# Technical Package

STAPLIN
Performing Arts Center



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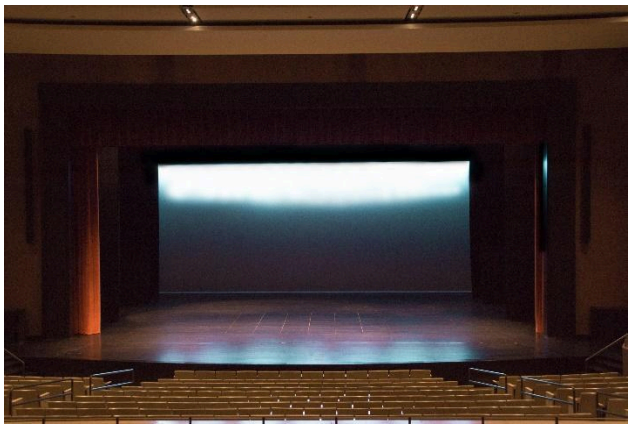

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## Valley High School Performing Arts Center

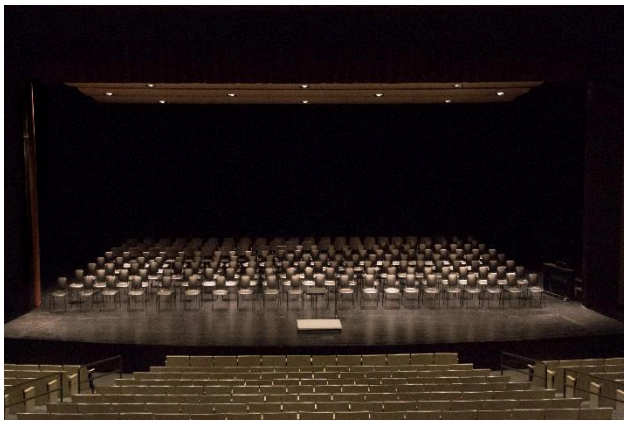

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# EXAMPLE STAGE SETUPS



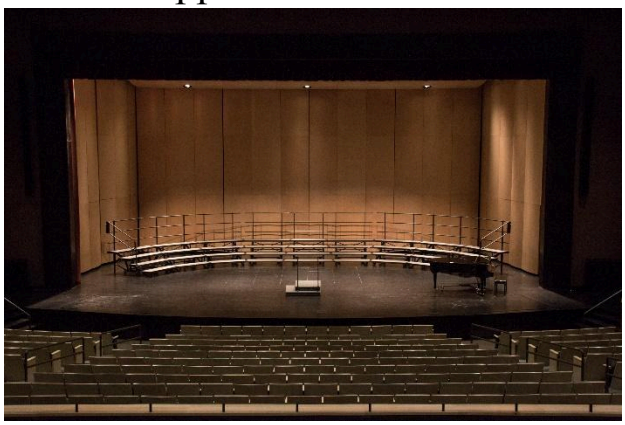
Traditional Theatrical Stage
(No Acoustical Sound Shell)



