Bentonville Schools
ARTS CENTERS

Procedures and Usage Manual

Bentonville High School
Arend Arts Center
1901 SE J Street
Bentonville, AR 72712
Technical Director's Office:
479-254-5162

Bentonville West High School
Performing Arts Center
1351 Gamble Road
Centerton, AR 72719
Technical Director's Office:
479-286-9669

Welcome to the beautiful Bentonville Arts Centers!

These buildings are the home of the arts in the Bentonville Schools.

We are located in scenic Northwest Arkansas.

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Introduction

Welcome to the Procedures and Use Manual for the Arts Centers of the Bentonville Schools. This document serves as a comprehensive guide for staff members, volunteers, and stakeholders involved in the operation of the facilities. By adhering to the protocols outlined in this manual, we ensure the smooth functioning of the performing arts centers and the delivery of exceptional experiences for our patrons.

Mission Statement

The primary purpose of the ARTS CENTERS is to be used in artistic endeavors by the students of their respective campuses.

The secondary purpose of this facility is to provide a performance venue for the students of the entire school district.

Third in purpose, as opportunities develop, the Arts Centers will afford the patrons of the district a resource for community-based programs.

Organizational Structure*

The organizational structure of the Bentonville Arts Centers includes:

Director of Visual & Performing Arts (DVPA)

Overall responsibility for the operations of the facilities including personnel, facility operation, fiscal management, and leadership of the Arts Centers.

Assistant Director of Visual & Performing Arts (ADVPA)

Oversees scheduling of the Arts Centers.

Assistant Technical Director (TD)

Manages day-to-day operations, facility maintenance, and technical aspects of the facilities to include audio, construction, rigging, stage setup and theatrical lighting.

Student Interns & Volunteers

Audience services, box office/ticketing management, usher supervision, etc.

**Clear communication and collaboration are essential for the effective execution of the tasks and achievement of organizational goals.*

Facility Operations

Proper security protocols that ensure the safety of students, staff, families, and patrons are essential to operations. Facility staff will ensure security is provided in accordance with District standards. Regular safety inspections of the facility and equipment will be completed by certified vendors. The production of emergency protocol and evacuation plans for performers and audience members will also be in

accordance with District standards. Facility staff will manage proper ingress and egress for the facility.

Students will not be left unsupervised in the Arts Centers. Facility staff has the obligation to be present in the facility when any student is present. Further, when student(s) have the need to be in an Arts Center, a facility staff member should *always* have more than one additional student or staff member present.

Daily care of the building is vital to operations. Ensuring that the District custodial designee is aware of events, events schedules, and custodial needs that are related to events is part of that care. Repairing and replacing damaged or malfunctioning fixtures, furniture, and equipment will also provide for high quality performance results. Monitoring equipment for repair and/or replacement on a predetermined schedule is the work of the facility staff.

Coordination with the Assistant Director of VPA for the needs of facility use and rentals including rehearsals and performances is expected.

Event Management

Scheduling and planning of rehearsals, performances, and special events is a part of the daily work of the Arts Centers.

Coordination with facility staff and program/event leaders for the logistical and technical requirements for events is expected and typically managed through Google Calendars.

Organizing the set-up and teardown of staging, seating, and equipment for each event is essential work for the success of events.

Facility staff will be on-site management for events in order to ensure smooth operations and attendee satisfaction.

Equipment and Technical Support

The Assistant Technical Director will maintain and service audio-visual equipment, lighting systems, and theatrical rigging.

The TD will also provide technical support to artists, performers, production crew, and event staff.

Managing inventory of the technical equipment, tools, and supplies, is expected of the TD.

Training students and staff on emergency procedures and proper care/use of all equipment is an expectation of the TD position.

Financial Management

Facility staff will adhere to District accounting standards and internal controls in order to safeguard assets and maintain transparency.

