

**Avon High School
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Avon Local Schools
2021-2022 Performing Arts Center Rental Guide

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FORWARD

The rental program of the Avon Local Schools Performing Arts Center, or PAC, is provided as a community service. The intent of Avon Local Schools is to make facilities available to the public when such use does not conflict with the instructional or school related activities of the schools.

The program must be operated within a framework of economically sound business principles. The fee schedule, as contained in this guide, has been established to cover the costs of operations and maintenance so that no funds are taken away from the educational program to subsidize the rental program.

The procedure and guidelines contained herein have been established to administer the rental program for the benefit of all. Your responsibility as a member of the community is to respect and protect the facilities, and to enjoy them as taxpayers and citizens of this community.

PROCEDURES FOR OBTAINING A RENTAL PERMIT

1. Rental guide and blank Application for Facility Permit forms should be requested from the PAC Coordinator or picked up from the Performing Arts Center Ticketing Office located in the lobby of the Performing Arts Center or obtained from the Avon Local Schools Website. Once Application for Facility Permit is submitted, the PAC Coordinator will send a quote for usage. Once a rate is agreed upon, the PAC Coordinator will forward the quote and application to the Central Office for further processing.
2. The completed contract, a signed Hold Harmless document, Safety and Liability document must be returned to the PAC Coordinator. A Certificate of Insurance must be submitted when the event is put into School Dude by the renter. Additional documents may need to be signed and returned depending on the nature of the rental.
3. A down payment of up to 50% of the estimated cost may be required. The date will be reserved for the renter. After this, the PAC Coordinator or renter may request a walk-through of the spaces rented and the rental guidelines will be reviewed.
4. After the event, a final invoice of the actual cost of the rental will be issued and must be paid within 30 business days of its issuance.

AVON LOCAL SCHOOLS PERFORMING ARTS CENTER FACILITY RENTAL PROGRAM

PLEASE READ CAREFULLY

We encourage all potential renters of school arts facilities to read this booklet carefully to become familiar with the rules and regulations governing the rental of facilities. Misunderstandings about procedures and questions about unexpected fees might be eliminated with the reading of the booklet.

PERMIT RESPONSIBILITY

The group or organization using the performing arts facilities shall hold harmless the members of the Avon Board of Education and all school employees from any loss and or damage over and above ordinary wear, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before any event occurs.

The person affixing his or her signature on the contract as the responsible representative of the renting group or organization assumes these risks and liabilities in the name of the group or organization.

The signer assumes that he or she has read and understands all procedures and rules contained in this rental guide, and assumes all responsibility for their enforcement.

The renting organization, through their signer, guarantees the payment of all fees as listed on the contract and/or contained in this booklet to Avon Local Schools.

USE OF FACILITIES

As a community service, Avon Local Schools offers certain facilities within the various schools to be utilized by the residents of the Avon School District, community groups, and local organizations.

PRIORITY

The requirements of the regular school program shall receive primary consideration in the use of the facilities. School-related organizations such as band, orchestra, choir, theater, PTO, Booster groups, etc., shall have priority over non-school related organizations. Non-school related organizations include, but are not limited to: established organizations (e.g., Scouting groups, church groups not having their own facilities, and charity groups), and outside groups or organizations not sponsored by school district residents, or municipalities within the school district.

FINANCIAL CHARGES FOR USE OF FACILITIES

The Avon Local Schools intent is that facilities should be available for community activities at a nominal fee. However, that fee must cover the costs of salaries and overhead. General fund monies are used to provide a quality education for the students of the school district and should not be used to subsidize the rental of school facilities.

The Avon Board of Education has established a fee schedule for the use of School Arts Facilities. Fees for the use of School Facilities shall be in accordance with this fee schedule or as determined by the PAC Coordinator

- Avon Local Schools reserves the right to request payment of 50% of estimated fees in advance. In all other cases, final payment will be made to the PAC Office within ten (10) business days after the invoice date.
- Notice of cancellation must be received by the PAC Office ten (10) calendar days prior to the rental. A processing fee of twenty percent (20%), plus any costs incurred, may be assessed for a late notice. Any deposit paid will not be refunded to events canceled less than 10 days prior to the rental.
- In the event that payment for fees, rentals, seminars, etc., is made by check and said check is returned for insufficient funds, closed account, or other similarly related circumstance by the respective financial institution, the PAC Coordinator will make every reasonable effort to obtain indemnification.