Graduation Setup
Approx. 160 chairs



Full Orchestra/ Band Setup

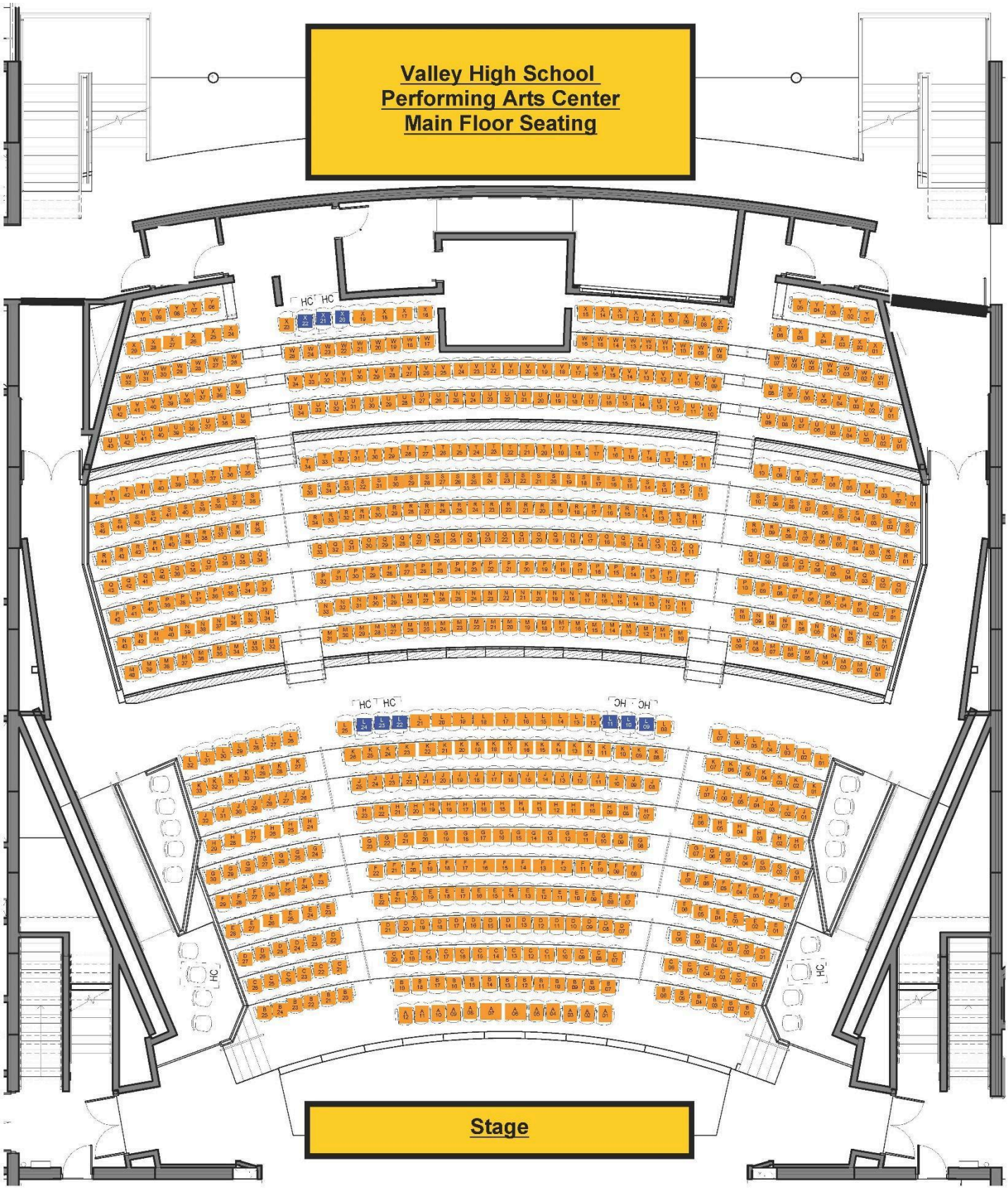


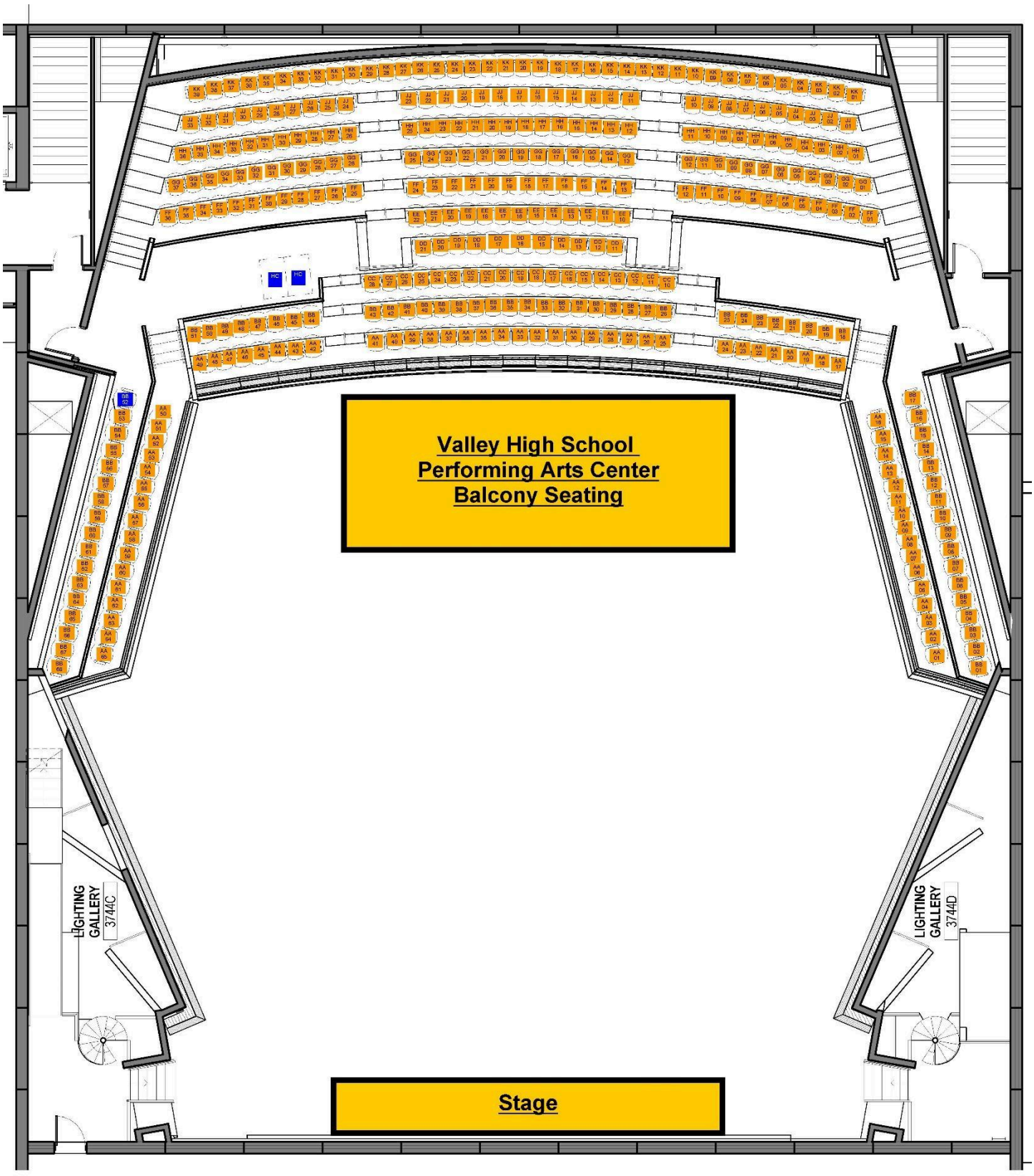
Vocal Setup

## Seating Capacity

- 1135 fixed seats
- 18 loose seats
- Orchestra level 303 seats, Mezzanine level 457, Balcony level 357 Box seats upper- 5 moveable seats, Box seats lower 2 moveable and 2 wheelchair spaces
- Last seat in balcony is 111’ 6" from proscenium

# SEATING LAYOUT




Valley High School
Performing Arts Center
Balcony Seating
Stage
LIGHTING GALLERY 3744C
LIGHTING GALLERY 3744D

# SUPPORT AREA SPACES



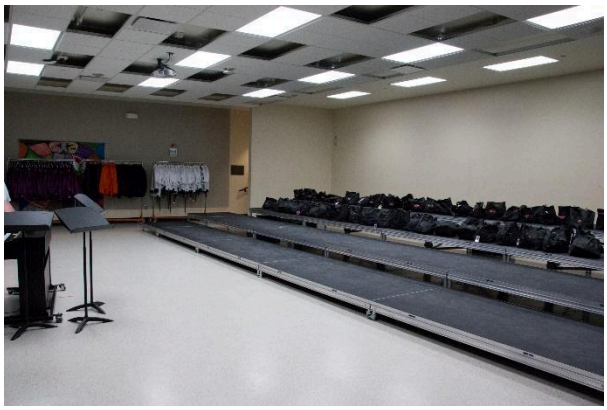
Drama Studio/ Black Box Theatre



Orchestra Classroom



Vocal Classroom



Dance/ Ensemble Room



Makeup/ Dressing Rooms

Additional Spaces

- Green room
- Small practice room
- Box office
- Lobby
- Lobby overflow
- Production set shop
- Single-bay loading dock

# RIGGING SCHEDULE

| Line set | Label | Distance from DS Wall | Space from Previous Downstage Line Set- inches | Capacity # |
|---|---|---|---|---|
| N/A | Fire Curtain | N/A | N/A | N/A |
| 1 | Front Valance | 0' 10 1/2" | N/A | 1800 |
| 2 | House Curtain | 1' 6 1/2" | 8 | 1800 |
| 3 | | 2' 2 1/2" | 8 | 1800 |
| 4 | Electric #1 | 3' 6 1/2" | 16 | 2400 |
| 5 | Orch Ceiling #1 | 5' 6 1/2" | 24 | 3500 |
| 6 | | 6' 11" | 16.5 | 1800 |
| 7 | Border | 9' 7" | 32 | 1800 |
| 8 | Legs | 10' 3" | 8 | 1800 |
| 9 | | 11' 7" | 16 | 1800 |
| 10 | Orch Ceiling #2 | 12' 11" | 16 | 3500 |
| 11 | Electric #2 | 14' 11" | 24 | 2400 |
| 12 | Border | 17' 8" | 33 | 1800 |
| 13 | Legs | 18' 4 1/4" | 8.25 | 1800 |
| 14 | Mid-stage Traveler | 19' 1/2" | 8.25 | 1800 |
| 15 | Orch Ceiling #3 | 20' 3 1/2" | 15 | 3500 |
| 16 | Electric #3 | 22' 3 1/2" | 24 | 2400 |
| 17 | | 24' 4 1/2" | 25 | 1800 |
| 18 | Border | 25' 8 1/2" | 16 | 1800 |
| 19 | Legs | 26' 4 1/2" | 8 | 1800 |
| 20 | | 28 4 1/2" | 24 | 1800 |
| 21 | Electric #4 | 30' 4" | 23.5 | 2400 |
| 22 | Black Out | 33' 1" | 33 | 1800 |
| 23 | | 33' 9" | 8 | 1800 |
| 24 | Scrim | 34 ' 5" | 8 | 1800 |
| 25 | Electric #5 | 35' 8 1/2" | 15.5 | 2400 |
| 26 | | 37' 9" | 24.5 | 1800 |
| A | Side Tabs (SR) | 39' 1" | 16 | 1800 |
| 27 | | 39' 9" | 8 | 1800 |
| 28 | Cyc | 40' 5" | 8 | 1800 |
| B | Side Tabs (SL) | 41' 1" | 8 | 1800 |
| N/A | Back Wall | 42' 5 1/2" | 16.5 | N/A |

