

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

The Ellsworth High School (EHS) Fine Arts Philosophy states that, “The fine arts are creative modes by which all people can enrich their lives.” The EHS Performing Arts Center (PAC) educates students and the Ellsworth Community by sponsoring performances in all areas of the performing arts. By providing opportunities for exposure to the arts, the Ellsworth School Board (ESB) encourages the appreciation of artistic talent and works, training and the many disciplines involved in public presentations. It is the intention of the ESB that the PAC be a leading center of culture for Down East Maine.

The Superintendent is responsible for developing administrative regulations which provide for timely applications, uses which do not interfere with Ellsworth School Department (ESD) educational or co-curricular programs of the ESD students, preference to local, not-for-profit organizations, and the acceptance of appropriate responsibility and liability.

All programs and activities, including set-up and tear-down/cleanup, will be scheduled so as not to interfere with the regular ESD schedule.

**ESD-Related Organizations and Activities**

Requests by ESD-related organizations must be made to the Building Administrator (BA) at least two weeks in advance. The BA will determine the level of technical assistance required.

ESD-related organizations and activities will have priority in using the PAC. ESD-related organizations will not be permitted to use the PAC unless the BA is satisfied that there will be a responsible person in charge of the group.

ESD student activities must be concluded by 10:00 p.m. on nights preceding school days. On all other nights, student activities must be concluded by 11:00 p.m. unless permission for continuing activity has been given in advance by the BA.

**Community Organizations and Activities**

The use of the PAC by outside organizations will be permitted in accordance with administrative procedures approved by the ESD and subject to written agreement setting forth the conditions of use. A deposit of \$50.00, which will be applied to costs, must accompany the signed agreement. The deposit will be forfeited if the agreement is violated.

Requests to use the PAC must be made to the BA at least two weeks in advance. The BA will determine the number of ESD personnel, including custodial staff, technicians and other staff members needed to support the organization’s use of the PAC. ESD personnel will remain under the direction of the BA at all times. The organization will be billed for support services by the ESD.

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ESD-related organizations and activities will have priority over outside organizations in using the PAC. Outside organizations will not be permitted to use the PAC unless the BA is satisfied that there will be a responsible person in charge of the group.

Organizations using the PAC must assume responsibility for any liability and for damage to ESD buildings or contents as a result of use. Proof of insurance shall be required as appropriate to the particular use.

Evidence of non-profit status may be required.

No smoking is permitted in the PAC or anywhere else on ESD grounds.

Food, beverages and gum are not permitted in the PAC.

**PAC Fee Schedule**

A. For Profit (Individuals or Groups)

1. The greater of \$350.00 per performance or 12 % of gross receipts.
2. Cost of custodial coverage – Actual cost
3. Cost of control booth technicians - Actual cost.
4. Cost of additional room usage - \$25.00/each room (dressing room, stagecraft, classroom, music room, ticket booth, concession booth).
5. Police may be required at the renter's expense.
6. Rehearsal time (4-hour block) - \$100.00 per session.

B. Community Non-Profit Organizations and Activities

1. Cost of custodial coverage (Actual cost).
2. Cost of control booth technicians (Actual cost).
3. Police may be required at the renter's expense.

C. ESD Organizations

Cost of technicians may be paid by the ESD if waived by the BA.

**Policy KFA effective September 1, 2015.**

Cross Reference: KFA-R – Regulations Governing the Use of the Ellsworth High School Performing Arts Center

**Adopted: April 14, 2015**

**Amended: October 9, 2018**