Richland School District Two

PAC

Performing Arts Center Complete Rental Fee Schedule & Rental Policies

Richland School District Two

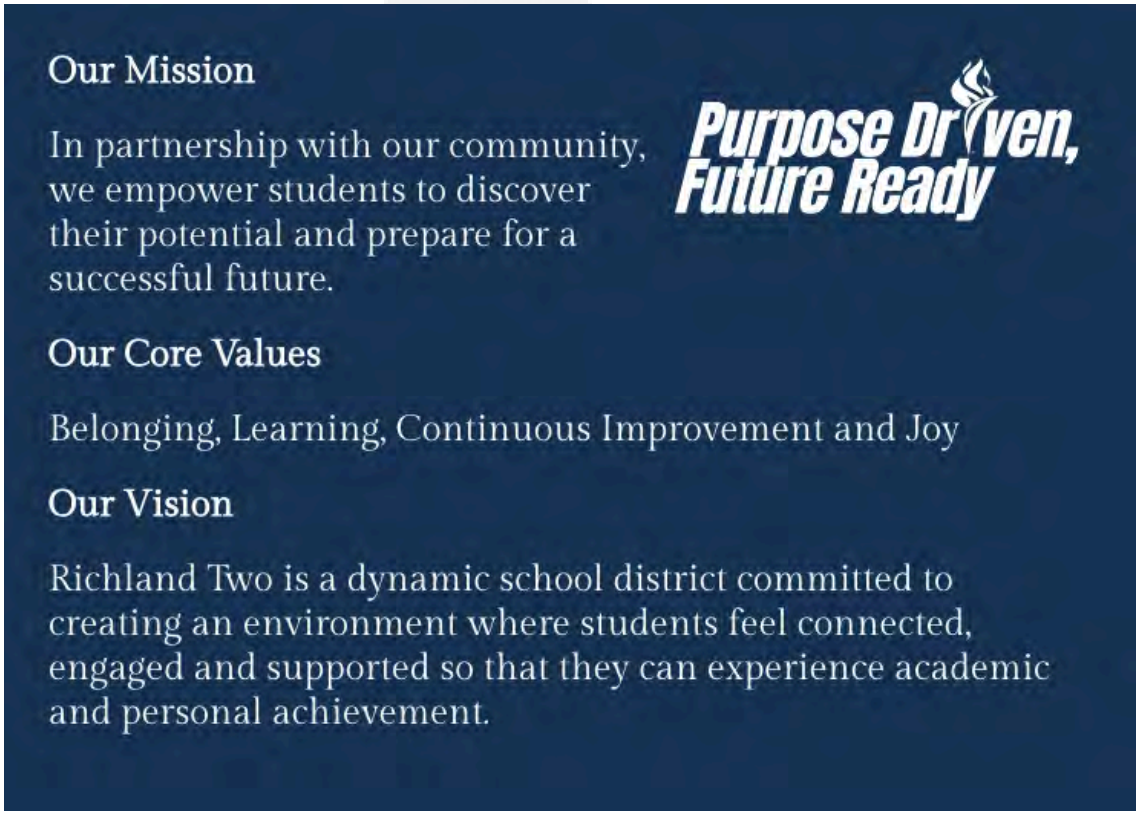
Performing Arts Center

763 Fashion Dr, Columbia, SC 29229

Paula Pickreign, Executive Director
David Mitchell, Director of Theatre Services

The Superintendent, Dr. Kim Moore, and our Richland 2 School District Board of Trustees have supported the Fine Arts across our district for years. Through their support and endless hard work to provide our students with state of the art facilities we will be opening a brand new Performing Arts Center in the Fall of 2024. Richland 2 will be welcoming outside organizations to use/rent our facilities.

In this packet you will find the steps needed to be able to rent the space as well as the Fee Schedule for your type of organization. Please continue to read to the end of the packet for general policies of the Performing Arts Center.



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Instructions for Renting with the R2 PAC

1. Each rental will begin by reaching out to the Executive Director of the Performing Arts Center. In this conversation a few things will be discussed immediately:
    1.1. Date/Time Availability
    1.2. Determination of Group categorization so that the potential renter can be provided with the correct Fee Schedule for their organization.
    1.3. Technical needs for the rental
    1.4. Certificate of Insurance
    1.5. Performance licenses and rights when applicable

2. The renter will then be presented with the Policies and Procedures Agreement for the Performing Arts Center and their detailed rental estimate.

3. Once agreed upon by the Renter and the Executive Director of the Performing Arts Center both parties will sign the rental contract and the Renter will be responsible for a 25% non-refundable deposit. This deposit will be applied toward the cost of the rental.

4. All necessary documentation will need to be turned in to the Performing Arts Center with total payment by 14 days prior to the event.