Usage Priority

Bentonville District Organizations

1. BHS/BWHS Visual & Performing Arts
    - Band
    - Choir
    - Debate/Forensics
    - Orchestra
    - Theatre
    - Visual Arts
2. BHS/BWHS Official Student Groups
3. BHS/BWHS Administrator(s) meetings
4. Bentonville School District Visual & Performing Arts groups
5. Bentonville School District Official Student Groups
6. Bentonville School District Administrator(s) meetings
7. Bentonville School District affiliated organizations
8. Arts Center presented and sponsored events

Non-Bentonville District Organizations

9. Walton Arts Center sponsored events
10. Bentonville Community non-profit organizations
11. Other non-profit organizations
12. For profit organizations

The priorities of this chart will be applied along with a first-come, first-serve workflow. Choices will be given in the sequence of the priority list as the official District calendar is developed. However, if a higher priority group attempts to reserve an Arts Center at the last minute, and that date was previously reserved earlier by a lower priority group, the higher priority group should not assume their date will be scheduled. When the reservation windows of opportunity are announced, it will be more likely that all groups will find a suitable date by reserving early.

Items 9, 10, 11 & 12 – organizations will be charged a rental fee as described in the "Usage Rates" section of this document. This section is consistent with Board Policy 7.13 – 'Public Use of School Buildings'.

Arts Center management shall reserve the right to refuse a reservation or rental of Arts Center facilities for any event, activity or performance if it determines that such event, activity or performance or the anticipated audience response to such event, activity, or performance may cause damage or unusual risk to the facilities, patrons, or cause disruption to the learning environment of Bentonville School District.

Arts Center management shall reserve the right to refuse a reservation or rental of Arts Center facilities if it deems that any event, activity, or performance is inappropriate to the general rules of conduct, or cause disruption to the learning environment of Bentonville School District and/or violates any Local, State,or Federal laws, ordinances, rules, regulations or the opinion of the Board of Health.

School Board Policy 7.13

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120.

The District reserves the right to approve or reject any request for use of school facilities, or make appropriate limitations on use, based on the legality of the proposed use, any potential conflict with other uses of the facility, liability concerns, or any concerns related to safety and security of students, school personnel, school property, or the user.

Procedures and Usage Guidelines

Bentonville School District Organizations

The following is a list of Policies and Procedures governing the use of the Arts Centers by schools, organizations, and affiliated organizations of the Bentonville School District.

- All use of the Bentonville Arts Centers, including the lobby, galleries, the arts center seating, the stage, the orchestra pit, the orchestra shell, the shop, the dressing rooms, and any other rooms or equipment in the Center must be cleared for use, scheduled, and approved through the Director of Visual & Performing Arts or their designee.

- Standard event scheduling:
    - Grades K-4 begin events at 6:00 pm
    - Grades 5-8 begin events at 6:30 pm
    - Grades 9-12 begin events at 7:00 pm
    - The Arts Centers reserve the right to adjust start times in order to minimize overlap in the start of multiple events, intermission, and end times.
    - When considering the possibility of two events in the same facility on the same date, neither will begin prior to 6:00 pm with the latest beginning no later than 7:30 pm.

- Interruption or cancellation of production, performance, or event
    - The Arts Centers and Bentonville Schools reserves the right to cancel, interrupt or terminate any production, performance or event in the interest of public safety.
    - In general, the cancellation of in-person school attendance by BSD students due to inclement weather has the effect of canceling after-school production rehearsals and performances.

- Printed or online programs
    - BSD VPA faculty/staff will be provided a template for the production of event programs. There will be a one-page and a multiple-page option from which to choose for assembling the event program.
    - A variance that would allow for 'playbill'-style format can be granted by petitioning the VPA Administrative Team via email.
    - All programs and PR pieces should be uploaded to the VPA Shared Drive for archival purposes.

- As part of their utilization of the Arts Centers, all District buildings and all District programs not housed on an Arts Center campus have responsibilities to care for the facilities and to care for the needs of their patrons. These responsibilities include:
    - The provision of a minimum of three (3) building faculty members to meet the needs of students and patrons. These three faculty members are to be stationed in the lobby of the respective Arts Center 30 minutes prior to the designated show time and will remain for 15 minutes following the beginning of the show.

