

DON SMITH PERFORMING ARTS CENTER

Event Bookings for Non-CISD Events

1

CALL OR EMAIL THE CLEBURNE ISD OPERATIONS DEPARTMENT FACILITIES COORDINATOR

Reach out to the CISD Facilities Coordinator in the Operations Department to learn more about reserving the Don Smith Performing Arts Center (DSPAC) for your event. The Facilities Coordinator will provide you with information regarding contracts, rental fees, timelines, deposits, insurance requirements, etc. After the facilities coordinator has enough information from you and has confirmed tentative schedule availability, you will have an opportunity to visit with the DSPAC Manager or the Fine Arts Department regarding needs for your event.

2

CALENDAR ENTRY WINDOWS & SCHEDULING PRIORITY CODES

Event booking requests for the DSPAC for parties outside of Cleburne ISD may not be submitted until after September 16th of each school year. Please familiarize yourself with the DSPAC Calendar Entry Windows as well as the DSPAC Scheduling Priority Codes that are used to resolve date conflicts.

3

FACILITY AVAILABILITY & LEVEL OF REHEARSAL & TECHNICAL REQUIREMENTS

Based on the level of rehearsal and technical requirements needed for your event, the facility may not be available even if the calendar date appears open due to staffing and equipment availability. The DSPAC Manager or someone from the Fine Arts office will discuss and confirm your event level, the number of technicians required, and other setup requirements. Only after the number of personnel, rehearsals (if applicable), and setup requirements are confirmed can your event be approved. Setup and technician fees start at \$20.00 per hour per person. All event bookings for parties outside of Cleburne ISD require site management including a House Manager and a Stage Manager. Please be mindful that both the facility and the technicians required must be available for rehearsals as well as performances. After all of the event's needs have been established, the DSPAC Manager or Fine Arts Department will forward your information to the CISD Facilities Coordinator.

4

CONTRACT SUBMISSION AND PAYMENTS

The CISD Facilities Coordinator will complete the Rental Estimate Sheet and communicate with you regarding all event costs including but not limited to facility rental, custodial services, security, and personnel. You will be advised of insurance requirements and given a contract to approve and submit with payment. All events in the DSPAC require proof of insurance, signed contracts, and payment in advance. Payments are non-refundable. Once the contracts and payments are received and approved, your event will be scheduled in our system and added to our master calendar. The date for your event is not confirmed until contracts and payment have been received.

5

CHANGES TO AN EVENT

If there are any changes to your event (or if you need to cancel), you must IMMEDIATELY contact the Director of Fine Arts, who will make the necessary changes in the online reservation system, the district/community DSPAC calendar, and will communicate on your behalf with the DSPAC Manager and all necessary parties. Please keep in mind that calendars are shared with many stakeholders who are not privy to your independent correspondence or social media. CISD notifications may need to be sent when events outside of CISD held in the DSPAC change or cancel.

Don Smith Performing Arts Center

Cleburne I.S.D.
Excellence Happens Here

Annual Calendar Entry Windows



APRIL 1 - MAY 31

From April 1 through May 31, CISD Fine Arts groups only may reserve dates for the DSPAC. For Annual UIL, TMEA, or equivalent events whose date is not set until fall, fine arts directors may book multiple corresponding dates from the previous year and release the extra dates once confirmed. Fine Arts directors must have campus principal approval before scheduling.

JUNE 1 - SEPTEMBER 15

From June 1 through September 15, any CISD group, with campus principal or district administration approval, may reserve dates for the DSPAC. Please review all calendars including campus, district, and DSPAC prior to making requests.

AFTER SEPTEMBER 16

After September 16, the DSPAC calendar is open to groups outside of CISD. At this time anyone may request use of the facility.

MULTIPLE REQUESTS FOR THE SAME DATE

Please refer to the DSPAC "Scheduling Priority Codes" sheet attached. This tool will be used to resolve conflicts when multiple organizations request the DSPAC on the same date.



