LAKE TRAVIS

PERFORMING ARTS CENTER

RULES & REGULATIONS FOR USE

The information in this document must be read carefully prior to submitting a Facility Use Request or Rental Application. Submission of a Facility Use Request or Rental Application indicates the applicant agrees to abide by and enforce the terms of this document.

Only requests made through a FlowPath facility request will be considered.

The Lake Travis Performing Arts Center (LTPAC) consists of several facilities: Concert Hall (1458-seat proscenium theater), Black Box Theater (flexible seating for up to 220), Recital Hall (272-seat proscenium theater), large multi-level lobby, Box Office, Greenroom, Rehearsal Hall, Dressing Rooms, and Scene Shop.

For questions concerning the Lake Travis ISD Performing Arts Center, contact the Managing Director of the Performing Arts Center at (512) 533-6175.

A. General Management

1. The applicant named and all staff of the organization named on the application (henceforth referred to simply as "applicant") are required to comply with all applicable LTISD District policies, local ordinances, state and federal laws (including Federal Copyright Law & International Fire Code) relating to the use of LTPAC facilities as well as directions from LTPAC staff and administration.
2. The applicant is responsible for the overall condition of the facility. No damage or excessive wear and tear to the facilities will be permitted. Applicant shall be held responsible for reimbursing the cost of damage, loss, or excessive cleaning charges incurred through their use of the facility.
3. Conditions agreed to in the Facility Use Request or LTISD Rental Application must be observed (open, close & performance start times, facilities requested, etc).
4. Reference to the facilities in all public communications shall be as the "Lake Travis Performing Arts Center" as well as the specific theater the event is using (Concert Hall, Black Box Theater, Recital Hall). Do not refer to the facility as the "Lake Travis High School PAC", "LTHS Auditorium", or "PAC Center".
5. Permission to use the LTPAC shall not be transferred to a third party.
6. Prior approval must be obtained before erecting any signs, banners, or pennants anywhere in the facility (LTISD Policy GKB).
7. In the event the applicant fails to comply with the provisions of this agreement, resolution cannot be reached, life-safety is at stake, or major damage to the facility is eminent, the Managing Director, or administrator on duty is authorized to end the event.
8. Repeated violations of the Rules & Guidelines may result in the applicant being suspended from using LTPAC facilities, at the discretion of the LTISD Director of Fine Arts.
9. Any requests for special considerations for individual event requirements should be made in writing, prior to the event to the Managing Director. (Minimum of 10 business days is suggested to maximize flexibility)

B. Participant & Audience Behavior

1. Applicant is responsible for enforcing all rules and guidelines and is responsible for the behavior of all participants, audience members, and staff during their event. Non-compliant persons may be asked to leave.
2. Applicant must remain on site until **all** patrons and participants have left the LTPAC.
3. Students may not be left unattended after events, and LTPAC staff will not be responsible for participants at any time.
4. Participants and audience members are not admitted into the LTPAC until at least one sponsoring teacher, administrator, or organization sponsor is present and must supervise students at all times.
5. Smoking or using e-cigarettes or tobacco products is prohibited in all LTISD facilities. (TEC Sec 38.006)
6. Alcohol is prohibited in all LTISD facilities and within 1000 feet of LTISD property. (TEC Sec 38.007)
7. Firearms and or explosives of any kind are prohibited on LTISD property.
8. Unattended vehicles may not obstruct fire lanes, driveways, and handicapped accessible routes at any time.
9. All vehicles must park in designated parking spots.
10. Feet and shoes must be kept off the seats and seatbacks.
11. Applicant shall ensure the building capacity is not exceeded.
12. Each audience member must be seated in a fixed chair prior to the start of the performance; audience members may never be seated in aisles.
13. Food and drinks are not allowed in the house or backstage areas. Water is permitted.
14. Horseplay and running are not allowed. Running is excepted when part of a rehearsed performance.
15. Only event-related personnel are permitted backstage.
16. All personnel will adhere to posted signage, including not entering rooms labeled as "Authorized Personnel Only".