- Single purchase arbor system
- All batten lengths are 68’ 0”
- All battens have 7 pick points
- Batten low trim is 4’ 0”
- Batten high trim is 50’ 4” (Gridded)
- Well spacing: **SR - SL** |10’9”|10’9”|10’7”|10’9”|10” 9”|10’9”|
- All pipe is 1 ½” ID schedule 40 pipe
- ETCNet is available on 5 electrics
- **Nothing may block the ability of the Fire Curtain to operate at any time!**
- Approximately 32,000# of counterweight total available
- No overhead grid

# GENERAL INFORMATION

## Stage Dimensions/ Descriptions

Proscenium style
Orchestra pit lift and apron downstage
Loading rail and pin rail running upstage to downstage at the height of 41’ and 33’4” on stage right and stage left
Access to both FOH and audience from stage right and left, same level
Stage floor is Red Oak tongue and groove with matte ebony finish
Screws may be used in floor- 1” fastener max
Trap area is 2 rows of 36x97 moveable platforms- with beam down center (non-moveable)- 12 total platforms
**Basic rough stage dimensions: 50’ wide by 68’ deep, plus 20’ of wing space on either side**

- Height of proscenium is- 24’ 0”
- Width of proscenium is- 50’ 0”
- Plaster to last line set is- 40’5”
- Apron to plaster line is- 12’ 6”
- Height deck to ceiling- 50’ 4”
- Centerline to stage right wall- 47’ 0”
- Stage right wing (fly rail) space- 22’ 9”
- Centerline to stage left wall- 50’ 0”
- Stage left wing space- 25’ 9”

## Rigging

Single purchase counterweight system: 30 line sets (see rigging schedule for more info)
Locking rail on stage right at stage level
Pin rail on stage left at 33’4” above stage
Loading gallery on stage right at 41’ above stage

- Pipe travel length- 46’ 4”
- Pipe length- 68’
- Pipes come into deck at 4’ 0”
- Pipe diameter- 1 ½”
- Centerline to stage right wall- 47’ 0”
- Stage right wing (fly rail) space- 22’ 9”
- Centerline to stage left wall- 50’ 0”
- Stage left wing space- 25’ 9”

Well spacing: **SR** |10’9”|10’9”|10’7”|10’9”|10” 9”|10’9”| **SL**

3 ½ ton dead hung chain points in front of proscenium

## Orchestra Lift- Serapid Rigid Chain

Manufacturer- 10’ x 47 with curved front edge
14,000 lbs live load 40,000 lbs static load
Drops 10’ to lower pit level, with a 3’ drop for audience level seating
Can be at house level and placed with approximately 50 chairs for house seating
Can accommodate approximately 35 musicians with percussion and synthesizer
100 Wenger music chairs (Nota) and 75 stands available

## Loading Area

1 standard truck dock, with truck dock leveler-11 x 9’10”
1 overhead door at stage level- 10’ x 14’ 6”
Scene shop door with sound barrier to stage is 10’ x 14’ 6”
Travel distance from loading area to stage door is approx. 43’
Parking for 1 truck and 1 personal vehicle at dock. Additional parking available nearby.

# LIGHTING

## Dimmers

192 2.4k ETC Sensor D20E Dimmers installed in ETC Sensor3 120v UL dimmer racks
ETC Sensor CEM-3 control modules are utilized in each dimmer rack
All stage pin pigtails are 2PandG
Two sets of hard two-fered Edison power available on on-stage electrics, and catwalks
One set of hard three-fered Edison power available on balcony rail
One set of hard three-fered 220v twist lock power available on 1st and 3rd electric, and 2nd catwalk
**Company Switch- 40' above SL** 400 Amp 208/120V 3 Phase 60HZ- camlock

## ETCNET2 Network System

Ethernet ETCNet boxes are located throughout the theatre to all possible lighting locations
Distributes DMX over Ethernet as EDMX
(4) Ethernet Net 3 ACN Gateway- 2 port
(3) Ethernet Response Mk2- 2 port
(3) Ethernet Response Mk2- 1 port

## Control

1 ETC Gio @5/ plus 20 sliders (retired Ion Classic available upon request)
1 Portable Unison Paradigm Touchscreen Station- House/Work/Orchestra lighting control
1 Stationary Unison Paradigm Touchscreen Station- DSR at SM console- House/Work/Orchestra lighting control
1 ETC Tablet

## Projection

Distance from projection screen (downstage of proscenium) to projector- ~76"
24' x 30' screen on rollup frame- front projection only- not moveable
Milky white cyclorama 67' x 30' (cyc line set)
Mounted LX1200 Christie Projector
Mounted Sony PTZ Video Camera

## Lighting Positions- see attached dimmer map

Stage

5 electrics- 20, 18, 17, 17, 18 dimmers from downstage to upstage
5th electric is doubled with additional multi pins near pin rail
Tormentor ladder on each side of the proscenium opening 6 x 19'- 4 sets of hard two-fered dimmers
Pin rail- 33' 4" above stage left- 6 circuits (doubled with 4th catwalk)

House

2 Box booms on either side of house 1(19' 6") 2(33' 6")- 4 sets of hard two-fered dimmers
4 catwalks- 1st- 12 dimmers, 2nd-14 dimmers, 3rd 14 dimmers, 4th 12 dimmers (doubled with pin rail)

Follow Spot Booth

Located on 4th catwalk, center 8'x 12'
Distance from booth to proscenium at center line ~73' 6", angle 45 degrees
2 Canto 700 Spotlights

Balcony Rail

Approximated 65' of curved pipe with 8 dimmers over 3 locations- 3,2,3
ETCNet on House Right and Left end positions

Temporary Lighting Positions

(8) 50# Lighting trees, flat, round base, 16' tall

Other Dimmer Locations

(6) Trap room
(3) DSL & DSR
(6) USL & USR

## Fixture Inventory

(4) 10° ETC Source Four Lenses
(24) 19° ETC Source Four Lenses
(36) 26° ETC Source Four Lenses
(20) 36° ETC Source Four Lenses
(4) 50° ETC Source Four Lenses
(12) Source Four Juniors
(24) S4Wrd-Color Retrofit Mk 1
(28) S4Wrd- Color Retrofit Mk 2
(38) Color Source Par V Zoom
(16) ETC Source Four Par
(16) of each lens- wide, medium, narrow, very narrow
(20) ETC Color Source Cyc
(2) Chauvet Rogue R2 Wash
(2) Chauvet Rogue RH1 Hybrid
(3) High End Lonestar

## Retired Inventory

(16) Desire D40 Vivid LED 25 Degree with following lenses
- 7.5" 35 Degree Round Lens
- 7.5" 45 Degree Round Lens
- 7.5" 75 Degree Round Lens
- 7.5" 20x40 Degree Oval Lens
- 7.5" 30x70 Degree Oval Lens
- 7.5" 35x80 Degree Oval Lens