    - The faculty will serve as greeters, ushers, manage printed programs, provide directions, manage student behavior, etc.
    - The sponsor shall provide adequate supervision of students using the facility. It is the responsibility of the sponsor to monitor and correct inappropriate action and behavior of students throughout the Arts Center facilities.
    - In the event that the anticipated audience number is higher than 650, the balcony can be opened for use. In that circumstance, an additional faculty member from the performing school will be required for balcony, front-of-house support. This would bring the total supervisory staff to four (4) faculty members.

- Food and beverages of any kind are not allowed in the patron seating areas, the stage, or the control booth. Only bottled water in a container with a lid or closure is allowable in the shop, orchestra pit or the dressing rooms.

- The sponsor shall provide adequate supervision of students using the facility. It is the responsibility of the sponsor to monitor and correct inappropriate action and behavior of students throughout the Arts Center facilities.

- Any damage to the facility shall be reported to the Director of VPA and/or the Technical Director immediately and shall become the responsibility of the supervising sponsor.

- All technical requirements for the event must be presented to the Director of VPA and/or the Technical Director a minimum of two (2) weeks prior to the event.

- Access to the Arts Centers stages shall be limited to the apron in front of the Main Curtain for any groups other than Bentonville Theatre Departments for three (3) weeks prior and 24-hours following productions. VPA staff has the discretion to make exceptions to strike procedures following events. The Technical Director will provide guidance on strike timelines/procedures.

- Painting is only allowed in the shop area. Touch up painting will be allowed on stage with proper drop cloths in place and with the supervision of the Technical Director of the Arts Center.

- Nothing may be attached to the curtains, draperies or walls on stage. This includes: safety pins, straight pins, tape of any kind, paper clips, staples or any other fastening device.

- Masking tape may not be used to spike scenery or cast positions. Upon request, a Technical Director can supply industry-standard speciality tape of assorted colors for such purposes. It is the responsibility of the sponsor to remove all tape when the event is completed.

- The fly system is only to be used by trained and qualified personnel, i.e. the Director of VPA, Assistant Director of VPA, Technical Director, trained faculty, and/or students that have been sufficiently trained. An adult supervisor must be present when the fly system is in use.

- The sound and lighting system is only to be used by trained and qualified personnel (i.e. Director of VPA, Assistant Director of VPA, Technical Director, trained faculty, and/or students with sufficient training).

- Access to the loft areas on stage and over the seating area is only available to trained and qualified personnel (i.e. the Director of VPA, Assistant Director of VPA, Technical Director, faculty, and/or students that have been sufficiently trained). An adult supervisor must be present when students are in these areas.

- Access to the storage areas in the shop is only available to trained and qualified personnel (i.e. the Director of VPA, Assistant Director of VPA, Technical Director, faculty, and/or students who have been sufficiently trained). An adult supervisor must be present when students are in these areas.

- The use of tools in the shop area shall only be done with the supervision of the Technical Director. Tools must be signed out and returned to designated areas. All tools must be used in a safe manner utilizing instructed safety precautions and safety equipment. Every attempt is to be made to observe OHSA protocol. Abuse of tools will result in expulsion from the shop and theatre.

- The stage area shall be swept and/or mopped by the sponsor after each event under the guidance of the Technical Director.

- The stage area shall be wet mopped after all performances.

- Dressing room areas shall be cleaned by the sponsors and left in the same manner as to when occupancy occurred.

- Prior arrangement must be made for any and all materials to be delivered to the Arts Centers. The Arts Centers cannot accept any items shipped if any sum is to be paid to the delivery company upon delivery.

- Arts Centers management reserves the right to eject or cause to be ejected from the premises of the Arts Centers an objectionable person or persons*. Neither the Arts Centers nor the Bentonville School District nor any of its officers, agents or employees shall be liable to any USER for any damages that may be sustained by such USER subsequent to the exercise of such right by Arts Centers management.

  *The term "objectionable person/persons" shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of Arts Centers policy, Bentonville School District rules and regulations of conduct, Federal, State, and Local law, make the normal and proper conducting of business or an event/performance or the enjoyment of others of such an event difficult or impossible.

- Any injury sustained during occupancy of the facility should be reported immediately to the Director of VPA and/or the Technical Director and the proper accident reports must be filed.

