Guidelines for the

Rental of St. Clair Memorial Hall

Greenville City Schools
St. Clair Memorial Hall
215 W. Fourth Street
Greenville, Ohio, 45331
937-548-3185

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Welcome
to St. Clair Memorial Hall

The erection of St. Clair Memorial Hall was made possible through the generosity of Henry St. Clair, a Greenville wholesale grocer and his wife, Ella. The construction of the hall was completed in 1912. It remains the property of Greenville City Schools but is used extensively by the community for programs of public interest.

The mid 90's restoration was accomplished through the Darke County Center for the Arts. The most recent upgrades have been completed through the efforts of the Endowment for the Arts. The original beauty has been restored along with the modernization of the technical facilities available in the hall.

Those wishing to use the facilities must make the necessary arrangements through the Superintendent's office, located in Memorial Hall. The enclosed guidelines will assist those who wish to use the facilities and hopefully help assure that its current beauty and usefulness will be preserved.

Memorial Hall

(*Stage Size: 20'x30')*

Capacity

Memorial Hall 633

The current rates are as follows: (subject to change)

RENTAL FEE FOR USE OF SCHOOL FACILITIES

	Minimum Charge	Hourly Rate Beyond 3 Hours	Maximum Daily Charge
Memorial Hall			
Commercial or Business	$181.00	$55.00	$456.00
Community organization *w/admission or donation*	$128.50	$44.50	$351.00
Community organization *w/o admission or donation*	$97.00	$34.00	$165.00
Additional practice dates *(1 available for rental date)*	$39.25	$28.75	$96.75
Anna Bier Civic Room	$39.25	$28.75	$96.75
Training Room	$39.25	$28.75	$96.75
Custodian			Actual Cost to BOE (up to $60 per hr.)

A School approved sound engineer and/or lighting engineer must be on-sight when sound and/or light board is used, additional fees for personnel will apply (paid directly to engineer).

Sound Engineer – Doug Cole 937-947-8670
Lighting Engineer – Ron Asman – 937-459-0777

Note:

- *25% of the estimated rental fee must be paid before use of the facility at the time the contract is signed.*
- *Final payment is due within 60 days of the event. Failure to pay may prevent future rentals.*
- *Other fees may be determined by the Superintendent, if applicable.*
- *The rental fee may be waived through the discretion of the Superintendent.*
- *Building usage fees will remain the same as previously established through a grandfather clause for the Darke County Center for the Arts, Art Gallery, Adult Art program, and the Wright State University Economic Development teacher classes. No new programs will be entitled to this grandfather clause.*

Custodian **Actual Cost to B.O.E.**

(Maximum charge is $60.00 per hour – includes the entire time of set up and tear down)

A rental application that includes all desired dates and requested information must be signed prior to the confirming of any dates to use the hall. After the rental application is completed, a rental contract will be prepared and signatures required, along with a certificate of liability insurance prior to the event.

Those using the hall are requested to abide by the following guidelines:

1. Smoking is not permitted within the facility.

2. There shall be no alcoholic beverages or liquor brought to or consumed in the building or on the grounds.

3. The use of glitter, spray glitter, confetti or any similar material is ***strictly prohibited*** throughout the entire facility.

4. No food or beverages (including water) is permitted in the auditorium.

5. Putting up decorations or scenery, moving pianos or other furniture and nailing to the stage floor is prohibited unless special permission is granted. There is to be nothing (including nails, pins, staples, tape, etc.) attached to the curtains or drapes.

6. The applicant is held responsible for the preservation of order. It is expected that participants will observe conduct appropriate for the operation of business. The facility is used to conduct official school business and there are to be no yelling, running etc. throughout the facility during the rental times.

7. The District will provide proper dressing rooms and basic stage equipment, but will not provide the use of school furniture or other accessories, and the District assumes no responsibility for properties left on the premises by the applicant.

8. All electrical equipment and arrangements shall be in charge and control of the District or its representatives.

9. The District or its representatives must have free access to all rooms at all times.

10. The auditorium and any other room used by the applicant will be examined carefully after use and the applicant agrees to make good promptly any loss or damage occurring during applicant's use.