(7) Chroma Q Color Force 72" Cyc with lens options

## Other Lighting Accessories

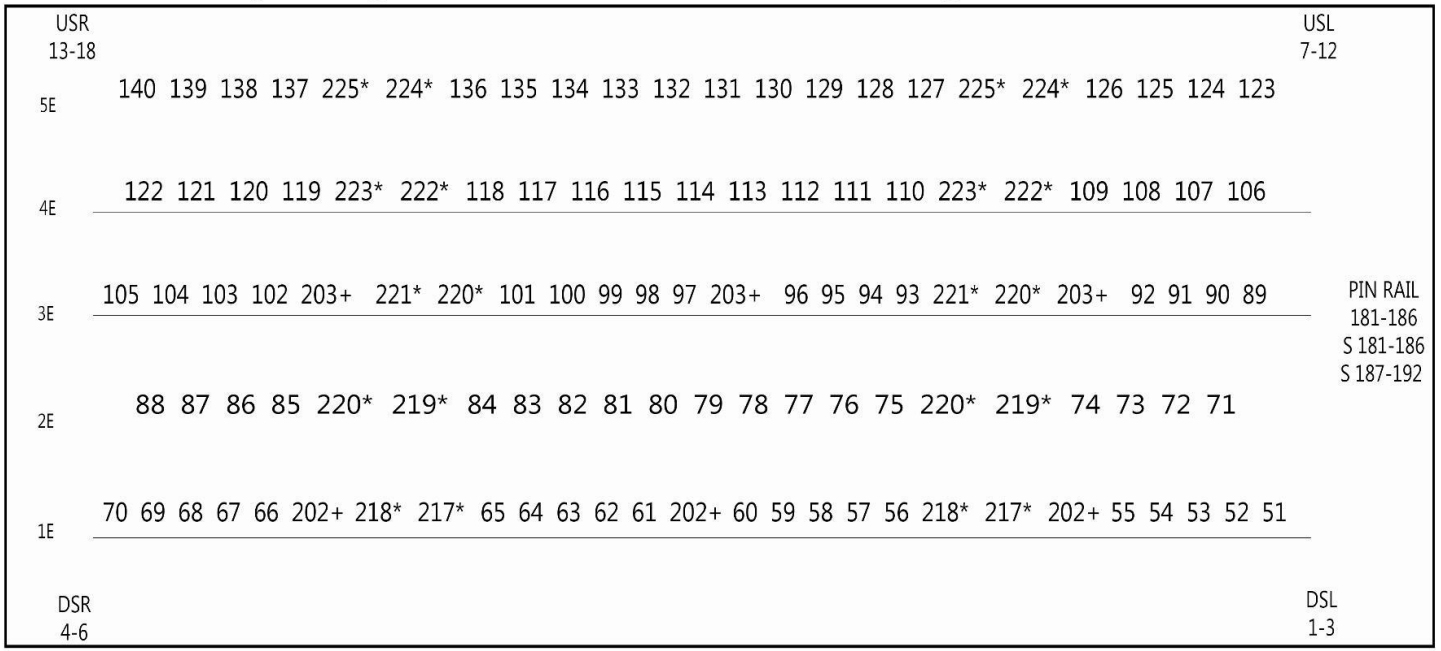
(1) 6 Cir Multi Cable 50'
(3) 6 Cir Multi Cable 75'
(1) Multi Cable Breakout
(4) Multi Cable Stagger
(1) Multi Cable Stagger GTL
Various DMX cable lengths
Various stage pin extensions
(20) Molded "Y" stage pin two-fers

## Lighting Accessories

(24) 12' Side Arms
(2) DMX Iris
(2) DMX Power Supply Units
(24) Source Four GOBO Holder
(6) Source Four 6" Donut
(24) Source Four Top Hat
(4) Source Four Iris
(12) Source Four 7.5" Barn Door
(12) Source Four 7.5" Concentric Top Hat

**Other** (1) 30' single-man bucket genie lift, and various ladders available

# Valley High School Performing Arts Center




PIT 4-6

PIT 1-3

PIN DOOR
123-128
S 123-128
S 129-134
S 135-140

1C 152 151 150 149 226* 227* 148 147 146 145 226* 227* 144 143 142 141

2C 166 165 164 204+ 163 162 226* 227* 161 160 204+ 159 158 226* 227* 157 204+ 156 155 154 153

3C 180 179 178 177 176 226* 227* 175 174 173 172 171 226* 227* 170 169 168 167

4C 187-192 181-186

BALCONY 228* 50 49 48 228* 47 46 228* 45 44 43

| BOX 2 | BOX 1 | TORM |
|---|---|---|
| 39 | 31 | 23 |
| 40 | 32 | 24 |
| 41 | 33 | 25 |
| 42 | 34 | 26 |
| 39 | 31 | 23 |
| 40 | 32 | 24 |
| 41 | 33 | 25 |
| 42 | 34 | 26 |

| TORM | BOX 1 | BOX 2 |
|---|---|---|
| 19 | 27 | 35 |
| 20 | 28 | 36 |
| 21 | 29 | 37 |
| 22 | 30 | 38 |
| 19 | 27 | 35 |
| 20 | 28 | 36 |
| 21 | 29 | 37 |
| 22 | 30 | 38 |

