



Kalamazoo Public Schools
Community Education Center
714 S. Westnedge Avenue
Kalamazoo, MI 49007
(269) 337-0424

CHENERY AUDITORIUM USE PROCEDURES

(rev. 10/10/25)

Kalamazoo Public Schools (KPS) owns and operates Chenery Auditorium in the Community Education Center (old Central High School). This world-class auditorium was dedicated in 1924. It is home to a variety of school events, including music and dance concerts, recitals, lectures, and theatrical performances hosted by numerous organizations. The auditorium has three levels with a total maximum capacity of 1544. The facility also features a reception room (Room 130), a green room, a coatroom, a box office (available on the day of the performance), dressing rooms, limited classrooms, and a cafeteria.

This Chenery Use Procedures document outlines the scheduling process, charges, and procedures for users. Any organization using the facility must adhere to these procedures and is responsible for all charges incurred for their program.

SCHEDULING PROCESS FOR CHENERY AUDITORIUM OR RECEPTION ROOM/ROOM 130

Step 1: Request

An inquiry about availability can be made to the auditorium manager by phone at (269) 337-0424 or by email at chenery@kalamazoopublicschools.net

Inquiries should include:

- Name of client/organization
- Contact information (name, phone, and email address)
- Requested date(s), including rehearsal date(s) and load-in date
- Alternate dates if the requested date is not available
- Anticipated audience size
- Levels to be used (main, gallery, and balcony)
- Number of performers

Step 2: Request approval

Responses to scheduling requests will be made within ten (10) business days. Once approved, the event will be added to the Chenery calendar as a 30-day hold. To obtain additional program information, a production memo or a completed event questionnaire must be submitted within the 30-day hold.

Step 3: Estimate and Usage Agreement

Once the program information has been received, the auditorium manager will create an estimate of charges for the facility, equipment, and labor. The estimate will be sent with a Usage Agreement form. The user's representative must certify that they have read the Chenery Use Procedures and will comply with all rules and regulations outlined herein. Any modifications to the initial production memo or event questionnaire must be submitted in writing to the manager and may incur additional charges not reflected

on the estimate. Once both parties have signed the agreement form, it cannot be reassigned or transferred. Events may be canceled and the deposit refunded, provided a minimum of seventy-two (72) hours' written notice is given. Any expenses incurred up to the point of cancellation will be deducted from the deposit or invoiced separately.

Step 4:

After the event, the auditorium manager will create a rental report and send it to the client for review. If there are any disputes on the rental report, the auditorium manager should be contacted within 14 days. After 14 days, a final invoice will be generated and sent from KPS. Payment is due upon receipt.

Notes about scheduling:

- KPS reserves the first claim to its property.
- Dates may be requested up to two years in advance.
- Auditoriums are generally unavailable on New Year's Day, Friday through Sunday of Easter weekend, Friday through Monday of Memorial Day weekend, Juneteenth, Independence Day, Friday through Monday of Labor Day weekend, Wednesday through Sunday of Thanksgiving weekend, and December 23-31. Any auditorium rentals on these dates will result in a rate two times the standard rate.
- All event bookings must be confirmed by a signed Usage Agreement at least four (4) weeks in advance. KPS is not obligated to book any event with less than four (4) weeks' advance request.
- Usage Agreements will be created for each event, not a series of events.
- On days when school is closed, canceled, or dismissed early due to any circumstances, all activities, including rentals, may be canceled. Events may continue if mutual agreement is made between Kalamazoo Public School representatives and Event staff.
- All requests for changes or additions to the program must be submitted in writing before the event. Verbal requests will not be honored.
- At least two weeks before the event, all stage requirements and technical riders must be presented and discussed with the auditorium manager. The auditorium manager is solely responsible for determining the number of stagehands and other personnel required. KPS will supply all labor, except for security, box office staff, and personnel traveling with the production.
- The authorization of school facilities for use by community organizations, nonprofit groups, and private interest groups does not constitute an endorsement or approval of the activity, group, or organization.
- No activity or program will interfere with other programs in the Community Education Center.
- Groups using school facilities are responsible for ensuring compliance with building regulations. Infractions of the rules or outstanding fees from previous building rentals may result in the refusal to grant future rental requests.
- Use of the auditorium will be denied when it is determined that such use constitutes a clear and present danger to personal or public health, safety, and welfare, including for those in attendance, or threats of damage to private or public property. This will include, but is not limited to, anticipating audience behavior that may damage any part of the building, seats, or fixtures.