Periodically, the PAC Coordinator shall evaluate fees for the use of the facilities, and a fee schedule shall be subsequently recommended to the Board of Education. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (security, technician, event workers, etc.) whenever extra pay for school employees is required as a result of the use.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee others for the use of school property.

The fee structure is listed on pages 9 and 10 of this document. The PAC Coordinator shall have the authority to waive or reduce any fee for any community, city, or school-sponsored group or organization if there are appropriate circumstances, which warrant such consideration.

BUILDING RESPONSIBILITY

The school building contact is the PAC Coordinator or his or her designee until 6:00 p.m., or until he or she leaves the premises. After 6:00 p.m., a school custodian is the contact for the building. Although the custodian is a public employee and is there to assist and give direction, the custodian is normally assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent facilities apart from any agreed upon setups.

SAFETY AND LIABILITY

School personnel may require the renting organization to provide parking supervision, fire and police supervision and liability insurance if the district determines the activity or crowd warrants it.

Where insurance is required for facility rentals, the renting organization must provide a public liability policy of not less than \$1,000,000 single limit liability. A certificate of insurance is to be issued to the Avon Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation to the Board.

PUBLIC CONDUCT ON DISTRICT PROPERTY

Members of the public are welcome and encouraged to visit school grounds and facilities. However, in order to ensure a safe, orderly environment, all persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a volunteer, teacher, instructor, athletic official, other employees of the schools or students, including but not limited to any person engaged in the conduct of school-sponsored business or activities.

No person will disrupt, interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal.

SPECIAL SERVICES

Groups requesting security, technical or other event personnel services may be charged at the prevailing hourly rate for school personnel.

EQUIPMENT USAGE

Groups requesting the use of technical equipment such as lighting, video or p.a. system, must have a trained school technician operating the equipment.

School owned lighting, video, or audio equipment may not be used by groups renting facilities unless such equipment is specified in the contract and a qualified person is used to operate the equipment.

RENTAL TIME

The rental rate begins when the building is opened for the renting group as specified in the contract. The fee shall end when all attendees have left the building at the end of the event. No rental will be allowed after 10:00 p.m. without special permission from the PAC Office. It is important to state accurately the desired rental time and any additional services in the contract request to avoid unnecessary misunderstandings.

AVAILABLE AREAS FOR RENTAL

All areas available for rental are located at the Avon High School. The High School is used by many groups at the same time. Common resources such as parking, restrooms, and lobbies/commons areas are not considered as part of your rental. Those areas are and will be used by other groups. There will be adequate parking for your event, however, it may be shared by other events and may be located in adjacent parking lots and grassy areas. Especially during the Summer Break, there may be construction in and around the building, including parking lots. Efforts are made to coordinate construction and pre-scheduled events, but conflicts with common areas may occur during that time.

MUSIC ROOMS

Music rooms are rented for large group programs and rehearsals. Music rooms include: Band Room (180), Orchestra Room (181), and Choir Room (183). The PAC Coordinator (or his or her designee) and building principal must approve the use of any room. A request to use additional equipment or piano must be noted on the rental application, and additional rental charges may apply.

LOBBY/GALLERY

The Lobby/Gallery, located in the front of the Performing Arts Center, is rented to groups for receptions and display space. The rental must be scheduled through the PAC Office. The PAC Coordinator must approve the use of these facilities.

AUDITORIUM

The rental of the Auditorium must be scheduled through the PAC Office. The PAC Coordinator must approve the use of these facilities. Commons areas are not included as part of the Theater rental.

A request to use the house p.a. system, theatrical lighting system, microphone/playback system or video must be noted on the rental application. If permission is granted to use the theatrical lighting system or the microphone/playback system, an Avon Board of Education employed technician will be hired to operate the equipment. The renter is responsible for paying for this additional labor cost.

PERFORMING ARTS CENTER

The rental of the Performing Arts Center is scheduled through the PAC Office. The PAC Coordinator and building principal must approve the use of these facilities.

A request to use the house p.a. system, theatrical lighting system, microphone/playback system or video must be noted on the rental application. If permission is granted to use the house p.a. system, theatrical lighting system, microphone/playback system or video system, an Avon Board of Education employed technician will be hired to operate the equipment. The renter is responsible for paying for this additional labor cost. Due to the complexity of the systems, ANY audio, video, or lighting equipment usage more than turning the lights on in the Performing Arts Center will require an approved technician.

RENTAL GROUP CATEGORIES

The fee schedule is structured on the basis of three separate groupings.

GROUP I

Definition: any Avon Local Schools group whose activities are student related.