- Additional policies and procedures may apply at the discretion of the Director of VPA and/or the Technical Directors of the Arts Centers.

- Failure to abide by all policies and procedures may result in expulsion from the Arts Centers.

Non-Bentonville School District Organizations

The following is a list of Policies and Procedures governing the use of the Arts Centers by groups and organizations not affiliated with the Bentonville School District (User).

Technical Arrangements & Procedures

- A meeting must be arranged by the User with the Director of VPA and/or the Technical Director, no less than two (2) weeks prior to the event.
- To review and estimate all equipment needed for the event to guarantee that the event will be presented in the most professional manner possible.
- All Powerpoints, music, videos, and show-flow/agenda, lobby set-up, and stage set-up (including risers, tables, mics, podiums, lecterns, and chairs) are due a minimum of four days prior to the schedule.
- If decorations will be used on stage or in the lobby, contact information of the person responsible for set-up and tear down, as well as the schedule for the work must be provided at this meeting.
- Any music files are preferred in MP3 file format. Music file exchange with the Tech Directors must be in a physical format. Cloud files or links to online files are not acceptable.
- The numbering and names of the music files need to match the show-flow/agenda in the order in which they are to be played.
- If one continuous sound file is to be used, please inform the Technical Director.
- The Arts Centers are not responsible for any requests received after this meeting.
- The Arts Centers are only responsible for technical equipment available owned and managed by the BSD Arts Centers.
- The User is responsible for the load in and load out of the Arts Centers.
- Safety:
    - Users shall guarantee that all materials used in the event are made of fire retardant material or treated with a fire retardant chemical.
    - Fire curtain line must be kept clear at all times.
    - Obstruction of aisles, halls, and exits is prohibited.
    - The use of open flame is not allowed.
    - Special effects and sound – the use of any special effects including: strobes, explosives, or lasers must be pre-approved. Fog machines must meet all Federal, State, and Local fire and safety codes.
    - Sound levels are limited to a 95 db average.
    - Firearms are not allowed. The use of simulated firearms or firearm effects must be approved and regulated by the Technical Director.
    - Movement or change of stage equipment must be approved by the Technical Director.

General Operating Procedures

- Insurance
  - User shall furnish the Arts Center, at least two (2) weeks in advance of the event, a certificate of insurance naming User and Arts Center as insured. The certificate must contain the following language: "Bentonville School District and the Arts Center are named as additional insured with respect to all activities by User held on the premises of Arts Center facilities on the dates of _____ pursuant to policy number _____." Such insurance shall provide for a minimum of premises bodily injury liability of one million dollars ($1,000,000) per occurrence.

- Licenses and Fees
  - User shall be solely responsible for obtaining any and all licenses, permits, and/or royalties required by laws, ordinances, rules and regulations referenced above, for User's event. User is solely responsible for all costs arising from the use of patented, trademarked, franchised, or copyrighted materials, devices, processes or dramatic rights used or incorporated in User's event. The user shall indemnify, defend, and hold harmless the Arts Center, Arts Center staff, and Bentonville Schools from any and all claims or costs including legal fees which might arise from the questioning of use of any such material as described above. The Director of VPA, Assistant Director or Arts Center Technical Director shall, either prior to or subsequent to a performance, have the right to require any User to furnish satisfactory evidence that such User has obtained all such licenses.

- Clean-up Responsibility
  - The User agrees to leave all Arts Center facilities in the same condition as existed at the time User took possession. The Arts Center will provide "pre-event" cleaning services at no cost. Extended hour cleaning services will be added at the current maintenance fee set forth by Bentonville Schools.
  - All cardboard must be broken down before placed in the dumpster.

- Catering
  - The Arts Centers do not supply catering for any events, receptions, parties or meals scheduled in the Arts Centers. The User is solely responsible for catering of any food or beverage. All food and beverage used in the catering of such events must be prepared in licensed kitchens.

