking** policy. The food and drink should **never enter the aforementioned spaces** to be consumed (or not) in the 1st place.
6. All food services to the public (ie: catering) require a county issued food permit.
7. Smoking and alcohol are not permitted anywhere on facility grounds, including in parking lots.
8. Live flame effects (i.e.; lighting a candle) may be requested **in writing** 3 months in advance for approval, and are not permitted otherwise.
9. **No weapons of any kind.** All props that look like weapons must be approved by the Performing Arts Center Manager.
10. A before use and after use walkthrough of the space will be conducted by client and staff, using a checklist.
11. Scenery construction may not be performed in the Performing Arts Center other than minor repairs and assembly, with permission of the Performing Arts Center Manager.
12. The PAC stage may not be painted. PAC users may supply their own portable flooring (i.e.; Marley, Masonite) to cover the existing stage, with advanced approval from the PAC Manager. A Marley floor is available on site for use.
13. No Nailing & Drilling into the stage floor. Damage caused to the stage floor will be repaired at school site expense.
14. PAC users may not alter, remove or attach anything to the proscenium or the stage draperies. Painter's tape must be used for all signage and decorative needs in all Performing Arts Center spaces. **NO EXCEPTION.**
15. The Cyclorama is very delicate and should not be touched at any time by people OR equipment.
16. All sound checks on performance days must be conducted at least 75 minutes before the doors open and conclude at least 30 minutes before the start of show. **NO EXCEPTIONS.**
17. HUSD reserves the right to sell event concessions, provide ticketing services, and to merchandise at events.
18. House lighting plot is permanent and may not be altered.
19. All specialized lighting and sound needs require approval from the PAC Manager 30 days prior to the event and users are responsible for scheduling a production meeting with the PAC Manager no less than 30 days before production. A paper tech meeting is also required two weeks prior to the event date.,
20. All events must be scheduled at least 30 days in advance of the event date. Requests that are made after the 30 day deadline may not be accommodated.
21. Labor fees may be assigned by the Performing Arts Center Manager based on the production needs for each event. This will only occur if production needs exceed the capacity of the regular PAC staff.
22. All PAC users are required to use HUSD approved technical staff for events.
23. School Sites are financially responsible for damage and loss of property. [Additional Insurance Here](#)
24. School Sites assume all liability and risk for damages and injury to persons attending the event.
25. No events can be released later than 11:00 p.m. Failure to comply will result in revocation of use privileges and doubletime costs for Labor of PAC staff paid by the School Sites.
26. **NO OVERNIGHT USE OF THE THEATER WILL BE ALLOWED.**
27. HUSD reserves the right to require security. PAC users are responsible for associated CSO costs.
28. Cancellations must be made no later than 2 weeks prior to the event. **Late cancellations will result in labor charges. HUSD PAC reserves the right to terminate contract and end use privilege for those who misuse the venue by not adhering to the Facility Use Guidelines or the Facility Use Policies and Procedures. This includes HUSD Programs.**

I \_\_\_\_\_ (site principal/department admin) agree to the Performing Arts Policies and Procedures set forth in this document on this date of \_\_\_\_\_ . \_\_\_\_\_ signature

I \_\_\_\_\_ (site/department user) agree to the Performing Arts Policies and Procedures set forth in this document on this date of \_\_\_\_\_ . \_\_\_\_\_ signature