Stage Pin Per Position

| | |
|---|---|
| 1E- 20 | 5E- 18 |
| 2E- 18 | 1C- 12 |
| 3E- 17 | 2C- 14 |
| 4E- 17 | 3C- 14 |

CEILING PANELS- 7-18

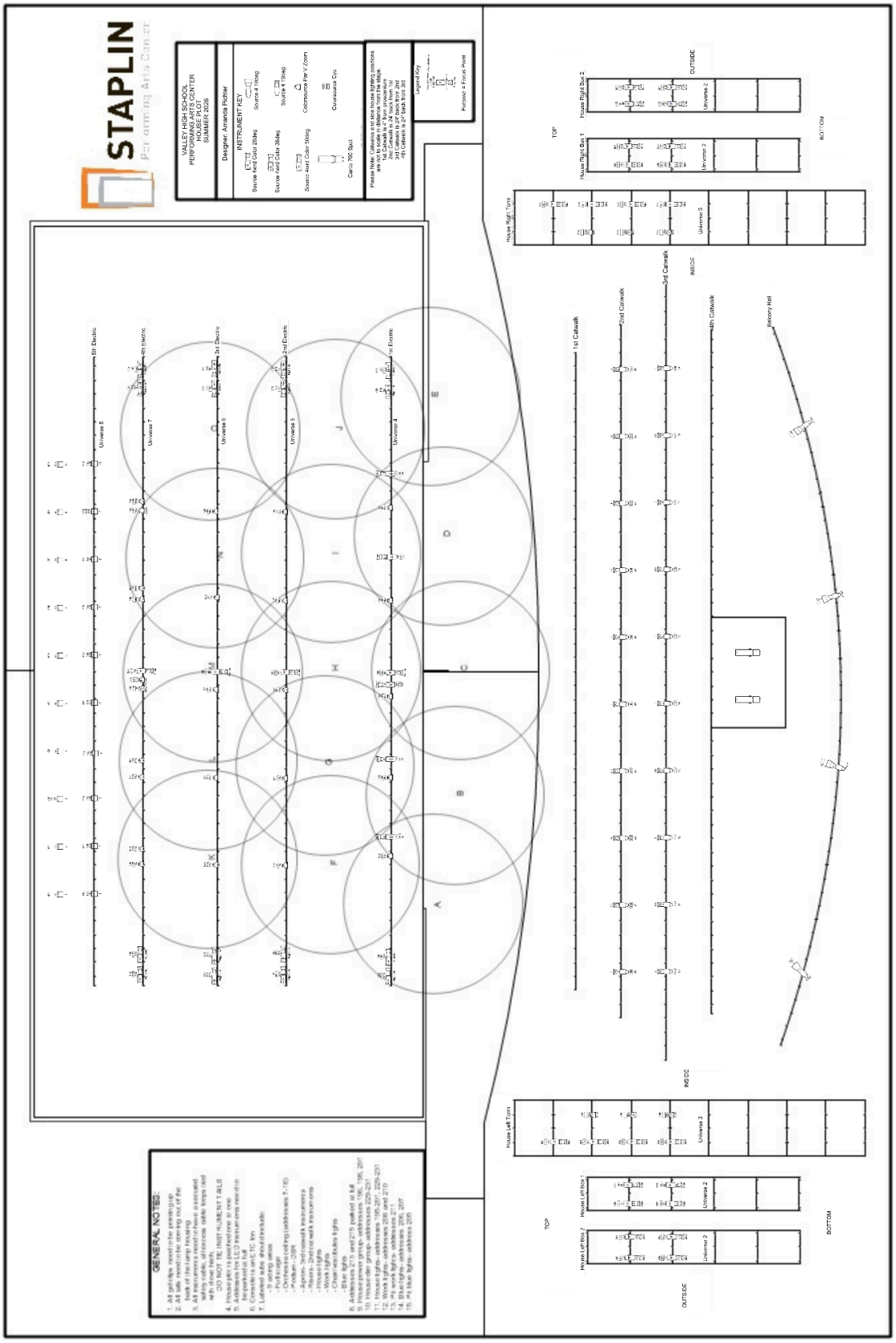
#*- Edison Power

S- SOCO Outs

#+- Twist Lock Power

## DIMMER MAP

# HOUSE PLOT


STAPLIN
Performing Arts Center
VALLEY HIGH SCHOOL
PERFORMING ARTS CENTER
HOUSE PLOT
SUMMER 2026
Designer: Amanda Pichler
INSTRUMENT KEY
Source 4 Ellipsoidal 26deg
Source 4 10deg
Source 4 Wash Color 36deg
Source 4 19deg
Source 4Leko Color 50deg
Colorsource Par V Zoom
Cantata 700 Spot
Coloursource Cyc
Please Note: Catwalks and side house lighting positions are not visible on this plot. Please refer to the attached plots for these positions.
1st Catwalk is 4' from proscenium
2nd Catwalk is 20' back from 1st
3rd Catwalk is 20' back from 2nd
4th Catwalk is 24' back from 3rd
Legend Key
Pipe
Pyrotecnic
Fixture
Pyrotecnic + Fixture Point
GENERAL NOTES:
1. All pin rigs need to be patched
2. All circuits need to be numbered
3. All instruments need to have a secured safety cable, all source cable loops tied with a hook
DO NOT TIE INSTRUMENT BUS
4. House pin is patched one to one
5. Addresses for LED instruments need to be patched 1 to 1
6. Consoles are LTC Ion
7. Labeled subs should include:
- 6 spring subs
- Orchestra
--Orchestra rig (addresses 7-16)
--Podium - 206
--Apron - Sectional's instruments
--Apron - Sectional's instruments
- House lights
- Work lights
- Cove/Valance lights
- Blue lights
8. Addresses 213 and 215 pulled at full
9. House power group- addresses 196, 198, 207
10. House power group- addresses 195-201, 229-231
11. House lights- addresses 195-201, 229-231
12. Work lights- addresses 206 and 210
13. #4 work lights- addresses 212
14. #4 house lights- addresses 207
15. #4 blue lights- address 205
Universe 8
Universe 7
Universe 6
Universe 5
Universe 4
5th Electric
4th Electric
3rd Electric
2nd Electric
1st Electric
House Right Box 2
House Right Box 1
House Right Torm
House Left Box 2
House Left Box 1
House Left Torm
Universe 2
Universe 3
OUTSIDE
INSIDE
TOP
BOTTOM
1st Catwalk
2nd Catwalk
3rd Catwalk
4th Catwalk
Balcony Rail

# SOUND

## FOH System

The house and stage are very live acoustically
The house mix position is located on the mezzanine level, rear center of the house. This area is not enclosed

Digital patching via *Audia Flex* software locations: CM left, CM right, CM mono, CM Sub, CA mix 1-12, DSL 1-6, DSR 1-6, USL 1-4, USR 1-4, Pit 1-4, SL rail 1-4, SR rail 1-4, Cat 1-4

CobraNet locations- USL 1-2, DSL 1-8, USR 1-2, DSR 1-8, Pit 1-2, CTRL 1-4, Audio 1-4, Spot 1-4, SWPOE 21-24

Mixing Consoles-

Allen & Heath SQ 7 48 Channel Digital Mixing Console

64x64 Dante Card- AHM Series

2 Ch AVIO Input and Output Adapters

Available upon request- Soundcraft SI Expression 3 32 Ch. Digital Mixing Console and (1) Soundcraft Compact Stage Box

Digital Equipment

(2) Mounted Crestron Series 2 System Controller- Touch Screen

(3) Crestron Digital Media 8G+ Transmitter 201

- One mounted in control booth
- One mounted on podium
- One portable unit

(2) Allen & Heath Stage Box AB168

Amplifiers-

~~(4) Renkus-Heinz IC Live Fixed Install Dual 15-inch band pass Subwoofer~~

~~(2) Renkus-Heinz IC Live Triple Stack Configuration~~

Speakers-

(10) Renkus Heinz Non-powered 500 W PGN @ 4 ohms

(8) Renkus Heinz Self-powered, Includes PF 1-500 Amp Module

(4) Renkus Heinz Self-powered, Includes PF 1-200 Amp Module

Media-

(2) Tascam Media Recorder/ USB/SD Card

(1) Multimedia Computer- Windows 11

Communication-

(15) Pliant Dual Channel Single Ear Wireless Headsets 900 MHZ
(10) Clear Com Single Ch. Wired Communication Belt Packs
(3) Single ear lightweight
(2) Single ear standard
(6) Double ear standard
Comm. stations available throughout the theatre and several support rooms

~~Live Stream System-~~
~~(3) PTZ Optics PTZ Cameras (NDI)~~
~~(1) NewTek Tri Caster Mini Streaming System~~