- Alcohol, Drugs and Smoking
  - Alcohol and illegal drugs of any kind are <u>not</u> allowed on the grounds of any Bentonville School including the Arts Centers. The Bentonville Police Department will be called if alcohol and/or drugs are used, found, or suspected of any individual on the premises of the Arts Centers.
  - Smoking is prohibited on the grounds of all Bentonville Schools, including E-Cigarettes.

- Security

- The Arts Centers will schedule security personnel for the duration of the event and bill the User at the current rate per hour per officer, minimum five hours. Security personnel required will be determined by the Director.

- Parking
  - The Arts Centers cannot guarantee nor secure or reserve any parking areas in the Bentonville High School or Bentonville West High School parking lots. Parking is not permitted in the fire lanes. Vehicles in these areas are subject to towing at the owner's expense. The Arts Centers loading docks are for loading and unloading only. Parked vehicles may not block the dock area. Arrangements must be made in advance to leave larger trucks in the dock. Unauthorized vehicles in the loading dock area are subject to towing at the owner's expense.

- Obstruction and damage
  - Aisles, sidewalks, entrances, hallways, stairs, or elevator to Arts Centers facilities shall not be obstructed, or, caused to be obstructed by User, or, caused to or permitted to be used for any purpose other than entrance and exits to the Arts Centers.
  - User shall pay for any and all damage by User resulting from the misuse of any doors, gates, devices, or equipment belonging to the Arts Centers.

- Recording, Broadcasting, and Camera Usage
  - No event presented at an Arts Center may be broadcast, video-taped, recorded or otherwise reproduced without the written consent of the Director of Visual & Performing Arts, the Assistant Director, or the Technical Director. Users must present permission from all parties involved before permission is granted. In the event that consent is granted, User shall ensure that Arts Centers and its staff receive proper credit. "Recorded live at the Arend Arts Center (or Performing Arts Center) in Bentonville, Arkansas". The Technical Director shall determine placement and approve of cameras and other equipment deemed necessary to record any event.

- Lost Articles
  - The Arts Centers shall have the sole right to collect and have possession of articles left in an Arts Center. Where lost articles can positively be identified by the rightful owner, the Arts Center staff will make every effort to reunite such articles with them. The Arts Centers will not be responsible for any articles lost at an event.

- Storage
  - The Arts Centers will not accept any shipped goods unless prior arrangements have been made with Arts Centers staff. The Arts Centers, staff, Bentonville Schools, nor Bentonville Schools staff will be liable for any loss, damage or injury to such property.

- Animals
  - Animals, other than those required by persons with disabilities, or those required by a script, will not be allowed in the Arts Center facilities. Animals

required by script or scene to be on stage may only do so for the amount of time designated in the script or scene.

- Lodging
  - The Arts Centers will not permit any person to stay overnight in the facilities.

- Compliance with Laws
  - No activities that violate federal, state, and local laws, ordinances, rules, regulations or in the opinion of the Board of Health shall be permitted on Arts Centers premises. The user shall be responsible to enforce this provision.

- Collections
  - Users shall make no collections, donations or solicitations of money or goods of any kind on Arts Centers premises without first obtaining written permission from the Arts Centers staff.

- Use of Theatre Seating
  - Food and drink are not allowed in the Seating Area of the Arts Centers. Any damages caused in the seating area due to the presentation of an event, a representative of the User or the User shall be the sole responsibility of the User. Any and all fees required for repairs shall become part of the settlement fee for the User. If the seating area requires excessive cleaning, a subsequent charge for such services shall become the responsibility of the User and become part of the settlement fee.

- Objectionable Persons
  - The Director of Visual & Performing Arts or the Technical Director reserves the right to eject or cause to be ejected from the premises of the Arts Center any objectionable person or persons. Neither an Arts Center, the Bentonville Schools nor any of its officers, agents or employees shall be liable to any User for any damages that may be sustained by such User subsequent to the exercise of such right by the Director of Visual & Performing Arts or the Technical Director.

    *The term "objectionable persons" shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of Arts Center policy, Bentonville Schools rules and regulations of Conduct, Federal, State, and local law, make the normal and proper conducting of business or an event/performance or the enjoyment of others of such event difficult or impossible.