ADVERTISING: Groups may not publicly advertise events until they have received a signed Usage Agreement. The User shall bear all costs and expenses associated with advertising and promoting the program. KPS does not promote, endorse, or sponsor events without a written agreement in advance.

ANIMALS: KPS must provide prior consent before any animals, excluding service and K-9 dogs, are brought into the facility or on the property.

ASSIGNMENTS AND SUBLETTING: The User may not sublet or assign space at the Community Education Center to any other person or organization and may not utilize the space(s) for any purpose other than that specified in the Usage Agreement.

ARTIST CONTRACT: Kalamazoo Public Schools reserves the right to review all professional artists' contracts and technical riders before scheduling an event or confirming an event date. Users must comply with any contractual or rider policies that are outside of Kalamazoo Public School policy. The User will directly pay any fees for professional talent.

BALLOONS: Helium balloons may be allowed on the auditorium stage with prior arrangements. Guests are prohibited from bringing balloons into the auditorium.

BROADCASTING: Permission to broadcast or record programs may be granted by mutual consent of the user, the Auditorium Manager, and the artist or artist's agent. Requirements necessary for broadcasting or recording may incur additional costs.

CANCELLATION BY USER: In case of cancellation by the user, all announcements of the cancellations shall be the User's responsibility. The cancellation should be announced as soon as possible. KPS is not responsible for posting notices of cancellations at the facility.

CANCELLATION DUE TO EMERGENCY/OTHER: If the User violates KPS policies or guidelines at any time, the Auditorium Manager shall have the right to terminate the Usage Agreement. The Auditorium Manager shall also have the right to terminate a rental should a strike, public emergency, riot, snow day, government shutdown (State or Federal), or other unforeseen occurrence beyond the control of KPS occur. Cancellation and emergency procedures can be reviewed with the Auditorium Manager before scheduling an event or confirming the event date. If a Usage Agreement is terminated, the user waives any claim against KPS for damages and compensation.

CAMERAS AND ELECTRONIC RECORDING EQUIPMENT: The prohibition of cameras, video, or sound recording devices is determined individually for each program. When the User requests a "no recording and/or photo policy," an announcement will be made to inform the audience of this request.

CAPACITY: The User shall not admit to the Auditorium a larger number of persons than can safely and freely move about in the authorized areas. There are no "standing room only" areas. When capacity is reached, as determined by the Fire Marshal or Auditorium Manager, the outer doors to the building will be locked, with no admittance or readmittance. Users must ensure that corridors, exits, and stairways are free of obstruction at all times. Audience members or other spectators may not block exits, aiseways, or stairways.

COLLECTIONS: No collections or solicitations, whether for charity or otherwise, shall be allowed without prior consent.

DAMAGES: The User is responsible for any property loss, damage, theft, or personal injury incurred during the rental period. The user will be charged for repairs and/or replacements of damaged goods or equipment. KPS shall determine the necessity for repair and/or replacement, as well as the associated costs. All rooms and areas must be left in a clean and orderly condition after use. Failure to do so may result in additional cleaning costs. Any damages or losses must be reported immediately to KPS.

DECORATIONS: Any decorations must be fireproof and must be approved by KPS. They must be placed and removed without damaging the property. Any product that would produce an open flame or combustible reaction is prohibited.

DEPOSITS AND CANCELLATIONS: A deposit of \$500 may be required. KPS reserves the right to require an additional deposit. Should the program be canceled upon written notice by either party, the unused portion of the deposit(s) will be refunded within thirty (30) days. KPS will retain any amount necessary to cover any costs incurred if the user cancels the program.

DELIVERIES: The Auditorium Manager must be consulted before arranging deliveries, including printed programs, flowers, instruments, displays, balloons, etc. Delivery hours will be restricted to times when the auditorium staff is on-site to receive them. Nothing should be delivered and left in the building. KPS is not responsible for any items delivered without prior arrangements.

DISPLAYS AND MERCHANDISE TABLES: Merchandise sales, promotional items, flower sales, etc., may only be placed in certain lobby areas with prior approval. Interior displays may not be fastened to any part of the building, interfere with crowd movement, or cover Auditorium signage. A flat linen fee is added to rentals for the use of tables, skirting, and tablecloths.

DOORS OPEN/CLOSED TO THE PUBLIC: The timing of doors opening to the public will be scheduled during Event planning meetings by the Users and the Auditorium Manager. Only authorized personnel may be inside the Auditorium before the Doors open. No doors shall be propped open. All doorways must remain unobstructed at all times.