## Microphone and Accessories Inventory

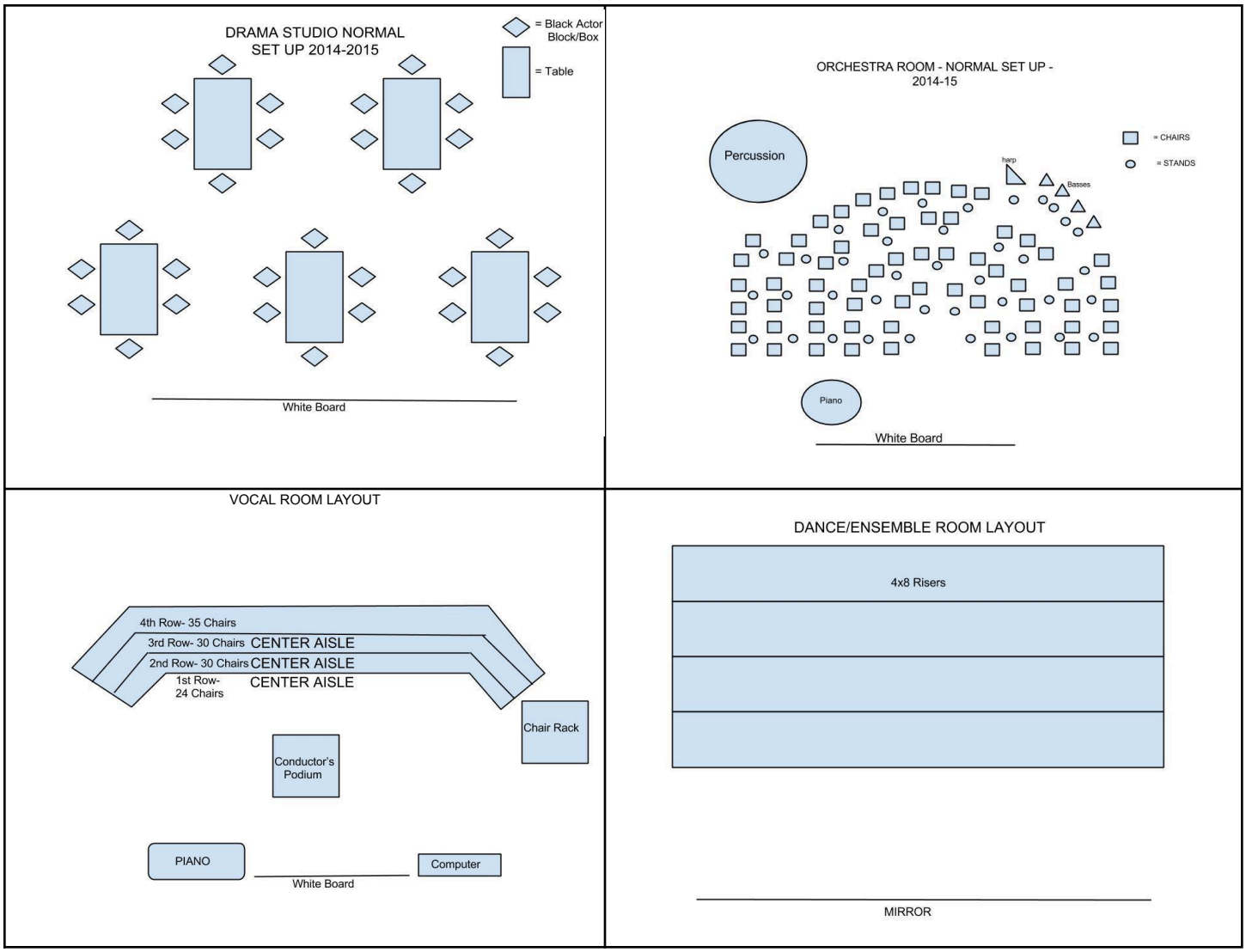
(26) ULXD2 and ULXD1
26 Handheld SM58s
26 Bodypacks
(25) Isomax Countryman headsets
- (2) B3W5FF05LSL
- (5) E6OW5L1LSL
- (6) WCE6LT
- (12) E6OW5B1SL

(26) Shure Twin Plex Omni Lav TL47B
(26) Shure Twin Plex Omni Headset TH53
(6) Beta 58A- Vocal
(3) SM58S– Vocal
(6) C535EB AKG- Vocal
(1) Beta 52A- Kick Drum
(4) Beta 98AMP/C- Drum
(2) Beta 57A- Instrumental
(2) C 451B- Instrumental
(6) SM 57LC- Instrumental
(4) SM 81LC- Instrumental
(4) MD Sennheiser 421- Production
(2) Shure KSM44A SL- Studio
(1) VP88- Video Production
(2) C414 XLS- Reference Recording
(4) PCC 160- Floor Mics
(1) GN15 M- Gooseneck
(6) U853A- Hanging Mic
(1) UA 221- Passive Antenna Splitter
(2) Multimedia DI Box
(4) Passive DI Box
(4) Countryman Direct Box
(36) Sennheiser Assisted Audio Devices
(24) Boom Tripod Mic Stand
(10) Low Profile Boom Tripod
(10) Heavy Duty Mic Base
Assorted XLR Cables/ XLR Snakes

**Company Switch- 40’ above SL-** 100 Amp 208/120V 3 Phase 70 HZ- camlock

# SUPPORT AREAS

## Room Layouts: All rooms must be returned to layout prior to load out unless additional arrangements have been made




### Dressing Rooms

- 2 large dressing rooms with shower, private bathrooms, and lockers
- Large wardrobe/makeup areas connected with dressing rooms
    - 5 bays of makeup stations, 1 bay of sinks, and ample garment space
- Additional private dressing rooms available upon request
- Clearcom communication ports

### Laundry

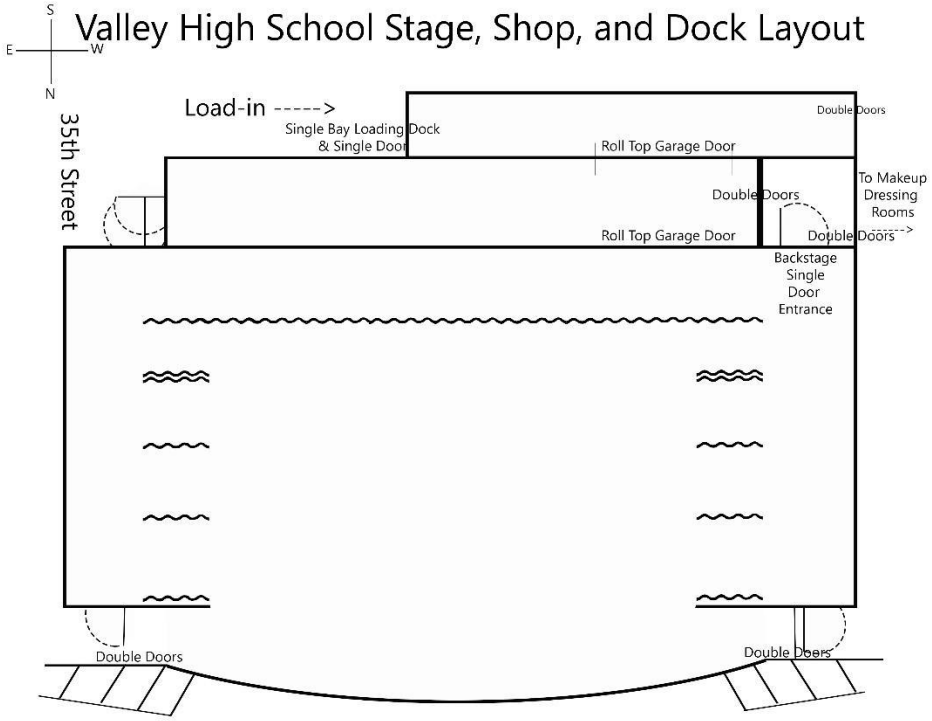
- On-site washer and dryer- No additional hookups available
- Mess sink for laundry only.