Examples: PTO Groups, School Booster Groups, Inter-school Clubs, Scouts, etc.

Fees: No Facility Rental Fees are charged. Equipment and Personnel charges may apply.

GROUP II

Definition: a non-profit community group **within the city of Avon** whose benefits go to charity, community projects, or schools.

Examples: Churches, Service Clubs, Municipal Groups and Senior Citizen Groups.

Fees: Reduced Facility Rental Fees are charged. Equipment and Personnel charges will apply.

GROUP III

Definition: any for-profit business or any non-profit community group **outside the city of Avon**.

Examples: Business, industry, educational and professional groups that would typically hold meetings and/or conferences. Also promoters, business owners, dance studios, music studios, touring theater companies and related entertainment entities.

Fees: Full Facility Rental Fees are charged. Equipment and Personnel charges will apply.

Groups whose business is located within the Avon Local School District will be granted a 10% discount on Facility Rental Fee. Equipment and Personnel charges will apply with no discount.

2021-2022 PAC USE FEES

Facility	Group I	Group II	Group III
Auditorium (weekdays)	-0-	\$30.00/hour	\$30.00/hour
(weekends)	-0-	\$80.00/hour	\$80.00/hour
Large Ensemble Room (weekdays)		\$30.00/hour	\$30.00/hour
(weekends)	-0-	\$80.00/hour	\$80.00/hour
Performing Arts Center Performance/Event rate (4 hr. min)	-0-	\$170.00/hour	\$225.00/hour
Performing Arts Center Rehearsal Rate	-0-	\$85.00/hour	\$115.00/hour
Lobby and Gallery Space ONLY (daily rate)	-0-	\$150.00/day	\$200.00/day

Labor Fees	Group I	Group II	Group III
Theatre Manager	-0-	\$35/hour	\$35/hour
Security	-0-	Current Rate	Current Rate
Avon FD Rep.	-0-	Current Rate	Current Rate
Student Technicians	-0-	\$15/hour	\$15/hour

Equipment Fees	Group I	Group II	Group III
Lamp Fee	-0-	\$30/day	\$30/day
Follow Spot Light	-0-	\$25/each/event	\$25/each/event
Wireless Microphone/Stand	-0-	\$30/each/event	\$30/each/event
Grand Piano (Tuning not included)	-0-	\$100/event	\$100/event
Electric Piano	-0-	\$50/event	\$50/event
Choir Riser	-0-	\$20/unit/event	\$20/unit/event
Platform Riser	-0-	\$10/each/event	\$10/each/event
Orchestra Pit Cover Removal and Replacement	-0-	\$1000	\$1000
Acoustic Shell	-0-	\$50/event	\$50/event
Cyclorama Curtain and Lighting	-0-	\$65/event	\$65/event
Projector and Screen	-0-	\$25/event	\$25/event
Rolling Mirrors	-0-	\$30/unit/event	\$30/unit/event

**THE RIGHT TO REJECT ANY GROUP IS RESERVED BY THE PERFORMING ARTS
COORDINATOR OR THEIR DESIGNEES.**

PERFORMING ARTS FACILITY RENTAL RULES AND CONDITIONS

Please read the following rules and conditions. The Hold Harmless Clause (last page) must be signed and returned with the Application for Facility Permit.

1. The Avon Board of Education reserves the right to reject or cancel any contract or permit for any reason.
2. A completed Application for Facility Permit form must be submitted at least three weeks prior to the date of the event.
3. The person signing the contract will be required to sign a hold harmless clause releasing the Board of Education from any liability during the rental.
4. The person signing the contract as the responsible party for a facility rental must be present at the event.
5. Avon Local Schools reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of school property, and the general welfare of the community, including the cancellation of any permit.
6. The building principal or PAC Coordinator may make additional regulations governing the use of the building or facilities.
7. The permit holder agrees to abide by the State and local Code of Laws in using the facilities, and to prohibit any unbecoming conduct within the facilities or on the grounds. The permit holder agrees to be responsible to the Board of Education for the proper use and care of the facilities. He/she further agrees that the character of activity will conform to that stated on the rental agreement.
8. No group which limits membership in or attendance at its activities on the basis of race or color shall be permitted to rent school facilities.
9. The permit holder/group renting the facility is responsible for providing adequate adult supervision. The building will not be open until adult supervision is present. Children, when not accompanied by parents or other adult supervision, will not be permitted in the building.
10. No group is admitted without a permit, and only at the time stated and with proper supervision.
11. The organization or individual renting the facility shall assume all responsibility for damage incurred to the property to include cost to repair/replace including labor of said property.
12. No drinking of intoxicating beverages or illegal use of drugs is permitted on the school premises. Violators will have their contract immediately terminated and shall be subject to disciplinary action by local law enforcement officials.
13. There will be no smoking in the buildings or on grounds during the rental period.
14. Any decorations, scenery, etc. used in the building must be of flameproof material.
15. Lighted candles or flames are not to be used within the school facility without consent of the PAC Coordinator. Pyrotechnics of any kind are strictly prohibited.
16. Nails, screws, or tape on painted surfaces shall not be used to fasten to the walls or floors without consent of the PAC Coordinator.
17. The PAC Office may require, in advance, the permit holder to provide parking attendants, police and/or fire supervision if they feel the crowds or programs warrant it.