- Refusal to Rent
  - The Director shall refuse to rent Arts Center facilities for any event, activity, or performance if it determines that such event, activity or performance or the anticipated audience response to such event, activity or performance may cause damage or unusual risk of damage to Arts Centers facilities or patrons.

- Tape
  - Painters tape is the only tape to be used within the Arts Centers and must be brought in by the User. If seats are to be reserved for guests and/or name tags

placed on seats, painters tape is the only tape to be used and must be placed on the top of the seat, not on the wood handles.
    - If signs need to be hung in the hallways, painters tape is the only tape to be used.
    - If spike tape is needed for marking action or placement of items onstage, approved tape will be provided at an added cost.
- Confetti, Confetti Cannons, Glitter, Powder/Talc, Streamers, Streamers Cannons
    - The use of confetti, confetti cannons, glitter, powder/talc, streamers, streamer cannons in the Arts Centers is prohibited, without written consent from the Director.

- Child Care
    - If your organization is to provide child care or keep children in any classroom or the commons area for your event, you must ensure that for every 18 children that you have one adult supervising them. The adults supervising must ensure that kids are not climbing on furniture, running through the building or behaving in such a way to cause harm to the others or the facility.

- Ushers
    - User must provide two (2) ushers at each seating area entrance to:
        - Welcome Guests
        - Hand out programs
        - Help answer questions from guests (restroom location, etc.)
        - Prevent food and drinks from entering the facility.
        - Ushers must arrive prior to the seating area opening to the public.
        - Ushers must stay at entrances for a minimum of 15 minutes after the start of the event for late arrivals.

Ticketing and Box Office

(seating charts for the Arts Centers are included at the end of this document)

Procedures at the Arts Centers involve:

- The Arts Centers do not provide ticketing services for external users.
- District users that require ticketing will use the BSD ticketing platform – Hometown Ticketing.
- Ticket taking and Box Office services are the responsibility of the user.
- Users will supervise entrance to the facilities for patrons, ticket taking.

Marketing

- The Arts Centers shall not be responsible for marketing or advertising events.
- The Arts Centers do reserve the right to publicize events for the promotional benefit of the Arts Centers.
- The name of the Arts Center shall only be used as a location for the event.
- The following disclaimer must be used in all event advertising:

    The <title of the event> is being presented by <event organization>. The Arts Center serves only as the venue for the event and is not responsible for any content of any part of the presentation or programming.

Lobby Management

- Arts Centers will provide management in the lobby area for the purpose of crowd control.
- Standard practice is for the house to open 45 minutes prior to the set curtain time. Technical set up and all rehearsals must be concluded by that time. Users must make every effort to start on time.
    - The Director of Visual & Performing Arts, the Assistant Director, and the Technical Director reserve the right to delay the beginning of the event due to inclement weather or any other issue that may delay a greater number of patrons to be seated.
    - Late arriving patrons may be seated at the discretion of the Arts Center management.

Interruption or Cancellation of Production, Performance or Event

- The Arts Centers and Bentonville Schools reserves the right to cancel, interrupt or terminate any production, performance or event in the interest of public safety. Upon the return to normalcy the User shall be given sufficient time to finish the production, performance or event without any additional charge.
- Neither Party shall be liable for damages for its failure to perform due to a Force Majeure Event. "Force Majeure Event" shall mean an event beyond the Party's control that makes performance impossible, such as fire, storm, flood, earthquake, acts of God. If this Agreement is terminated due to a Force Majeure Event, the Arts Center shall return the unused portion of all amounts User paid to the Arts Center.