EQUIPMENT: Theatre lights/sound/A-V systems, projectors, and other equipment must be operated by authorized staff. If equipment outside the KPS inventory is needed, it must be pre-arranged, and Auditorium Staff must be present during its use. The User is responsible for all equipment fees.

FOOD/BEVERAGE: Food and beverages are not permitted inside the Auditorium, but in other areas outside it with prior arrangements. KPS reserves the right to operate or allow others to operate food or beverage concessions. The use or sale of alcohol on KPS property is strictly prohibited.

FORCE MAJEURE: If the facility or any part thereof is destroyed or damaged by Acts of God, strikes, lockouts, labor disputes, war, transportation curtailment, weather incidents forcing KPS school closures, restrictive government law or regulations including a "red alert" status as defined by the U.S. Department of Homeland Security without fault and beyond the control of KPS, or if any casualty or unforeseen occurrence renders the facility unavailable, then any agreements shall terminate. Each group waives any claim for damages or compensation should an agreement be terminated. Events canceled due to Force Majeure will

be rescheduled if possible. KPS reserves the right to interrupt any event and evacuate individuals in hazardous conditions due to weather, unruly behavior, or other circumstances that pose a threat to life or property. Cancellation and emergency procedures can be reviewed with the Auditorium Manager before scheduling an event or confirming the event date.

INDEMNIFY AND HOLD HARMLESS: Users shall defend, indemnify, and hold harmless KPS and their respective board members, administrators, officers, students, guests, employees, and agents from any threatened or actual claims, liabilities, damages, fines, or expenses (including any legal, attorney, or other charges and fees incurred by KPS in connection with any such threatened or actual claims, liabilities, fines, damages, or expenses) attributable to (or alleged to be attributable to) the acts, errors or omissions of the organization(s)/group(s) or its employees, agents, contractors, licensees or invitees in connection with these procedures.

LIABILITY INSURANCE: KPS reserves the right to require liability insurance naming KPS as an insured party. If required, proof of insurance must be on file with the KPS at least two weeks before the event, or the event will be considered canceled.

LICENSES, PERMITS, AND COPYRIGHTS: The User is solely responsible for any liability related to copyright licenses for videos, music, theatrical performances, etc., including royalty fees, recording permissions, or other arrangements with the copyright holder.

LOBBY PERFORMANCES: Any pre-show performances or performances outside of the Auditorium must be approved in advance. Chairs are not allowed outside of the landing area at the north end of the lobby to watch a performance. The ramp must be kept clear at all times to allow access to the Facility.

LOST ITEMS: KPS is not responsible for items lost by groups, their members, or attendees using school facilities. Any lost and found items will be held in the Auditorium Manager's office for 30 days following the event.

NON-DISCRIMINATION: KPS Board policy 3.2 states, "Kalamazoo Public Schools welcomes all students and staff of any religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, and disability. The District will not tolerate or condone any act of bias or discrimination toward any person on the basis of religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, and disability in any of its activities, hiring practices, programs, or services."

NON-EXCLUSIVE USE: Normal KPS business and other activities may occur in the Community Education Center (CEC) during the user's rental period. Users are restricted to their rental area(s) only and may not walk through other areas of the building. No one is allowed in the booth, backstage hallways, catwalk, or any other location not specified in the agreement unless accompanied by an Auditorium Staff member.

PAGING: Auditorium Management will determine the appropriateness of any paging. Paging for audience members will be done only on an emergency basis before curtain time, during intermission, or after the final curtain.

PROGRAM QUALITY AND MORALITY: Since all presentations in the Auditorium reflect KPS, it is required that the quality of all programs meet school district standards. This includes but is not limited to language,

adult themes, smoking, vaping, and drug or alcohol references or use. Furthermore, no program, exhibition, or entertainment will be permitted in the Auditorium that conflicts with the regulations and laws of federal, state, county, or city governments, or district policies. Any violation will result in the immediate cancellation of the performance or program.

PROMOTIONAL MATERIALS: Any promotional materials distributed must relate to the event or future events presented by the user and must be approved in advance by the manager. KPS reserves the right to distribute promotional materials concerning its programs at any event.

USAGE FEES: Rental and equipment fees, as well as staff wages, may be adjusted periodically to reflect cost increases. Any deviation from the established fees may only be granted by the Superintendent or designee. Labor costs cannot be waived for any event. KPS employees must follow proper scheduling procedures for both district and non-district-related events. Failure to follow the scheduling procedures may result in disciplinary action.

