

**THE ELLSWORTH SCHOOL DEPARTMENT**  
**REGULATIONS GOVERNING COMMUNITY USE OF**  
**ELLSWORTH PERFORMING ARTS CENTER**

- A. The supervisor in charge of the Ellsworth High School (EHS) Performing Arts Center (PAC) shall be present before the activity is due to start and remain with the group until all have left.
- B. The organization using the PAC shall be responsible for moving its equipment into and out of the PAC through the indicated entrance.
- C. All programs shall be planned so they do not interfere with the regular Ellsworth School Department (ESD) day schedule.
- D. ESD Administrators and the Ellsworth School Board (ESB) shall have unlimited access to the PAC at all times.
- E. No smoking is allowed on ESD grounds.
- F. Food, beverages and gum are not allowed in any part of the PAC at any time.
- G. Activity shall be restricted to that area for which permission is granted including rehearsal and load-in entrances.
- H. The activity shall not extend beyond the hours approved in the request.
- I. No changes may be made in any areas of the PAC unless authorized and supervised by the PAC designated technician. These areas are specific: lighting, sound system, drapery set-ups, electronic equipment, light dimmers, light sources, piano, heating equipment, sound wall and bleacher seating.
- J. No ESD property or equipment is to be altered or removed from the premises.
- K. **Nothing may be nailed or screwed into the PAC's hardwood stage floor.** Scenery or set pieces must be braced and anchored with sandbags or other similar alternative methods.
- L. All groups using the PAC and/or rooms adjacent to the PAC (as part of their production) will be responsible for returning rooms to the original condition.
- M. All groups will be held responsible for the removal (within 24 hours following their performance) of any equipment, stage props, or other material not belonging to the PAC. The organizations representative will be responsible for signing the check-in/check-out list ensuring that these regulations have been followed.
- N. All non-ESD organizations shall assume financial responsibility for any damage done to the building or its contents during said organization's use.
- O. All custodial cleanup shall be the responsibility of the leasing organization and be at \$35.00/hour to the ESD.
- P. Any non-ESD organization using the PAC is responsible for securing the necessary and appropriate security and crowd control personnel when required by the Building Administrator.
- Q. Failure to abide by this policy will result in revocation of this lease.
- R. No reservation shall be honored until this application is returned along with the \$50.00 deposit fee and approval by the BA of EHS.

**Adopted: April 14, 2015**