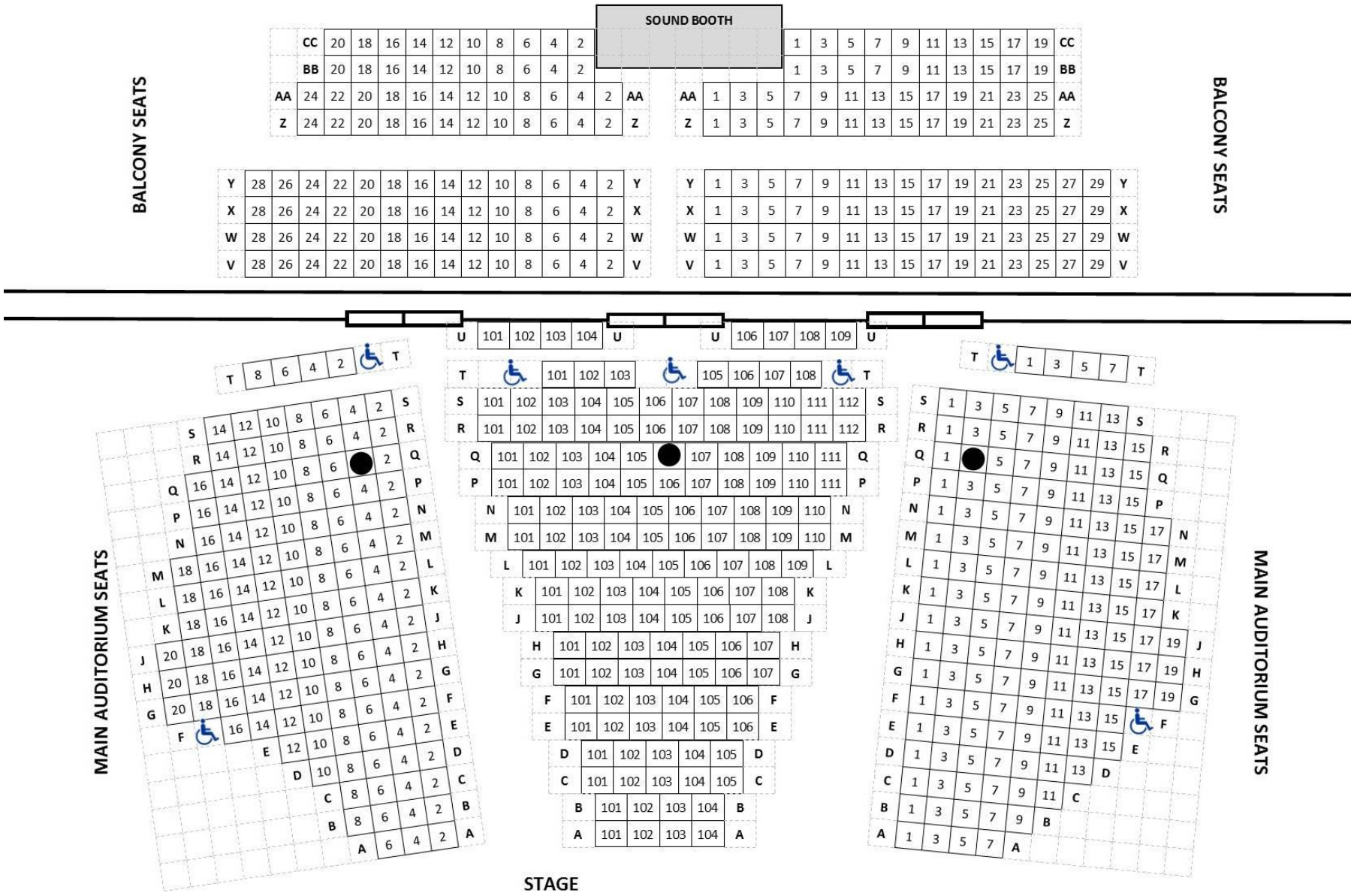
11. All state and municipal fire regulations must be complied with to include no non-permanent seating added. The seating of the hall is 622 seats plus 7 wheelchair accessible spaces. Standing Room Only is not permitted.

12. Aisles, stairs, or other means of exiting are not to be blocked with any chairs, tables, or other materials.

13. An announcement is to be made not more than 10 minutes prior to each program to notify occupants of location of exits.

14. The maintenance area/shop is off limits to all renters.

St. Clair Memorial Hall Auditorium



Updated: 1/4/2016

LIGHTING & SOUND EQUIPMENT GUIDELINES

Through the efforts of the Darke County Center for the Arts (DCCA) the present sound and lighting systems have been installed. The following guidelines have been instituted to ensure their long and useful life.

The design of the sound system permits its safe use as a Lecture/Assembly System with very little knowledge of the total system. However, to utilize the system's full potential requires a significant amount of knowledge and therefore necessitates proper training. For this reason, only those who have been successfully trained will be permitted to have access to the use of the entire sound system.

Use of the basic house lighting in the auditorium can be done with very limited instruction. Use of the total lighting system requires knowledge that must be acquired through training. Therefore, only those who have received adequate training will be permitted to have access to the computerized light board.