Facility Use Rental Rates

Facility rate is a five (5) hour minimum with additional hour(s) charged at the hourly rate with any portion of an hour being charged at a full hourly rate. Items and equipment included in facility rental:

Performing Arts Centers $300 per hour
- AAC stage, seating area, shop area
- Lobby
- Dressing room
- Normal Stage Lighting: traditional Rep Plot format
- Five microphones (hard wired, hand held wireless or lapel mics)
- Speaker lectern
- Two sound monitors
- Music file playback equipment
- Front projection screen and projector
- Three eight foot tables in the lobby

Arts Center Classroom(s) $50 per hour

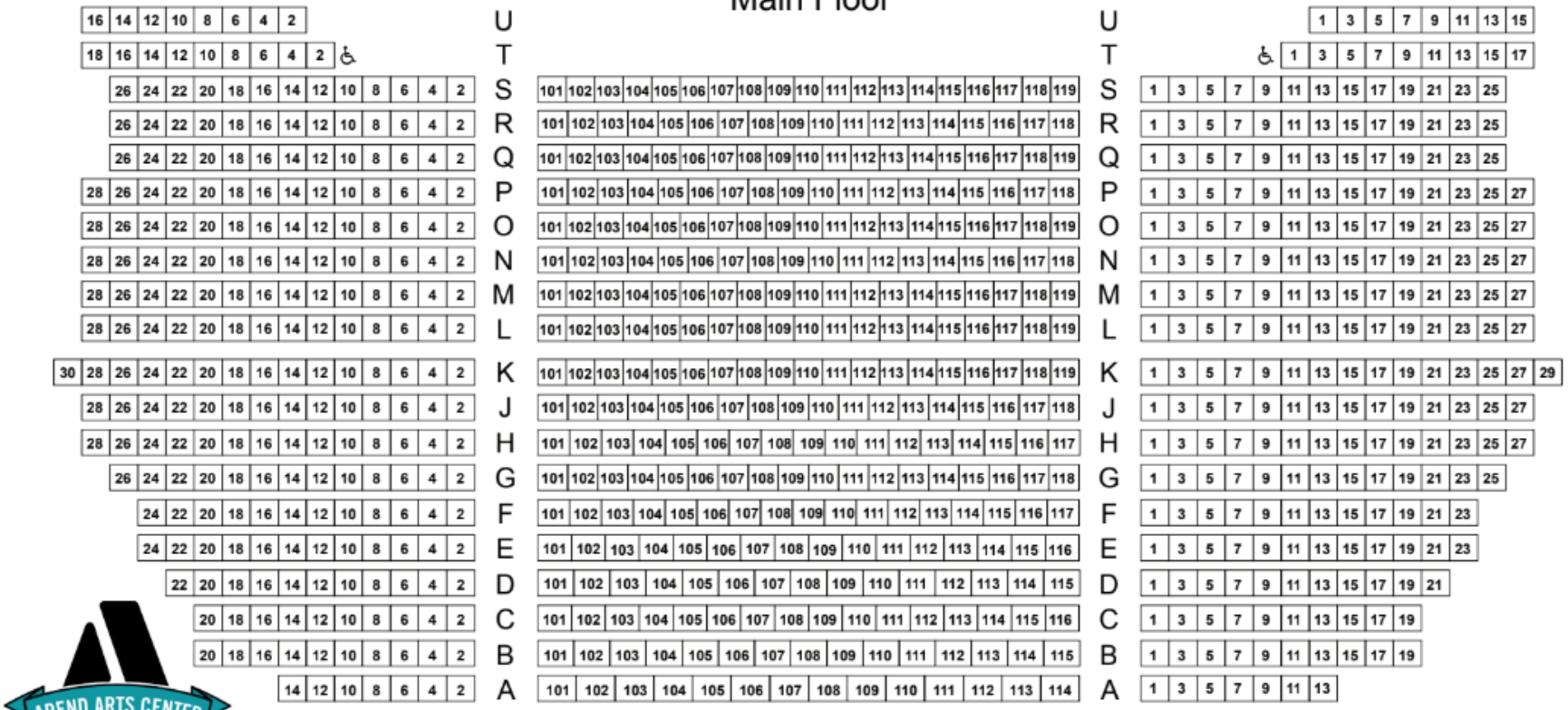
Personnel and Staff Hourly Fees
- Director $40 per hour
- Assistant Director $40 per hour
- Tech Staff Supervisors $40 per hour
- Custodial $30 per hour
- Security $75 per hour

