

Coal City Performing Arts Center License Guidelines and Fees

The Coal City Community Unit School District 1 Board of Education has adopted a policy of permitting community groups to use school facilities. The Board of Education reserves the right to control and supervise such use and grant permission as it deems appropriate in its sole discretion. No person, group, organization or firm shall have any vested right to use school facilities.

Permission to use school facilities will be contingent on the following factors:

- Use that is consistent with the public welfare and the purposes of the district.
- Use that promotes benefit to district residents.
- Use that in no way might result in damage to district property or physical danger to district students or personnel.
- Use that is consistent with the administrative procedures of the district and the laws and regulations of the state of Illinois.
- Use that in no way is intended to further any program or movement whose purpose is to accomplish the overthrow of the government of the United States or of the state by force, violence or other unlawful means.

Application for use of school facilities:

Applications for multiple dates must be received by July 1 of each fiscal year. Applications for a single use must be submitted at least 45 days prior to the event. Applications for use will not be approved prior to July 1 of each fiscal year. All applications must include:

- The purpose for which the school facility is to be used;
- The materials to be brought into or near the building;
- The arrangement of the rooms or furniture, including decorations;
- The charges to be paid to participate and/or attend;
- Any other information requested on the facility usage request form and any additional information requested by district personnel.

The Coal City Community Unit School District 1 reserves the right to reject any request for facility usage without explanation.

School facilities are not available for use on any school holiday or days when emergency closures are called. The School District further reserves the right to cancel or move a scheduled date to accommodate school events.

Prioritization of use

In scheduling the use of facilities and properties, activities of the school district have priority over the activities of any other organization. The lowest priority is assigned to Category 3 groups. Groups in the same category shall be decided on a

first come, first served basis at the sole discretion of the School District. In the event two or more organizations submit their application for use on the same day and time and the requested dates conflict, a lottery drawing will be held to determine which organization request takes precedence.

Indemnification, Hold Harmless and Insurance Requirements

As a condition of district facility use by community organizations, the organization shall indemnify and hold harmless the district, its agents and employees from and against any and all loss, cost including attorney's fees, damages, expense and liability including statutory liability and liability under workmen's compensation laws in connection with claims for damages as a result of injury or death of any person or property damage to any property which arises from or in any manner grows out of the use of district facilities by the organization, its partners, members, agents, employees, customers, invites, contractors and subcontractors. ". . . The Board of Education requires that the organization supply written proof that it maintains insurance coverage against personal injury and property loss and/or damage in amounts as are: (1) reasonably prudent, given the nature and scope of the activity(ies) for which the facility will be used; and (2) approved by the Superintendent or designee. Proof of such insurance listing Coal City Community Unit School District #1 as an additional insured on a primary and non-contributory basis must be on file in the District Administration Center prior to facility use. Failure to provide the proper insurance documentation automatically forfeits an organization's approved use of district facilities.

Damage caused by Licensee must be reported immediately to the on-site supervisor or district designee. Failure to do so could result in the termination of the Licensees Facility Use Agreement and/or future requests for facility use.

Regulations on the use of district facilities:

- School personnel, who may be required at the School District's sole discretion, shall be present and in authority over school property while the property is being used for anything other than school purposes. The Licensee is responsible for these supervisory costs.
- Organizations using school facilities shall at all times provide adequate adult supervision to insure proper care of and use of school property, as well as oversight of participants and guests.
- All applications for use will be issued for specific areas and specific hours. It shall be the responsibility of the organization to ensure that unauthorized portions of district facilities are not used or trespassed upon and that the premises are vacated immediately.
- The School District is not liable for personal property that is lost or stolen.

- Any use of school facilities by an outside organization should not interfere with the school district's scheduled events.
- No concessions may be sold during any events in the Performing Arts Center

No person on school premises shall:

- Injure, threaten, harass, or intimidate any other person.
- Fight or otherwise strike or threaten any other person.
- Damage the property of the School District or another person.
- Violate any provision of the criminal law of the state of Illinois or a municipal ordinance.
- Smoke or otherwise use tobacco products, including e-cigarettes..
- Consume, possess, or distribute alcoholic beverages, controlled substances, or illegal drugs.
- Possess a weapon or object that could reasonably be considered a weapon or that looks like a weapon.
- Use vulgar, obscene or profane language.
- Impede, delay, disrupt or otherwise interfere with any school activity or function including the use of cellular devices in a disruptive manner.
- Enter upon any portion of school premises at any time for the purposes other than those that are lawful and authorized by the Board of Education.
- Operate a motor vehicle in a risky manner, in excess of 20 miles per hour, in violation of an authorized District employee's directive, or under the influence of alcohol or drugs.
- Park a motor vehicle illegally.
- Willfully violate other District rules and regulations, or an authorized district employee's directive or authority.

Coal City Community Unit District 1 reserves the right to remove or have removed objectionable persons and property from the premises and could possibly result in the denial of future access to district properties.

Any violation of these requirements could result in the termination of a Licensee's Facility Usage Agreement.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property. Any staff member may request identification from any person on school grounds or in any school building. Refusal to provide such information is a criminal act. The Superintendent or Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. As circumstances warrant, the Superintendent or designee shall take appropriate action to enforce this policy including requesting the person to immediately leave school property, contacting law enforcement, and

denying future admission to events or meetings. Any violation of this requirement could result in the termination of the Licensee's Facility Use Agreement.

The Board of Education may rebate any fee paid or may suspend or cancel any permit granted as it sees fit, for violation of any of the above regulations.

In-district non-profit organizations incorporated as such with the Illinois Secretary of State may have rehearsal fees waived upon proof of the same. All other fees apply.