C. Patron Services

1. Adequate number of ushers (at least 1 per 250 attendees) shall be provided by the applicant. They should assist with seating & enforcing house rules (keeping food and drinks from entering the theaters). Ushers should be dressed appropriately for the event.
2. All event ticketing must be provided by LTPAC.
3. Ticketed events with expected audiences greater than 1000 must use reserved seating.
4. Performances lasting longer than 90 minutes require an intermission.
5. Presenting organizations should be prepared to admit audiences 30 minutes before the scheduled performance start time. A grace period of up to 10 minutes may be permitted, but PAC Staff will open doors at least 20 minutes prior to the scheduled start of the performance. This requirement applies to all performances, regardless of an organization's preferences, or production/rehearsal status.

D. Life Safety

1. Doors may not be propped open. Please see LTPAC staff to unlock doors.
2. Furnishings or other objects shall not be placed to obstruct exits, access thereto, egress therefrom or visibility thereof (IFC sec 807).
3. All aisle ways must be always kept completely clear.
4. Tables may only be set up in the lower lobby or upstairs across from the elevator.
5. All tables or other displays shall be arranged to maintain free, immediate, and unobstructed access to exits (IFC sec 314).
6. No furniture, equipment, or attractions may be set up in the tiled area directly outside of the Concert Hall entry. Depending on anticipated attendance, a limited number of tables may be placed near the display cases in this section of the lobby.
7. No wall coverings may be attached to any walls unless documentation has been previously approved by the Managing Director showing the materials have been tested in accordance with IFC sec 807.1 and do not exceed 50% of the specific wall to which such materials are attached (IFC sec 802)
8. Nothing may be suspended from any ceiling without prior approval from the Managing Director. Considerations for approval will include: The load may not be suspended above egress routes, the load is proven to be non-combustible, and the load will be suspended with rigging hardware documented to be rated for overhead lifting with an adequate working load limit.
9. Fire, pyrotechnics, candles, or any other open flame are strictly prohibited.

E. Event Operations

1. Stage setup may never impede the ability of the fire curtain to close completely.
2. Furniture, fixtures, and equipment may not be relocated, rearranged, or removed from the facility without permission and must be restored at the conclusion of the event.
3. Requests for furniture (tables & chairs in the lobby) must be made in the Request for Use and will be coordinated by the Managing Director. Do <u>not</u> submit work orders to other departments on your own.
4. All equipment including, but not limited to: lighting, audio, video, rigging, power tools, and acoustical reflector systems must be handled and operated by the LTPAC Staff/Technical Theatre students. (Except self-serve control panels where applicable)
5. Each event must supply all necessary materials for their event, including but not limited to: content to be presented, media for playback and/or recording, set pieces, props, decorations, instruments (and accessories), as well as ancillary supplies such as electrical cables, and office supplies.
6. Recordings made by the LTPAC may not be used for resale. All recordings are for archival and instructional purposes only. Permission to use recordings for resale purposes must be obtained by the Managing Director prior to the event and will be subject to recording fees.
7. No one may touch any of the stage draperies, especially the cyclorama, as human oils significantly lessen the life of the draperies.
8. Nothing may be attached to the stage draperies.
9. No mechanical fastener (screws, nails, staples) may be applied to any facility, furniture or equipment.
10. All tape must be approved by the Managing Director prior to use. Only Gaffer's tape and spike tape may be used on the stage floors.
11. Applicant is responsible for assisting in the clean up of the facility and the removal of all materials brought into the facility directly following the conclusion of the event (unless special arrangements have been made with the Managing Director). Materials left behind may be discarded if left more than 24 hours after the event.
12. Animals are not permitted except for service animals or when associated with a performance, subject to approval of the Managing Director.
13. Multi-media content (other than standard preshow music and announcements) should be provided by the applicant unless other arrangements have been made. Applicant is encouraged to schedule time to test content prior to the day of the event to ensure compatibility and accuracy of content playback. LTPAC staff is not responsible for revising, editing, reformatting, or otherwise altering any content to be able to work on LTPAC production systems. The applicant is responsible for ensuring all content meets community standards, LTISD Board Policy, and is in compliance with Federal Copyright Law.
14. The LTPAC will play a preshow announcement prior to the beginning of all performances. Applicant may select between an announcement that does or does not permit flash photography & electronic recording.
15. Special effects (fog, mist, lasers, etc.) require approval from the Managing Director.
16. All scenery, props, and/or decorations must have prior approval from the Managing Director.
17. Glitter in any form (thrown, sprayed onto costumes, scenery), or similar products are not allowed in LTPAC facilities.

