2015-2016

NORTH READING PUBLIC SCHOOLS
Performing Arts Center Guidelines and Requirements

Welcome to the North Reading Performing Arts Center! This brand new, state-of-the-art Performing Arts Center is available for your ease and comfort and we are pleased you are considering our facilities for your event and would like to thank you in advance for your patronage.

This document has been compiled to be a useful resource for you and your organization as you proceed with planning your event or activity. Whether you are a group from within the school district, within the North Reading community, or from the surrounding area, all of the information you will need is contained on the pages that follow.

Fall 2014 marked the grade opening of the brand new 654+ seat facility. Outfitted with plenty of space for large groups of performers this theatre boasts all the big stage feel with the intimacy of a beautifully tiered audience. This proscenium stage has a full orchestra pit, and the lighting and sound equipment can house the most spectacular events.

Management of the North Reading Performing Arts Center is comprised of the Performing Arts Manager, Technicians, Stage Hands and Custodians.

Effective September 1, 2015, persons and organizations must comply with the following rules and regulations adopted by the North Reading School Committee June 26, 2015.

1. Parties wishing to reserve the Performing Arts Center are to contact the Performing Arts Manager between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday by calling 978-526-5408
    a. Forms are required to be completed prior to the execution of the Agreement for use of the Performing Arts Center and can be obtained from the North Reading Public Schools Office at 189 Park Street, North Reading, Massachusetts 01864 or online at http://ps.north-reading.k12.ma.us/Pages/index

2. Persons and organizations using the Performing Arts Center will be charged certain fees such as those to cover the cost of the time required to prepared the facility for use, restore the facility to an acceptable condition after use, secure the facility after use, support the performance or presentational activities, administration, maintenance, police security, fire safety, and so forth. These fees shall be in addition to any rental charge. All fees and rent are payable to North Reading Public Schools in a manner set forth below. Fees payable to the police and fire departments must be made directly to their departments and in separate checks.

3. Persons and organizations renting the Performing Arts Center are restricted to the specific area(s) approved and the nearest toilet facilities. Class rooms, faculty rooms, cafeterias, etc. unless separately rented, are off limits.

4. If school aged youngsters are involved in activities, adequate and responsible adult supervision shall be provided at all times during the activity by the rentee. Entry into the Performing Arts Center and other rentable spaces will not be allowed until the contact person is present and there is enough responsible supervision for all involved. At the conclusion of the activity a responsible adult from the renting organization must remain until the last participant has safely left the property.

5. Rehearsals shall not begin before 4:00 pm weekdays (Monday through Friday).

6. Weekday rentals (Monday through Thursday) shall not extend beyond midnight (12:00 p.m.) without the written permission of the Assistant Superintendent, Performing Arts Manager or designee.

7. The renter will be charged for the time necessary to prepare the facility for use, cleanup, and secure the facility after use. Under no circumstances shall a custodian or performing arts designee be responsible for the supervision of participants before, during, or after an activity.

8. The use of the Performing Arts Center shall not be allowed while school is in session.
    a. The examination of the Performing Arts Center may be conducted while school is in session if prior arrangements are made.

9. All decorations that are used, including sets and scenery, must be flame retardant and adhere to local and state fire codes. Documentation should be readily available upon request.

9. No sets or scenery shall be left set up on the stage during the week without the written approval of the Performing Arts Center Manager. This includes storing them in the wings. There is limited storage for outside supplies.

10. Refreshments of any kind are prohibited inside the Performing Arts Center.

    a. Refreshments may be sold/served in the lobby with the prior permission of the Performing Arts Center Manager. The use of the cafeteria may be secured for an additional fee.

    b. Food service requiring kitchen facilities, food preparation or use of cafeteria equipment or utensil will necessitate the employment of a school cafeteria supervisor(s) to oversee use for more information contact Anna McGovern, Food Service Director at 978-526-5274. The renter shall be responsible for the cost of said supervisor(s).

11. Smoking, alcoholic beverages and drug use of any kind are prohibited is prohibited everywhere inside school facilities and on school grounds.

12. Established capacities shall not be exceeded under any circumstances. The seating capacity of the Performing Arts Center is 654 which include 6 handicapped seats. An area for wheelchairs is also available down front and in the back row. Elevators are available for use in the PAC.

13. All technical equipment in the Performing Arts Center is available for use. A qualified technician, and stage hands, selected by the Performing Arts Center Manager, shall be employed by the renter at an additional cost to provide technical and operational assistance. All equipment including lights, sound, curtains etc must be handled by a North Reading employee.

14. If damage to school property or equipment results, the cost to repair or replace the property or equipment shall be the responsibility of the renter or approved user of the Performing Arts Center. Failure to do so will result in that person or organization being denied use of the Performing Arts Center in the future. Court action may also be taken by the School Department, if necessary.

15. A renter must provide the North Reading Public Schools with a policy of liability insurance in the amount of one million dollars ($1,000,000) naming the Town of North Reading, the North Reading School Committee, and all their offices, agents, employees, etc. as insured.

16. Any unchartered, unincorporated, or informal group or individual renting the Performing Arts Center must sign a statement releasing and forever discharging the Town of North Reading, the

North Reading School Committee, and all their offices, agents, employees, etc. from liability. Only those whose names appear on the form will be allowed to use the Performing Arts Center.

17. When custodial services or technical services are required, the renter will be charged a fee to include a minimum of at least one half hour before or after the activity commences and a reasonable amount of time, as determined by North Reading public schools, to secure the facility at the conclusion of the activity.

18. The following rules and regulations shall be strictly enforced:

a. Curtains shall not be altered or removed without the prior approval of the Technical Director

b. Tape used to mark the stage floor shall be plastic and approved by the Technical Director. Masking and duct tape are not to be used. At the conclusion of the rental, all tape and other alterations to the stage must be removed. If your group does not have the proper tape, it can be provided for you for an additional fee.

c. At the conclusion of the rental the stage shall be returned to its original condition.

d. No alterations or changes shall be made to the stage counterweight system, the cables on the stage fly bar units, the lighting system, the sound system, or the projection system. All use of said items are to be run by North Reading Technical Director or his/her designee.

e. All sets and scenery shall be constructed in such a way that they are not nailed or otherwise tacked to the stage deck, walls or proscenium.

f. The use of an open flame and pyrotechnics are strictly prohibited.

g. All questions regarding the use of the Performing Arts Center are to be directed to the Performing Arts Center Manager and agreed upon before the event but the administration, Assistant Superintendent, Superintendent, Director of Finances and/or the Performing Arts Manager.

19. Rental of the Performing Arts Center does not cover the use of other high school facilities. For example, rental of the Performing Arts Center does not include the use of the cafeteria or music classrooms. An additional fee shall be assessed for use of other school facilities.

a. If both the Performing Arts Center and other school facilities are rented, additional custodian(s) will be assigned and the renter will be charged in accordance with the *Schedule of Rental Rates and Fees for the Performing Arts Center*.

b. The rental of the Performing Arts Center entitles the renter the use of the male and female dressing rooms at no additional cost. **However, these rooms are not available most weekdays.**

20. Failure to comply with these rules and regulations will result in the forfeiture of the future right to rent any North Reading School facilities.

21. The North Reading School Committee or its designee reserves the right to cancel any performance or other activity involving the Performing Arts Center whenever, in its sole discretion, such cancellation is deemed to be in the best interest of the North Reading Public Schools or the Town of North Reading.