Notes to facility usage:

- Supervisory and custodial rates include the time needed to prepare and open the facility for use, as well as the time needed to clean up at the conclusion of an approved usage. Careful preparation of the Request for Use of District Facilities should be exercised. The supervisor and custodial staff will strictly adhere to information they are provided on the facility usage form. Earlier starting times, extensions, change of dates, equipment, etc., require prior approval. Staff will not open areas that are not requested or approved by building or district administration or their designee.
- No one is allowed in the tech booth at any time except the performing art center manager, his designee or personnel approved by the PAC manager.
- No food or drink is allowed in the performing arts center at any time. No concessions may be sold in association with any events held in the space.
- It must be remembered that, even if there is no scheduled event in the performing arts center at a particular date, that equipment or properties for a future school sponsored event may indeed be located on the stage, or in other areas surrounding the performing arts center. No guarantee is stated, or implies, as to the availability of space off-stage for any use. It is the responsibility of the organization or individual to make such requirements known. Furthermore, any moving of props, risers or other equipment stored by the school, stored at the facility, will be the responsibility of the Licensee once permission is obtained. If requested sufficiently in advance, the performing arts center staff may be available to clear the stage area at cost.
- If the performing arts center stage is to be used, the group will be required to employ at least one of the performing arts center staff members, in addition to the performing arts center manager to operate the lights and sound at cost.
- A Marley floor is available for use and must be requested as part of facility use request. Installation of the floor is completed by performing arts center staff and their time is billed at an hourly rate .
- When publicizing a performance or event, the space is to be referred to in all publicity as the Coal City Performing Arts Center.

PERFORMING ARTS CENTER USAGE FEES

Coal City Performing Arts Center at Coal City High School

Category	Category 1 In-district taxing bodies/booster clubs	Category 2 In-district organizations businesses	Category 3 Out of district organizations businesses
Base fee	NC	\$250 per performance	\$750 per performance
Rehearsal Fees	NA	\$50 per hour	\$200 per hour
PAC Event Manager	NA	\$50 per hour	\$50 per hour
Custodial fee	\$40 per hour	\$40 per hour	\$40 per hour
Lighting design fee	Service not available	\$75 per hour	\$75 per hour
Facility crew fee	\$15 per hour/ per staff member	\$15 per hour/ per staff member	\$15 per hour/ per staff member
Additional spaces [classroom/gym /locker rooms]	NA	\$100 per additional space requested	\$100 per additional space requested
Cafeteria [does not include access or use of kitchen or its equipment]	Included with PAC rental	Included with PAC rental	Included with PAC rental
Kitchen [requires district food service staff]	\$100 + kitchen staff fee	\$100 + kitchen staff fee	\$100 + kitchen staff fee
Kitchen staff fee	\$30 per hour	\$30 per hour	\$30 per hour

Categories of users for the purposes of establishing priority have been established, and are as follows:

Coal City Community Unit School District performances, concerts, awards nights, programs or other use of said space deemed by the school district.

Category 1—In-district taxing bodies including incorporated villages, townships, county, library and fire protection districts. Booster clubs limited to Coal City Backpack Program, Coal City Athletic Boosters, Coal City Music Boosters, Coal City Touchdown Club. As well as incorporated units of Boy Scouts of America and Girl Scouts that serve children who reside in the Coal City Community Unit School District.

Category 2—In-district organizations [profit and non-profit] and businesses including but not limited to theater productions, dance recitals, private school groups, religious organizations, community programming, and cultural, recreational and civic organizations, as well as businesses incorporated, registered and physical location located within the boundaries of the Coal City Community Unit 1 School District.

Category 3—All out of district profit and non-profit organizations and businesses.

Base fee for utilization of the Coal City Performing Arts Center includes auditorium that includes stage, wings and audience seating, two dressing rooms, adjacent hallways and lobby entrance, event restrooms, basic lighting and sound including microphones, tables, chairs, cafeteria, parking within available lots and any necessary grounds maintenance during normal operating hours.

The district does not provide storage space for equipment. Indoor concession stand is not available for use.

Additional charges:

- The on-site Performing Art Center [PAC] manager oversees all aspects of the space and district staff assigned to work the event. Is the point of contact for the renter. Required for all events in the performing arts center and the fee is assessed for rehearsals and performances.
- Custodial is billed at an hourly rate. The number of custodians scheduled for an event will be determined by the PAC manager based on estimated attendance and additional space utilization. Custodial fees are assessed for rehearsals and events held outside of the normal work day or those that require post event cleaning that extends beyond the work day.

- Lighting design fee is assessed on any group that requires/requests specific technical lighting for a performance or event.
- Facility crew fees are hourly based on the number of staff necessary to effectively run an event in the CCPAC. This includes backstage personnel, light, sound and music board operators, spotlight and lighting technicians. Staff to set-up and strike the event space. The number of staff will be determined by the PAC manager based on the technical and stage set up for the event. At least one PAC employee is required to be backstage and one in the tech booth during all rehearsals and performances. This does not include the PAC manager. Fees assessed for rehearsals and performances.
- Additional classrooms, gyms and locker rooms are charged at a flat rate per space. These spaces must be requested should the renter need additional changing rooms or holding spaces.
- Cafeteria does not include use or access to the kitchen. And, does not include use or access to the concession stand.
- Kitchen utilization requires advance approval by the district food service director. Any utilization of the kitchen requires a district food service employee to be in the space during its use. Storage for any items in the kitchen, walk-in cooler or freezer is prohibited without the signed consent of the food service director. If approved the food service director will designate an area for the temporary storage of these items.

Upon approval of the rental request by the Board of Education and receipt of estimated rental charges for those in Category 2 and 3, a down payment is to be remitted to the school district. A down payment of 50 percent is required of those that fall in Category 2 and 75 percent for those in Category 3.

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