Permission for use of the total sound and/or lighting systems must be received from the Superintendent's office of the Greenville City Schools, located in Memorial Hall.

Guidelines:

I. Lecture/Assembly System

A. Obtain necessary equipment from Superintendent's Office in Memorial Hall.
B. Turn on/off switch on wireless mic.

II. Full Sound System (available to fully trained individuals only)

III. Basic Lighting (House and Overhead Stage)

A. House lights can be turned on by use of switches marked "PANIC". The switches are in two locations. One location is at the rear of the auditorium, first floor and the other is behind stage (stage right) by the electrical boxes. Pushing the button marked "NORMAL" will turn the lights out.
B. Overhead stage lights can be turned on by the four switches located to the left of the electrical boxes behind stage. Push the switches down to turn the lights on; return to center position for "off".
C. Blue running lights, orchestra pit outlets, fly floor work lights, and alcove lights can each be turned on separately by use of the round switches (turn clockwise) also located to the left of the electrical boxes.
D. Other stage lighting is available in the large (Square D) electrical box, labeled in the door. (Work Light Panels)

IV. Complete Lighting System (available to fully trained individuals only)

FIRE SAFETY

In renting facilities from Greenville City Schools, you are required to understand and comply with the Ohio Fire Code with regards to overcrowding and announcing the location of the exits.

Please read, and comply with the fire code section below:

OFC Section F-601.8 Overcrowding: A person shall not permit overcrowding or admittance of any person beyond the approved occupant load. The code official, upon finding overcrowding conditions or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a hazard to life and safety, shall cause the occupancy, performance, presentation, spectacle or entertainment to be stopped until such a condition or obstruction is corrected and the addition of any further occupants prohibited until the approved occupant load is reestablished.

OFC Section F-601.9 Operator responsibility: The operator or the person responsible for the operation of an assembly or educational occupancy shall check egress facilities before such building is occupied to determine compliance with this section. If such inspection reveals that any element of the required means of egress cannot be accessed, is obstructed, locked, fastened or otherwise unsuited for immediate utilization, admittance to the building shall not be permitted until necessary corrective action has been completed.

OFC Section 702.3 Announcements: In theaters, motion picture theaters, auditoriums and other similar assembly occupancies where there are non-continuous programs, an audible announcement shall be made not more than ten minutes prior to the start of each program to notify the occupants of the locations of the exits to be utilized in case of fire or other emergency.

Policy Statement
Regarding Open Flames, Flame Effects, and Pyrotechnics

1. To maintain the best possible practices to guarantee audience and venue safety, the Board of Education of Greenville City Schools will not enter into any agreement which requires non-compliance with the Ohio Fire Code.

    a. In the case of any dispute regarding fire safety, the local fire authority having jurisdiction will be notified and act as the final authority in determination of compliance.

2. Performances at St. Clair Memorial Hall or other venues may not include any open flame, including candles (as per Ohio Fire Code Section F-402.3, F-402.3.1.)

3. Performances at St. Clair Memorial Hall or other venues may not include any pyrotechnics exhibition.

4. Performances at St. Clair Memorial Hall or other venues utilizing flame effects must obtain required permit from local fire department, and submit and retain required flame effects plan, and not deviate from that plan without permission from the local fire authority having jurisdiction (as per Ohio Fire Code Section FM-3120.1, FM-3120.2, FM-3120.3, FM-3120.4.)

Greenville City Schools

Facility Rental Application

Please complete and return to Krista Quellhorst, St. Clair Memorial Hall, 215 W. Fourth Street, Greenville, Ohio 45331
Phone: 937-548-3185, ext. 4000 fax: 937-548-6943

Performance/Event Date:		Time:
Performance/Event Name:		
Facility Request:	☐ Memorial Hall ☐ K-8 Facility ☐ High School	Areas:
The Facility will be used for:		
Organization:		
Contact Person:		Phone #:
Address:		
Date of Stage Set:		Time:
Date of Tear Down:		Time:
Rehearsal Dates:		Time:
		Time:
Outdoor Sign Information:		
Lighting & Sound Equipment Request:		
Additional Equipment Request:		
Areas to be used during performances:		

Check all that apply: ☐ Previous Event ☐ New Event ☐ Admission Charged

☐ Ticket needed – How can it be obtained: _____

_____ _____

Signature of Person Responsible for Activity Date

(type name for electronic transmission)

Signatures required on reverse side also.

The _____ agree to abide by the following rental guidelines:
(organization)

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_____ _____

Signature of Person Responsible for Activity — Date

(type name for electronic transmission)