**Green Room**

- 48” LED TV with video feed from PAC stage and overhead audio
- Small sink, cabinets, mini fridge, and microwave available
- One small sectional couch
- One large rectangular table
- Clear com communication ports

**Scene Shop/Loading Dock**

- 1,900 sq. ft and 820 sq. ft used for load-ins and set assembly
- Concrete floor and mess sink
- Clear com communication ports

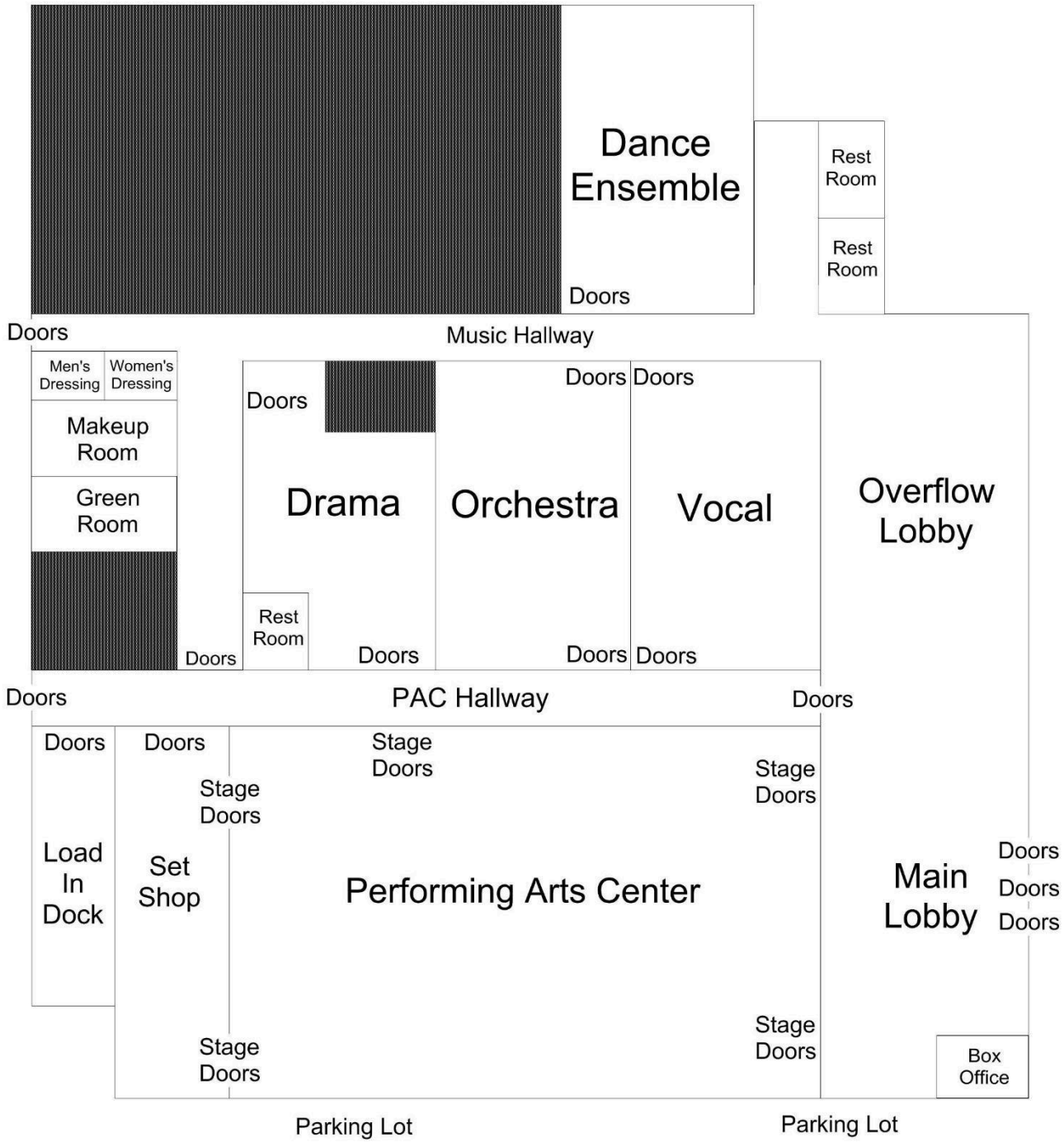



**Performance Classrooms- to the West of the stage**

- Drama classroom studio- overhead theatrical lighting with dimming capabilities, large floor-length mirrors and curtains on north wall, linoleum floors, clear-com communication ports, 23’ ceilings
- Vocal classroom- 3 tiers of risers, acoustical panels, tile floor 23’ ceilings
- Orchestra classroom- temperature controlled instrument storage and acoustical panels, tile floor 23’ ceilings
- Dance studio- 4 risers of dance platforms, large floor-length mirrors, curtains, and ballet bare on south wall, tile floors, 12’ ceilings

All *classroom* spaces have video and audio feed from stage, whiteboards, and double door access to holding hallway between stage and classrooms. Dance studio has audio feed from the stage.

# Performing Arts Center and Classroom Layout



# RENTAL FEE SCHEDULE

| **SPACES- HOURLY** | **External Rentals** | **Staff for Private Use** |
|---|---|---|
| Theater and Lobby | $175 | $120 |
| Stage Only | $125 | $75 |
| Lobby Only | $90 | $30 |
| Green Room | $30 | $15 |
| Dressing Rooms | $30 | $15 |
| Drama Room | $30 | $15 |
| Orchestra Room | N/A | N/A |
| Vocal Room | $30 | $15 |
| Dance/Ensemble Room | $30 | $15 |

* Any Class Spaces Require At Least 3 Day Booking Notice

| **EQUIPMENT- DAILY** | **Group 1** | **Group 2** |
|---|---|---|
| Speciality Lighting | $40 | $40 |
| Spotlights | $75 | $75 |
| Microphone | $50 | $50 |
| Wireless Lavalier/Lapel | $50 | $50 |
| Monitors and Speakers | $50 | $50 |
| Projector & Screen | $75 | $75 |
| Piano | $250 | $250 |
| ~~Multi Camera Live Stream System- Requires additional tech~~ | $300 | $300 |

| EQUIPMENT- SINGLE FEE | Group 1 | Group 2 |
|---|---|---|
| Marley Dance Floor | $200 | $200 |
| Traditional Lighting | N/C | N/C |
| Custom Plot Lighting | TBD | TBD |
| Hang and Focus of Custom Lighting | TBD/HR | TBD/HR |
| Acoustical Shells | $500 | $500 |
| Piano Tuning | Client Cost | Client Cost |
| Orchestra Pit | $100 | $100 |

| PERSONNEL - HOURLY | Group 1 | Group 2 |
|---|---|---|
| **PAC Manager/ Technical Director- 4 Hour Min.** | **$40.00** | **$40.00** |
| Sound Technician- 4 Hour Min. | $30.00 | $30.00 |
| Lighting Technician- 4 Hour Min. | $30.00 | $30.00 |
| Live Stream Operator- 4 Hour Min. | $30.00 | $30.00 |
| Spotlight Operator- 4 Hour Min. | $30.00 | $30.00 |
| Fly Rail Technician- 4 Hour Min. | $30.00 | $30.00 |
| House Manager- 4 Hour Min. | $30.00 | $30.00 |
| Stage Manager- 4 Hour Min. | $30.00 | $30.00 |

| | | | |
|---|---|---|---|
| Security Service | | TBD | TBD |
| Custodial Service | $40.00 | $40.00 | |
| | | | |
| MISCELLANEOUS FEE | | | |
| **Cancellation Fee- If less than 30 days out** | $250 | $100 | |
| Additional Cleaning | | TBD | TBD |

# PERFORMING ARTS CENTER RULES
# AND REGULATIONS FOR PERFORMANCE RENTALS

PUBLICITY/ADVERTISING

- PAC personnel must approve all publicity for rental or outside events.