Arts Centers Seating Charts

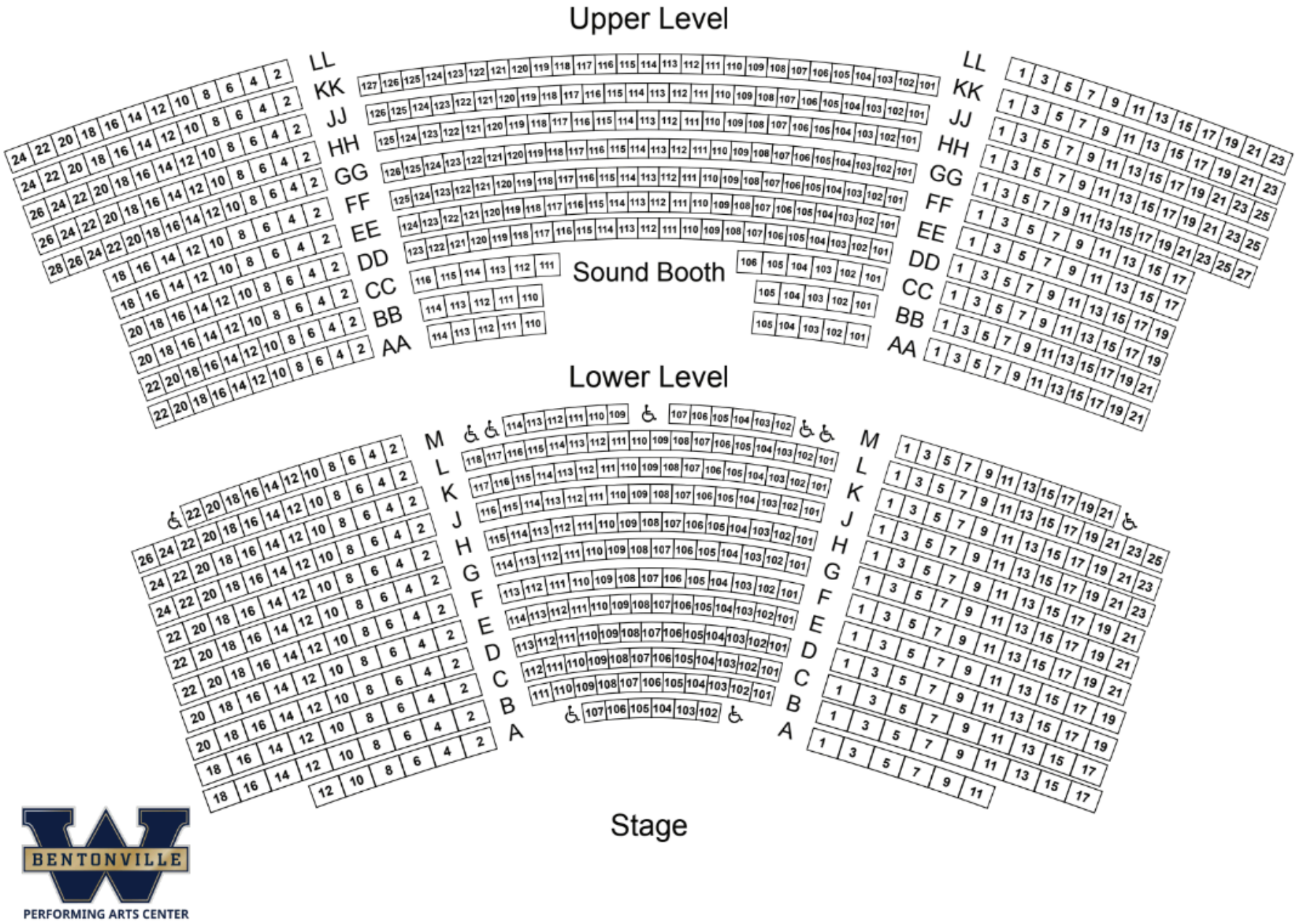
Balcony



Main Floor



AREND ARTS CENTER


Upper Level
LL
KK
JJ
HH
GG
FF
EE
DD
CC
BB
AA
Sound Booth
Lower Level
M
L
K
J
H
G
F
E
D
C
B
A
Stage
BENTONVILLE
PERFORMING ARTS CENTER