USER ACCEPTS FACILITY AS IS: The user's first possession of the rented facilities shall be conclusive evidence that the facility is accepted "as is" and that the building and equipment were in good and satisfactory condition. KPS will make every reasonable attempt to keep its equipment available and in good working order. However, if equipment is out of service for any reason, KPS will not be responsible for providing replacement equipment. The facilities and premises shall be maintained and vacated, as and when required, in as good condition as it was upon entry.

RESTRICTIONS:

- a. Kalamazoo Public Schools is, by law, a drug-free environment. The use of tobacco, smokeless tobacco, vaping paraphernalia, alcohol, marijuana, or illegal substances is prohibited on school grounds and within 500 feet of school property, including parking lots.
- b. Weapons are prohibited on all school properties, except for those used by law enforcement. Stage weaponry is allowed only when specified in the performance script as part of the dramatic production. The stage weaponry must be requested and approved in writing before the performance.
- c. Open flames, such as candles, are prohibited. Fire-resistant materials shall be used whenever possible.
- d. Combustible materials or materials that may cause a highly allergic reaction are not permitted.
- e. The use of airborne special effects (confetti, snow, bubble machines, etc.) is not permitted without the prior approval of the auditorium manager.
- f. Lasers and pyrotechnic devices, including haze machines, must conform to all applicable fire and safety codes and be planned, installed, and operated by a licensed technician. Proof of compliance and licensing will be required.
- g. Gambling (bingo, raffles, lotteries, etc.) is prohibited in school facilities.

SEATING PROVISIONS: The number of individuals in the house cannot exceed the total number of physical seats in the auditorium. The main level has 826 seats, the balcony has 526 seats, and the gallery has 192 seats. Regardless of age, everyone must occupy a seat to be allowed entrance to an event. No one can sit or stand in the aisles, obstruct exits, or violate state or local fire codes. Only performers and production staff are allowed in any backstage areas.

SECURITY: If KPS determines that an event requires security, the group or organization using the Facility is responsible for hiring and paying for security. Users may also hire security to protect their equipment. KPS reserves the right to remove anyone violating the law or district policies. KPS is not liable for any damages or injuries that may be incurred.

SOUND PRESSURE LEVELS: Sound pressure levels may not exceed 105db-A Weighted measured from the FOH mixing position. Kalamazoo Public Schools reserves the right to intervene in order to protect its historic building and guests.

STAFF BREAKS: Auditorium Staff will be provided a 15-minute break during rehearsals lasting longer than three (3) hours. Before a performance, staff will be provided a thirty-minute meal break. During break times, Staff will be away from their assigned locations, and no work will be done. The Organization's Representative will be informed of staff breaks.

STAFFING: The Auditorium Manager will determine the staffing needs for any event based on the safety of employees, performers, and patrons. The Manager has sole discretion in determining who is qualified to operate district-owned or rented tools, equipment, machinery, or hardware. The User shall pay the current rate for all required staffing for each event. The Auditorium Manager or an approved designee will be present whenever the Auditorium is in use.

SUPERVISION: Unless special provisions are established, a school employee or Organization Representative must be on duty whenever the Facility is in use. Adult supervision must be provided for all underage participants/performers associated with the rental, including teachers or administrators who may not leave students unattended. The representative must support and enforce KPS policies with their organization and performers. A KPS representative can terminate the event if appropriate supervision is not provided.

TICKETED EVENTS: Each show sponsor is responsible for their own ticket distribution and sales. Chenery does not sell tickets for any event. The auditorium Box Office will be available at no extra charge during the rental period. If requested, one Will-Call location can be placed in the Lobby area at the Manager's direction. The scheduling and cost of any box office or Will-Call staff is at the user's expense. The Box Office may remain open for up to one-half hour after the beginning of a performance. Any group sponsoring an event for which admission is charged is solely responsible for complying with all applicable local, state, and federal laws and regulations, including but not limited to those concerning Federal Admissions Taxes. For all ticketed programs, the User will furnish up to 4 tickets (2 pairs) at least two weeks in advance for the use of Kalamazoo Public Schools. When not required, Kalamazoo Public Schools will release these tickets back to the User as early as feasible. Under no circumstances is Kalamazoo Public Schools permitted to sell the provided tickets. The issuance of other complimentary tickets shall be the responsibility of the User.