DON SMITH PERFORMING ARTS CENTER



Scheduling Priority Codes

1	High School Fine Arts Contests or Competitions that involve UIL, TMEA, or an equivalent at the district, area, or region level.
2	Middle School Fine Arts Contests or Competitions that involve UIL, TMEA, or an equivalent at the district, area, or region level.
3	High School Fine Arts performances for theatre, choir, band, and dance.
4	Middle School Fine Arts performances for theatre, choir, band, and dance.
5	Intermediate School Fine Arts performances for theatre, choir, band, and dance.
6	Elementary Campus Fine Arts performances.
7	High School Administrative Events (counselors, principal, other departments). Dates will be assigned scheduling priority by the campus principal.
8	High School "School-Wide" Organizations (athletic awards, NHS inductions, etc.). Dates will be assigned scheduling priority by the campus principal.
9	High School Organizations (student organizations, boosters, etc.)
10	Junior High Administrative Events
11	District-wide Elementary Administrative Events
12	District-wide Non-Fine Arts Activities (staff development, meetings, etc.)
13	Non-Cleburne ISD Events (outside performing groups, meetings, etc.)

DON SMITH PERFORMING ARTS CENTER

Rehearsal & Technical Requirements by Level

Level

A

NO TECHNICIANS REQUIRED DURING EVENT
NO REHEARSAL

- Use of 1 or 2 microphones only (max 2)
- General house lighting presets
- Stationary curtains

\$350 FLAT FEE- DSPAC MANAGER (NON CHSFA & NON CISD)
\$20 PER HOUR FOR HOUSE & STAGE MANAGER (NON CISD)*
NO ASSISTANCE DURING EVENT (CISD)

Level

B

1-2 TECHNICIANS REQUIRED DURING EVENT†
NO REHEARSAL

- Use of more than 2 microphones
- Basic PRESET light changes on/off, fade, etc.
- Basic sound cues (play/stop only from approved USB device)‡
- Stationary curtains

SOUND/LIGHT TECHNICIAN(S) IN BOOTH ONLY
\$350 FLAT FEE- DSPAC MANAGER (NON CHSFA & NON CISD)
\$20 PER HOUR PER TECHNICIAN

Level

C

2-3 TECHNICIANS REQUIRED DURING REHEARSAL & EVENT†
ONE REHEARSAL (WITH TECHNICIANS)

- Use of more than 2 microphones
- Lighting changes or reprogramming of general lighting presets
- Multiple sound cues from USB, One video cue‡
- Traveling Curtains

TECHNICIANS IN BOOTH & BACKSTAGE AS NEEDED
\$350 FLAT FEE- DSPAC MANAGER (NON CHSFA & NON CISD)
\$20 PER HOUR PER TECHNICIAN (REHEARSAL & EVENT)

Level

D

4-10 TECHNICIANS REQUIRED DURING REHEARSALS & EVENT†
4-12 REHEARSALS (WITH TECHNICIANS)

- Multiple and specialty microphones, special effects of any sort
- Lighting tech on board, hanging/focusing specialty lighting
- Multiple sound cues, Multiple video cues‡
- Traveling Curtains, operation of fly rigging system

TECHS IN BOOTH, BACKSTAGE, & STAGE MANAGEMENT
\$350 FLAT FEE- DSPAC MANAGER (NON CHSFA & NON CISD)
\$20 PER HOUR PER TECHNICIAN (REHEARSAL & EVENT)

† Levels B, C, and D require consultation with the DSPAC Manager and acceptance of any applicable technician quotes prior to approval or activation of events in School Dude.

‡ All music/sound cues must be on a USB drive, submitted 72 hrs. prior with a copy of the event program and a full cue list. (There is no patching/plugging of phones, tablets, or laptops into the sound system). ALL SOUND MUST BE ON A USB DRIVE. (

*All non-CISD events require a minimum of one House Manager to assist with the lobby and seating, and one Stage Manager to assist with backstage direction and flow. Both of these technicians will work to assist visiting ensembles to ensure consistency from event to event, and help to ensure that the DSPAC reservation specs are followed and all participants operate within reserved zones.