

GUIDELINES FOR THE FREEPORT PERFORMING ARTS CENTER

A. Management Overview

The Freeport Performing Arts Center (FPAC) is to be managed, operated, and cared for by the FPAC Manager, who reports directly to the RSU5 Superintendent.

B. Booking

FPAC's bookings and day-to-day operations are conducted in such a way as to attain the maximum and highest-best usage of the facility. It is the job of the FPAC Manager to coordinate RSU5 use efficiently, maximizing the remaining available time to be used for community and income-producing events.

All bookings of the FPAC (The Theater, Chorus Room, Band Room, Lobby, Dressing Room, and Box-Office/Concessions) will be scheduled in a way that makes FPAC available for use in the following order of priority:

1. Freeport High School events
2. Other RSU5 School events
3. Non – RSU5 Events

C. Use, Maintenance, and Repair

Each use shall be restricted to the areas contracted for that use, and for the purpose described in the use agreement.

Users* are responsible for moving equipment and personnel in and out of the FPAC in accordance with their contracted time slots. Users are responsible for removing all equipment, stage props, other materials and debris not belonging to the FPAC immediately following the use of the facility unless some other prior arrangements have been made.

Clean-up costs beyond the normal cleaning covered by the standard booking agreement necessitated by a group's use of the FPAC will be the financial responsibility of the User.

Repairs to any FPAC property beyond normal wear and tear will be the financial responsibility of the User. RSU5 reserves the right to determine such costs and seek timely reimbursement from the User and/or the User's insurer.

*Note: Groups who have booked the FPAC are hereinafter referred to as "User."

D. Technical Systems

FPAC, including all technical systems (sound, lights, etc.) must be under the control of qualified personnel (Approved House-Tech(s)) at all times. Technical expertise required will vary from event to event depending on the particular needs. Management will

consult with each User during the booking process to help select and schedule appropriate House-Tech(s).

E. Safety and Use Restrictions

School authorities must have access to all places in the FPAC at all times and shall reserve the right to revoke permission for use of the facility should such action be deemed necessary and in the best interest of the school system and general public.

Possession, sale, consumption or distribution of alcoholic beverages or tobacco products are prohibited.

All national and state laws, local ordinances, and rules of the police and fire departments will be complied with.

All FPAC and school safety guidelines must be followed at all times (see Appendix A).

The following activities are to be permitted **only with express permission** of Management:

- Public events to continue past 10pm.
- Any signs or posters to be hung anywhere in the FPAC including the lobby area and on the entry-doors.
- Set construction or painting
- Altering the default settings and positions of FPAC equipment such as sound and lighting gear.
- Affixing anything to the walls or the stage (i.e. screwed or nailed sets, posters, etc.)
- The use of theatrical stage-weapons. A written safety plan for the use of theatrical stage weapons will be required of the User in advance and approved by FPAC Management. Management/designee must be in attendance when theatrical stage weapons are in use.
- The use of open flames (including candles) or other incendiary or other pyrotechnic devices only in rare cases when there is no possible alternative. Approval for any such use will require a written safety plan to be created in advance by Management with oversight by the Freeport Fire Chief. Management/designee must be in attendance when these devices are in use. The User must provide a certificate of insurance in the amount of \$5,000,000 naming RSU5 as an additional insurer.

F. Insurance

Any non-RSU5 group must provide a certificate of insurance between \$1,000,000 and \$3,000,000, depending upon extent and conditions of use naming RSU5 as an additional insurer. Management may consider bookings as “tentative” or “bumpable” until such proof is provided by the User.

G. Fee Schedule

The booking policy and rate structure allows Users to book event(s) for a single price, adding extras as needed. The FPAC can handle anything from a simple rehearsal under the work-lights to a full production. This method works for most Users and “typical” events, but events that require something different, should contact the FPAC Management.

Standard Events:

- 4 hours within a calendar day of complete and total access to the FPAC, FPAC Lobby, and FPAC Lobby Restrooms.
- Use of the FPAC’s Audio System
- Use of the FPAC’s Lighting System using standard default settings
- Use of practice piano available if applicable

Note: FPAC employees are required for all events to oversee sound, lighting, and facility care. Additional trained lighting or sound personnel may be hired by the User as needed with permission from the FPAC manager.

Custom pricing and agreements deviating from the published rate-schedule (below) may be negotiated by the FPAC Manager with approval of the Superintendent. Facility use may be granted without rental charge as per Policy KF. Deposits and/or complete payment in advance will be required to secure a booking. All such payments and deposits are non refundable.