BOX OFFICE/ TICKET SALES

- PAC personnel will determine if any tickets will be sold for rental events through the PAC Box Office. If it is determined tickets will be sold, the following guidelines will be followed:

NON- MIDWEST TIX USAGE

- Tickets will be sold by cash or check only. All print materials must indicate the same..
- A business phone number that is staffed must be provided for the PAC personnel to refer patrons to for additional information.
- The PAC Box Office should not be the sole location for ticket purchases.
- The renter must provide start up cash and maintain it.
- Renter is responsible for maintaining ticket stock.

MIDWEST TIX USAGE

- PAC personnel will notify renter as soon as the event has been set up by Midwest Tix. The PAC will reserve trouble seats, restricted sight line seats, and accessible seats.
- For rental events using Midwest Tix, the renter will provide personnel to staff the box office one hour prior to each performance. The box office will be operated according to PAC procedures.
- PAC will add an additional $1 fee to each ticket sold using the Midwest Tix system in addition to any Midwest fees

FOOD AND BEVERAGE

- Food and beverages are not allowed in the theatre at any time.
- Only PAC approved caterers are permitted to serve food to the public at the PAC
- **TOBACCO, DRUGS, OR ALCOHOL ARE NOT ALLOWED IN THE BUILDING OR ON THE GROUNDS. Any such evidence from the renter will result in immediate dismissal of events/future events and no refunds will be issued.**

DECORATIONS

- Adhesive-backed decals, tape, or similar items (excluding name tags) may not be distributed or used in the building without prior consent from the PAC manager.
- Painting of any type may not be done on the stage, lobby, or support rooms.

BUILDING USAGE

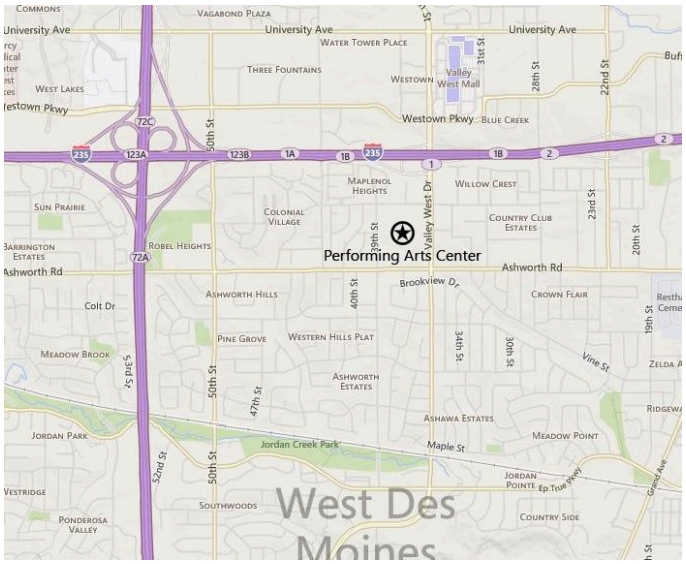
- Renters WILL NOT be allowed to check out keys to the PAC at any duration of the event. A PAC staff member will be present during all hours of the rental agreement and client occupancy.
- Any lobby/room usage must be approved in advance by the PAC. This pertains to booths, vendors, entertainment, and rental services
- Details of performances to be held in the theatre must be provided at least 72 hours prior to show time.
- Groups may only access the areas specified in their contract.

- Move-in or move-out may not occur through pedestrian entrances. Loading dock only.
- Tables, chairs, displays, signs, or other items may not block entrances, exits, hallways, stairs, or other methods of exit from the building.
- Tap shoes are allowed on the stage only and the stage must be covered with marley flooring.
- Flammable materials may not be used. Machinery containing flammable chemicals or fuels may not be placed on the premises. Use of pyrotechnics or incendiary devices is prohibited.

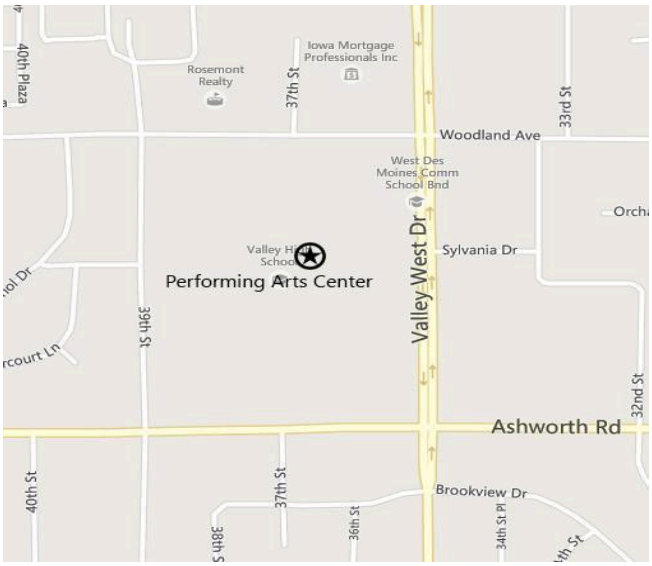
STORAGE

- Valley High School Performing Arts Center will not accept freight deliveries for any lessee prior to the move-in of the event. Valley High School Performing Arts Center will not ship out any freight for any lessee or event.
- The PAC is not responsible for acquiring, receiving, or storing of playbills/programs for rental events. Any playbills/programs remaining at the PAC after the performance will be recycled unless prior arrangements are made for pickup.
- Any property belonging to the lessee shall be removed by the end of the lease period.

# MAP/DIRECTIONS TO PERFORMING ARTS CENTER




North




North

**To the Valley High School Performing Arts Center**
3650 Woodland Ave, West Des Moines, IA 50266

**From the North**

1. Take I-35 S
2. Kept left to continue on 235- W, follow signs for interstate 235 West Des Moines
3. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
4. Turn left onto 35th St/ Valley West Drive .3 miles
5. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles

**From the East**

1. Take I-80 w
2. Take exit 137 A on the left to merge on to I-235 W towards Des Moines 12.4 miles
3. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
4. Turn left onto 35th St/ Valley West Drive .3 miles
5. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles

**From the South**

1. Take I-35 N
2. Take exit 72A to merge on to I-235 E toward West Des Moines/Des Moines 1.2 miles
3. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
4. Turn left onto 35th St/ Valley West Drive .3 miles
5. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles

**From the West**

1. Take I-80 W
2. Merge on to I-35 S/I-80 W 1.0 mile
3. Keep left at the fork to continue on I-35 S .4 miles
4. Take exit 72A to merge onto I-235 E towards West Des Moines/ Des Moines 1.3miles
5. Take exit 1B for Valley West Dr. towards West Des Moines- 12.6 miles
6. Turn left onto 35th St/ Valley West Drive .3 miles
7. Turn right at intersection of Valley West Drive and Sylvania Drive .5 miles

# 1 PREFERRED CATERING LIST

Custodial staff must be involved/scheduled anytime there is food involved in the PAC

West Des Moines Community Schools Catering
*First right of refusal for catering*
Lisa Wright
wrightl@wdmcs.org
515-633-5089

Concessions-Type Services
*Departmental Booster clubs have first right to serve concessions*
Mike Thomas
Mthomas536@msn.com
515-528-6588

If district cannot provide catering, outside catering groups are allowed with prior consent from PAC manager