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Group Categories

GROUP NUMBER	GROUP DESCRIPTION
A	All Richland Two School District Schools and School Groups/Organizations
B	Fine Arts Community Groups that directly serve our students whom we have a pre established partnership with. *This grouping is at the discretion of the district.
C	Nonprofit organizations. These organizations can be youth or non-youth related and must provide proof of their nonprofit tax status.
D	For Profit Organizations

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Fee Schedules

All rental spaces have a two (2) hour minimum unless otherwise specified.

Location	Group B	Group C	Group D
Theater (performance) (6hr minimum)	Call for price	1st 6 Hrs - $850 Each addt'l hour: $175	1st 6 Hrs - $1600 Each addt'l hour: $250
Theater (rehearsal)	Call for price	$200 per hour	$300 per hour
Black Box Theater	Call for price	$150 per hour	$200 per hour
Concessions	Call for price	$100 per Event	$200 per Event
Dressing Room 1	Call for price	$100 per hour	$150 per hour
Dressing Room 2	Call for price	$100 per hour	$150 per hour

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Equipment Fee Schedule

Item	Price Per Item (or Event as noted)
A/V Screen & Projector	$25 per Event
Microphone (Corded)	$25 per Item
Microphone (Wireless)	$30 per Item
Microphone (Body Pack & Microphone)	$45 per Item
Grand Piano	$100 per Event
Piano Tuning (If needed)	$200 per Event
Dance Floor	$400 per Event
Choral Risers	$150 per Event
Communication Systems	$100 per Event
Chairs	$1.50 per Chair per Event
Tables	$4 per Table per Event
Monitors (Audio)	$20 per Monitor per Event
Music Stands	$15 per Rack(20) per Event
Podium (with Microphone)	$60 per Event
Multi-Camera System with Technician	$75 per hour needed

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Staffing Costs/Fees

The Executive Director or the Technical Director will help determine the appropriate number and type of staff needed for your event. Minimum calls may apply.

Staffing Need	Cost
Event Manager	$50 per Hour
Event Technicians	$40 per Technician per Hour
Lighting Design (If Needed)	$75 per Hour
Event Staff (Ushers, Concessions, etc)	$20 per Staff Member per Hour
Custodians	$30 per Hour per person
Security (Richland 2 Security)	$25 per Hour per person
Uniformed RPD Officers	County Rate of $50 per hour/per officer
Interpreters and Closed Captioning available upon request with a 60 day notice minimum.	TBD

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Policies for Rental of Richland School District Two's Performing Arts Center

1. The rental deposit is 25% of the total estimated rental fee. This shall be a non-refundable deposit which will be applied to the total cost of renting the facility given the event takes place on the scheduled date and time. THe rental deposit is due at the time of signing the Rental & Building Use Agreement.
2. Notification of cancellation must be made in writing to the Executive Director of the Performing Arts Center no later than 14 days prior to the scheduled event. If the fees have been paid in full you will receive a refund, less the 25% non-refundable rental deposit within fifteen (15) business days. If the event is canceled less than 14 days before the scheduled event, fees will not be returned.
3. Richland County School District Two reserves the right to deny use and/or service to any group as they see fit. However, this will not and cannot be based on race, religion, gender, sexual orientation, or any other protected classes.
4. All renters and their patrons/guests agree to adhere to the Richland County School District Two Board Policies.
5. The renter/lessee agrees to provide, fourteen (14) days prior to the event start, an acceptable certificate of insurance under a public liability policy in which the Richland 2 Performing Arts Center is named as an additional insured.
6. Security will be required at all events. There will need to be two (2) Richland County Police Officers present for each event involving the public. There will also need to be a number of Richland 2 Security members that will assist in processing the public through metal detectors as they enter the Performing Arts Center.
7. The Performing Arts Center has seating available for 1,175 with additional handicap and companion seating available.
8. Non General admission ticketing will be handled by the Performing Arts Center through TicketLeap. The renter/lessee will be responsible for fees incurred. Free events will still be handled through TicketLeap but no fees will be charged.
9. All standard South Carolina parking laws and Fire Codes are applicable in their entirety at the Richland 2 Performing Arts Center.
10. Audio and Video recording must have prior written approval from the Executive Director.
11. Concessions and merchandise can be sold in designated areas with approval from the Executive Director.
12. Renter/Lessee is responsible for obtaining and purchasing any licensing or rights needed for a performance. A copy of these licenses/rights must be submitted to the Executive Director no later than fourteen (14) days prior to the event.
13. All Certified Checks (no personal checks accepted) can be made out to **Richland County School District Two**

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Rental Estimate Worksheet

Name of Lessee/Group: _____

Description of Event/Performance _____
_____

Point of Contact Information:
Name _____
Phone _____
E-Mail _____

Group Designation(Circle One) A B C D

Event Load In to Load Out Times: _____
Actual Time of Event: _____

Amount of Participants: _____
Anticipated Audience Size: _____

Equipment Rental Needs: _____
_____
_____

Rental Fees: _____
+ Equipment Fees: _____

Rental Estimate Total: _____

*This estimate does not include costs associated with personnel costs, extended times, damages to equipment, or any other charges that you may incur in accordance with our policies.