Failure to abide by any of the following rules and regulations may result in denial of future use of the FPAC and/or additional costs for returning the FPAC facilities to their previous condition.

	Non-Profits	For-Profits
RSU5 Residents/Organizations	\$275/event \$25/additional hour	\$375/event \$50/additional hour
Non-RSU5 Residents/Organizations	\$375/event \$50/additional hour	\$500/event \$75/additional hour

- **House Technical Personnel**
 - The number of FPAC House Techs required to work the event will vary depending on the technical needs of your show and the abilities of your professional and/or volunteer staff. All required FPAC House Techs are billed at a rate of \$25/hour.
- **A Custodian may be required depending on the date, time, and/or size of your event at the rate of \$45/hour.**
- **Extra Custodial Fees** may be added to clean up extra-ordinary mess.

ADDITIONAL SPACES:

FHS Chorus Room - This is just behind the stage back wall and was designed to serve as a backstage area when appropriate to do so. This space is typically rented as an add on to an FPAC booking, but it is also available as a stand-alone booking.	\$50/event
FHS Band Room - This is next door to the FPAC Stage & FHS Chorus Room, and is a great space to serve as an additional backstage area, if needed. This space is typically rented as an add on to an FPAC booking, but it is also available as a stand-alone booking.	\$50/event
FPAC Dressing Room	\$25/event
Concessions Booth - Located in the lobby of the FPAC. Selling anything more than tickets at your event will require booking the concession area.	\$30/event

ADDITIONAL EQUIPMENT:

Steinway B - This piano is available as an add-on to any booking OR, as a stand-alone booking for rehearsal, practice or recording. (Pre-event tuning is available for an additional fee)	\$125/event
Choral Standing Risers	\$30/each
Headset Communication System	\$25/day

Administrative Procedure Adopted: 9/20/11
 Revised: 10/10/17
 Revised: 3/3/26

APPENDIX A

SAFETY GUIDELINES ~ FREEPORT PERFORMING ARTS CENTER (FPAC)

The safety of all performers, staff, volunteers, users, and audience members is our highest priority. All individuals and organizations using the FPAC must adhere to the following guidelines:

1. General Facility Safety

- All users must follow the direction of FPAC staff at all times.
- School authorities must have access to all places in the FPAC at all times.
- A designated adult supervisor (21+) must be present and responsible for all groups.
- Emergency exits must remain clear and accessible at all times.
- Exterior doors may not be propped open.
- Aisles, corridors, backstage areas, and control booths must remain free of obstructions.
- No running in the lobby, house, backstage, or technical areas.
- No smoking or vaping on RSU5 property.
- Food and drinks (with the exception of water) are not permitted in the FPAC.

2. Stage & Backstage Safety

- Only authorized personnel are permitted backstage and in technical areas.
- Food and drinks are not allowed in technical control areas.
- All set pieces, props, and equipment must be properly secured.
- Users may not operate lighting, sound, rigging, curtains, or other technical systems unless approved and authorized by the FPAC Manager or RSU5 Administration.
- Ladders, lifts, and elevated work platforms may only be operated by district-approved, certified personnel.
- Glow tape and backstage lighting may not be altered without approval.

3. Technical Equipment

- All technical equipment must be operated by trained and authorized personnel.
- Users may not plug additional equipment into FPAC systems without approval.
- Extension cords must be properly rated and taped down to prevent tripping hazards.
- Any equipment brought into the facility must be in safe working condition.
- Damage to equipment must be reported to the FPAC Manager immediately.
- Only trained personnel are allowed to access the catwalk.

4. Audience & House Safety

- The house capacity limit of 500 occupants must be strictly observed.
- Sitting in the aisles is not permitted.

- Wheelchair-accessible seating areas must remain unobstructed.
- Strollers, large bags, and equipment may not block aisles.
- Lobby congestion must be monitored during intermission and dismissal.

5. Emergency Procedures

- All users must identify exits and review emergency procedures prior to their event.
- In the event of a fire alarm, all occupants must evacuate immediately. Re-entry is not permitted until authorized.
- 911 should be called in any life-threatening situation.
- Medical emergencies must be reported to FPAC staff immediately.

6. Custodial & Cleanliness Safety

- Spills must be cleaned immediately to prevent slip hazards.
- All trash must be disposed of properly.
- Users are responsible for leaving all areas clean, including the removal of paper programs.
- Equipment and furniture must be returned to original locations unless otherwise approved.