If reserved seating is offered, tickets must include the floor level (main, balcony, or gallery), door/aisle, and seat number. The following information must be shared with ticketholders via other communication:

- No food or drink of any kind
- No outside containers
- KPS reserves the right to remove any objectionable patron with no refund.
- KPS reserves the right to inspect and search bags, purses, and other items before entry.
- Metal detectors may be used.

TIME RESTRICTIONS: Auditorium Management, in cooperation with the User, will determine the time for load-in or set-up. The times must not interfere with other programs and events in the Community Education Center. The loading dock and other building entrances may not be available during regular building hours. Load-outs shall take place immediately following the program. If the performance starts 30 minutes or more later than the time specified in the Usage Agreement, a late start fee of \$500 will be assessed. Any event or rehearsal that continues past midnight may incur an additional charge of \$100 per hour, plus labor.

RENTAL RATES

	Commercial Rate	Non-Profit Rate
Chenery Auditorium	\$3500/day	\$2500/day

An additional 20% discount off the non-profit auditorium rental rate will be granted to non-profit organizations that rent Chenery Auditorium for three (3) or more performance days in a calendar year.

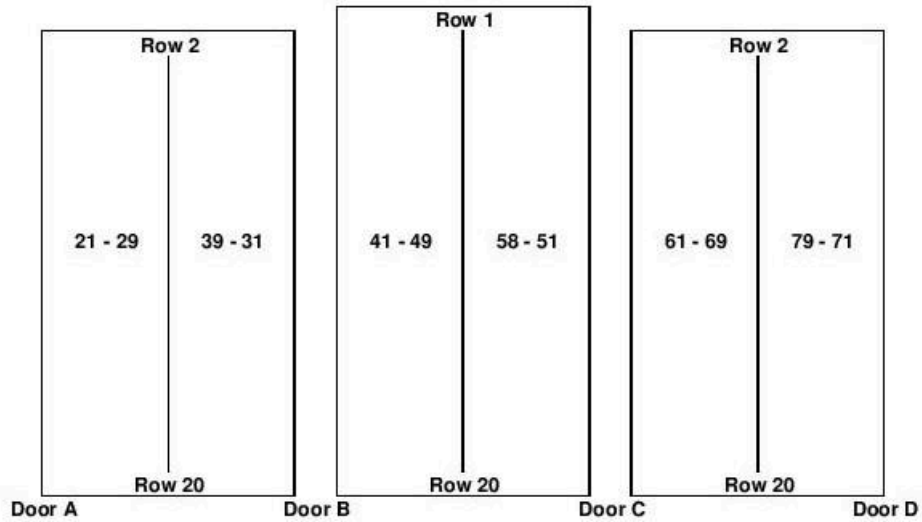
The daily auditorium rental rate will be **\$1500** for any speaker-only events.

Chenery Auditorium rentals include the following:

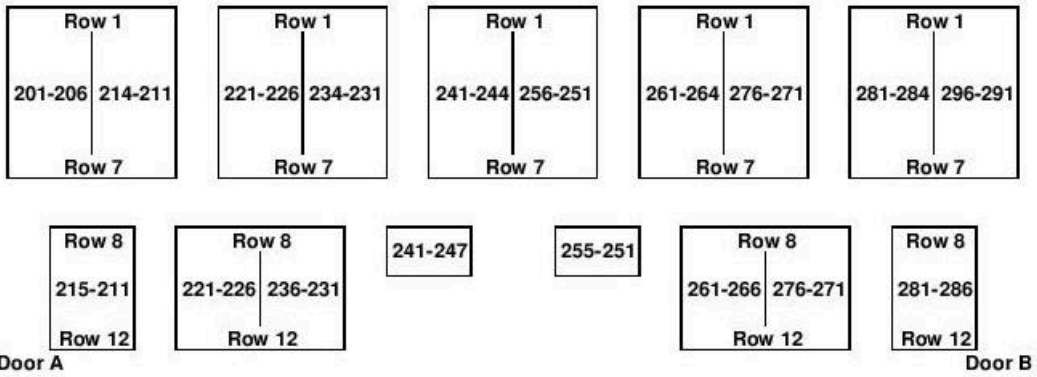
- Eight hours of rental from the Renter, from entrance to exit. Includes:
 - Use of Main Floor & Balcony, Stage, Storage Spaces, etc.
 - Auxiliary & Hospitality spaces such as Lobby, Artist Dressing Rooms, Coat Room, Green Room, Cafeteria, and Classrooms.
- In-House Lighting & Sound Packages (See Tech Pack)
- Box Office and Will-Call Spaces (Does not include Staffing)
- Stage Chairs, Music Stands, & Podiums/Lectern
- Water Coolers (One Per Floor)
- Scheduling & Planning with Auditorium Manager
- One Non-Rehearsal walkthrough with Auditorium Manager (by request)