18. The district may require the permit holder to carry liability insurance.
19. **All permits will be issued for specific rooms or areas, and it shall be the responsibility of the responsible party from the renting organization to see that the remainder of the building is not entered or disturbed.**
20. The facility rented will be cleaned and rearranged for school use before the next school date, or within 12 hours, whichever is less. An additional charge will be made for non-compliance unless a custodian is scheduled for this responsibility.
21. Time of occupancy will end at 10:00 p.m. unless the permit indicates that prior arrangements have been made with the school administration.
22. Custodial services shall include unlocking and locking the building, operation of lights and heating equipment, normal cleanup, and putting the room in order for regular use. The permit holder will be charged for custodial time incurred to restore the room to normal state.
23. The custodian may loan no school equipment unless prior approval has been obtained from the principal or PAC Coordinator in writing.
24. The custodian of the building shall enforce the rules and regulations of the Board, and/or shall report infractions to the building principal or PAC Coordinator.
25. All fees must be paid within 10 days of invoice date. A late fee of 10% will be added to invoices not paid within 10 days of invoice date.
26. Pre-Event/Post Event Walk-through: At the request of the PAC Coordinator or Renter, before any event, the PAC Coordinator and Renter will walk through the rooms to be rented. Any pre-existing conditions will be noted. At the request of the PAC Coordinator or Renter, after any event, the PAC Coordinator and Renter will walk through the rooms to determine post event condition. Renter will be responsible for damage or clean-up resulting in their use of the facilities.
27. **Music rooms: All chairs, stands, instruments and other equipment must be returned to its original location. Food or drinks must be thrown away in appropriate trash receptacles. Renter is responsible to provide adequate supervision of children and/or students using the rooms. Failure to provide adequate supervision will result in future rentals being denied.**
28. **Auditorium:** Stage must be returned to original condition. Any tape applied to the stage floor must be removed. All backstage trash is to be thrown away in appropriate trash receptacles. Seating area should be free of any trash, programs, handouts, etc. Any chairs moved during the rental need to be returned to the original location. Tables are to be taken down and placed outside the theater against a wall. Any materials, equipment, scenery, costumes, etc. must be removed within 12 hours or before the beginning of the next school day, whichever is less. Failure to remove materials, equipment, scenery, costumes, etc. may result in additional charges for storage and/or disposal. Affixing materials, equipment, scenery, etc. to the stage floor with screws or nails is prohibited unless approved by the PAC Coordinator. A temporary dressing area can be arranged if required.
29. Performing Arts Center: **NO FOOD OR DRINKS (other than water) MAY BE BROUGHT INTO THE PERFORMING ARTS CENTER AUDITORIUM. Renter will be responsible for a \$250.00 cleaning charge if food or drink is found in the Performing Arts Center Auditorium.** Stage must be returned to its original condition. Any tape applied to the stage floor must be removed. All backstage trash is to be thrown away in appropriate trash receptacles. **Seating area should be free of any trash, programs, handouts, etc.** Any materials, equipment, scenery, costumes, etc. must be removed within 12 hours or before the beginning of the next school day, whichever is less. Failure to remove materials, equipment,

scenery, costumes, etc. may result in additional charges for storage and/or disposal. Affixing materials, equipment, scenery, etc. to the stage floor with screws or nails is prohibited unless approved by the PAC Coordinator. The rental of the PAC includes access to; the PAC stage, house, lobby, and dressing rooms.