F. Requirements for LTISD Events

1. "LTISD Events" are normal performances that are part of the educational programming and business of the school district. These events are sponsored by LTISD organizations and student groups.
2. If the event requires cleaning outside of the normal work schedule for custodial (weekends, after midnight on weeknights). The Managing Director and custodial department will determine number of custodians and hours required for each custodian. Each custodian shall be paid at the current rate listed in the LTISD rate schedule with a four-hour minimum. Please direct any event-related custodial requests to the Managing Director.
3. Prior to approval of the event, permission to sell any type of product (including concessions) in the Performing Arts Center must be obtained from the Managing Director. The Technical Theatre Department reserves the right of first refusal for selling concessions at all events in the LTPAC.
    a. If permission for concessions sales is granted, only bottled water may be sold to drink. Only pretzels, chips and similar snacks may be sold. No chocolate or gummy snacks, or similar may be sold.
    b. The organization granted permission to sell concessions is responsible for ensuring concessions are consumed only in the lobby.
4. LTISD Fine Arts reserves advertising rights in all theaters prior to a show commencing. Requests for exceptions should be made to the LTISD Director of Fine Arts.
5. All LTISD Fine Arts events shall have a program that follows the LTISD Fine Arts Department format.
6. All LTISD events which charge admission are subject to a Production Fee to the Technical Theatre Department. For 1 day events, 15% of ticket sales will be assessed. At the discretion of the Director of Fine Arts, events lasting 3 days or more may be asked to contribute up to 50% of ticket sales.

G. Requirements for Rental Events

1. "Rental Events" are events that may be sponsored by an LTISD organization but also include other schools (hosting a UIL event) or are sponsored by affiliated club organizations that are not recognized by the district, or any other organization outside of LTISD.
2. Rental shall be figured on an hourly basis with a minimum of four hours for each rental period.
3. The rental period shall begin when the first person from the applicant's organization enters the building and terminate when the party completely vacates the building. Adjustments to the payment balance will be made the night of the event based on when the party enters and vacates.
4. Breaks in the rental period shorter than four hours will constitute part of the rental period.
5. In the event the applicant must shorten the rental period, applicant must give notice at least 30 days prior to the event. Otherwise, the facility and labor charges agreed to in the rental contract will apply.
6. The rental rate shall be the same for set-up, rehearsals, and performances. See the current LTISD rate schedule.
7. All staff (PAC Director, Technicians, custodial staff, security) shall be paid at the current rate in the LTISD rate schedule.
8. A minimum of 1 (one) PAC Director shall be hired for each rehearsal and performance at the expense of the applicant.
9. A minimum of 4 (four) technicians shall be hired for each rehearsal and performance at the expense of the applicant. Technicians must be employees of Lake Travis ISD. Applicant may provide additional technical support on a consultant basis only. If the Managing Director deems it necessary to have additional labor, each additional employee hired shall be paid at the same rate as all other technicians.
10. The applicant understands that the PAC Director and Technicians will be paid for one hour prior to each rental period to allow for set-up and a minimum of two hours following the termination of each rental period for strike.
11. The applicant understands that the Technical Staff must be allowed reasonable breaks during the rental. The Managing Director will determine reasonable number and duration of breaks.
10. Lake Travis ISD custodial staff will be required for each event. The Managing Director, in consultation with custodial services administrators will determine number of custodians and hours required for each custodian. Each custodian has a four-hour minimum.
11. A minimum of 1 (one) LTISD Police Officer will be hired for each performance. Each officer has a four-hour minimum. The officer must arrive at least 30 minutes before the performance time and stay until all patrons have vacated the premises.
12. Applicant must provide a **25% non-refundable deposit** at the execution of the rental agreement. This deposit will be based on an estimate of the total charges and will be credited towards the rental charges. The remaining balance must be paid in full at the termination of the rental. At the discretion of the Managing Director or Director of Operations, the balance may be required prior to the performance.
13. Applicant may be required to provide a $1500 refundable cleaning deposit at the execution of the rental agreement. In the event additional cleaning or repairs are needed at the conclusion of the rental, the $1500 cleaning deposit will be applied. If the cleaning and/or repairs exceed $1500, the renter agrees to pay any additional costs.
14. **The rental is not officially booked until the Managing Director has received all components of the rental contract, including: Application, Certificate of Insurance, 25% refundable deposit, and $1500 cleaning deposit.**