FACILITY FEES	
Rental Time Over 8 Hrs (Day of Performance)	\$225/hour (Max of \$1000/day)
Rehearsal/Tech Days	\$200/hr (Max of \$1000/day)
Gallery Use (3rd Floor Balcony, 192 Additional Seats)	\$300 Flat
Linen/Table Fee	\$50 Flat
Cleaning Fee (Varies on Use)	\$250-\$350-\$400 Flat
EQUIPMENT RENTAL	
Acoustical shell/clouds	\$350 per Set Up/Strike
Risers (3-step) or platforms (4 x 8)	\$15/unit
Pipe and Drape (per 8ft Sections)	\$15/per
Marley Dance Floor	\$600 per setup/strike
Projector	\$175
Steinway D Concert Grand Piano (Tuning Charged At-Cost)	\$325
Steinway Boston Upright Piano	\$125
Yamaha Digital Piano	\$75
Spotlight (2 available)	\$150 per
ADD-ONS	
Livestream Support/Archival Recording	\$150/event
Backline/Other	At cost
Piano Tuning	At cost
Special Orders (Gels, Cables, Rentals, etc.)	At cost
STAFFING (Auditorium Manager Services Included in Rental Rate)	
Stage Techs (Lighting, Sound, Management)	\$35/hour
Stage Crew & Spotlight Ops	\$30/hour
Ushers & FOH Staff	\$25/hour

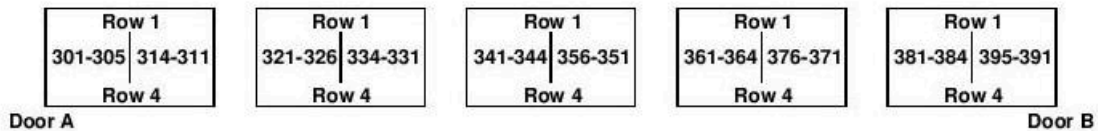
STAGE



MAIN FLOOR



BALCONY



GALLERY

RENTAL OF ROOM 130/RECEPTION ROOM	
Commercial Rate	Non-Profit Rate
\$150/hour (not to exceed \$750/day)	\$125/hour (not to exceed \$500/day)

This room is located in the northwest corner of the Community Education Center. The room can be used for various programs, including small music performances, rehearsals, dinners or receptions, training, or speaking engagements.

Room 130 rentals include the following:

- Event Setup, A/V Support, and Layout (Please connect with the Auditorium Manager for examples or for custom design).
- (1) Wireless Mic, Projector Setup, & basic audio playback capabilities. Guests must provide their own laptop.
- Limited Wi-Fi capabilities
- Prep Kitchen with refrigerator and sink. No cooking facilities are available.
- Landing space outside of Room 130 for catering, registration, etc.
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Room 130 Rental Policies:

- The Reception Room/Room 130 is a separate rentable space not included in the Chenery Auditorium rental.
- Room capacity limits must be strictly adhered to and closely monitored.
- Plates, Cups, Silverware, Chafers, Napkins, and other items must be provided by Renters. Chenery Auditorium does NOT stock these items.
- All Catering must be arranged by the Renter and must be removed at the event's conclusion.
- The wheelchair ramp near Room 130 must always be accessible and open at all times.
- The user must arrange all catering and remove all food after the event's conclusion.

ADDITIONAL CHARGES FOR ROOM 130/RECEPTION ROOM

STAFFING	
A/V & Event Staff	\$30/hour

RENTAL OF KALAMAZOO CENTRAL OR LOY NORRIX (KASDORF) AUDITORIUMS		
	Commercial Rate	Non-Profit Rate
Auditorium	\$2000/day	\$1500/day
Kalamazoo Central Lobby Area Only	\$150/hour (not to exceed \$750/day)	\$125/hour (not to exceed \$500/day)

Once program information has been received, the Auditorium Manager will create an estimate of additional charges for the facility, equipment, and labor associated with renting Kalamazoo Central's Auditorium or Kasdorf Auditorium.