30. Lobby/Gallery: All food and drink to be served in the Lobby/Gallery must be approved by the PAC Coordinator (see attached form). The method of hanging any and all artwork must be approved and supervised by the PAC Coordinator. Renter will be responsible for any damage done to walls, floors, and ceilings as a result of artwork being hung or displayed. Tables and chairs are available for use when reserved at least 1 week in advance. The renter will provide adequate supervision anytime the Gallery is open to the public. Any materials, equipment, etc. must be removed within 12 hours or before the beginning of the next school day, whichever is less. Failure to remove materials, equipment, scenery, costumes, etc. may result in additional charges for storage and/or disposal.

31. Dressing Rooms: Two separate dressing rooms are available in the Performing Arts Center. They will accommodate approx. 12 people and each have a separate bathroom. Production intercom is available. **Renter will be responsible for a \$100.00 cleaning charge if the dressing room/bathroom is not returned to original condition including all trash thrown away, chairs/stools returned, and rooms free of personal belongings.**

32. Security: Necessary security personnel will be assigned by Avon High School and paid for by the renter. Security equal to the normal number of security personnel assigned to similar Avon events is expected. Security will be assigned by the PAC Coordinator.

33. Food and Drink Concessions: All concession activities must be arranged through the PAC Coordinator. With the exception of catered events.

34. Merchandise Concessions: Renters may sell merchandise in the Lobby of the Performing Arts Center or the Commons. Merchandise is subject to the approval of the PAC Coordinator.

35. In the event of inclement weather or school closure, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

Application for Performing Arts Facility Permit

PLEASE REQUEST THE “Rental Application” FROM THE PAC COORDINATOR, fill it out, and return it.

Procedure: PAC Coordinator will create a quote based on your request and send it back to you. Once the quote is finalized, the PAC Coordinator will send it to the Central Office for approval and you will receive a contract to sign. Renter will be sent an approved contract with a copy being signed by renter and returned to the Central Office.

Fees and Invoicing:

Procedure: The PAC Coordinator will prepare an Estimated List of Charges prior to your event based on the information you provide. After your event, PAC Coordinator will revise the List of Charges based on actual occupied time and actual equipment and staffing used. At such time, a Final Invoice will be prepared and sent.

Avon Performing Arts Center

Food, Drink, and Concessions Policies

1. No food or drinks may be served or sold without prior permission and approval of the PAC Coordinator. All menu items must be approved by the PAC Coordinator to protect the condition of the facility.
2. If permission is granted to serve food/drinks, Renter may be charged a refundable \$250 cleaning deposit. Any additional cleaning required as a result of spills will be deducted from the deposit. If cleaning/repair costs exceed \$250.00, renter will be responsible for additional costs.
3. If permission is granted to serve food/drinks, the Renter is responsible for all clean-up and disposal of food and drinks.
4. The PAC Coordinator will approve any area where food/drinks will be served.
5. Avon High School will supply 6' rectangular tables and chairs. Round tables are not available. Two weeks notice is required on table and chair requests.
6. **Only clear liquids may be served.** Cola drinks, fruit punches, colored sports drinks, etc. will not be permitted. This is to protect the condition of the facility.
7. **With the exception of bottled water, NO FOOD OR DRINKS WILL BE ALLOWED IN THE AUDITORIUM OR PAC HOUSE. Groups will be assessed a \$250 cleaning charge if food or drink is found in the auditorium at any time during the rental period. RENTER IS RESPONSIBLE FOR POLICING AND ADHERANCE TO THIS POLICY.**
8. No merchandise may be sold without prior permission of the PAC Coordinator. Avon High School will supply 6' rectangular tables if required. Two weeks notice is required on table and chair requests.

Renter

Date

HOLD HARMLESS CLAUSE
(Applicant's Copy)

_____ (the community group's organizational name), in consideration of the use of the facilities of the Avon Local School District, agrees to defend, hold harmless and indemnify the Avon Local School District Board of Education, its officers, members, employees and agents in both their official and individual capacities (collectively the "Board") from all liability, claims, demands, damages, or costs for, or arising out of _____ (the use of the particular facility, including the purpose for which the facility is used and the dates and times of its use), whether it be caused by the negligence of _____ (the community group), persons enjoying use of the facility as members or invitee of _____ (the community group), the Board or either party's agents or employees as defined in Ohio Revised Code Section 2744.01(B), or otherwise.

Date

Signature

Print Name

SAFETY AND LIABILITY

School personnel may require the renting organization to provide parking supervision, fire and police supervision and liability insurance if the district determines the activity or crowd warrants it.

Where insurance is required for facility rentals, the renting organization must provide a public liability policy of not less than \$1,000,000 single limit liability. A certificate of insurance is to be issued to the Avon Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation to the Board.

Copy of Insurance Received: _____
(ALS representative)