Freeland Community School District
Community Use of Freeland Performing Arts Center

The Freeland Performing Arts Center is intended for use as a community facility. To this end, community groups or organizations shall be permitted to use it for worthwhile purposes appropriate to a theater setting when such does not interfere with school programs. All arrangements shall be subject to the following provisions. **Freeland Performing Arts Center is not available for use or rent by Commercial Users (private, for-profit businesses, vendors, or entrepreneurs) and Non-FCSD resident groups.**

General Regulations and Requirements

1. The auditorium may be made available to the public as is consistent with state and federal law, policies of the Board of Education, and with the original and primary purposes of the schools. An organization located in the district, or group of citizens of the school district may be granted use of the auditorium. An Application for Use of Freeland Performing Arts Center (AUFAC) must be filled out and approved by the high school principal.

2. An employee of FCSD must be on duty whenever the auditorium is in use. During regular weekday hours, regularly scheduled employees may fulfill this requirement. On weekends or days when district employees are not scheduled, a group or organization will incur costs for qualified personnel who are assigned by the district. It shall be the district's decision whether or not qualified personnel are required for any date.

3. Applicants must:
   A. Be at least 18 years of age. Officially represent the organization or group listed on the application.
   B. Guarantee orderly behavior while using the auditorium.
   C. Agree to make prompt monetary restitution for any damage due to their use of the auditorium.
   D. Allow a minimum of five (5) working days for approval of request.

4. The Freeland Performing Arts Center is available for rent only during the school year with limited availability in the summer and non session days. The FPAC will not be available for nine (9) days, beginning the Saturday before and ending the Sunday after July 4, for summer building maintenance. In addition, the FPAC not available for rent on the following holidays: Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Easter, and Memorial Day.

5. Responsibility for the use of the auditorium in observance of these regulations shall rest upon the adult applicant who signs the AUFAC for reserving the auditorium. Approval for the use of the auditorium is not transferable to any party.
6. The purpose or activity for which approval is given cannot be changed without written authorization from the high school principal. Applicants must restrict their activity to the immediate area.

7. Applicants and their organization or group must agree to save and hold harmless FCSD and must agree to assume all responsibility for all liabilities and damages arising as a result of

auditorium use. If requested by the district, organizations must supply FCSD with a certificate of liability insurance satisfactory to the district prior to the approval of an application.

8. Approval of requests for auditorium use is dependent upon availability of facilities. The school and its organizations have first priority to use all facilities. Any AUFAC for use of the school auditorium may be revoked where need of the auditorium for school purposes has subsequently developed. Every attempt shall be made to provide reasonable notice of such revocation or substitution.

9. The school district reserves the right to restrict use of any areas of the buildings or grounds in connection to the rental. Restricted areas may include band rooms, set construction areas, and the main school building.

10. Smoking and use of alcohol is prohibited in the Performing Arts Center at all times. Tobacco may be used only in outdoor areas on school property on Saturdays, Sundays, and after 6:00 p.m. on days during which there are regularly scheduled school hours.

11. Use of materials on floors, walls, or other parts of the building is strictly prohibited without specific approval in writing from the building principal.

12. When submitting a request for the auditorium, users must include any special requests for equipment and provide a diagram of any specific set-up requests.

13. Use of the auditorium by FCSD employees will be limited to school functions and school related functions involving Freeland Community School District's students. Employees will be assessed fees according to these regulations. Employee use of the facilities requires prior written approval from administration and must not be used for personal gain.

14. A copy of the approved AUFAC must be carried at all times during the use of school facilities and available for presentation to school officials upon request. Use of the auditorium will not be allowed without a copy of the approved AUFAC.

15. Non-school applications for auditorium use are processed on a first-come, first-serve basis. Non-school applications will be processed only for a current school year period. The processing of non-school AUFACs will begin no sooner than two-weeks after the start of a new school year.

16. Unless otherwise arranged by the district, use of school facilities is automatically cancelled when schools are closed as a result of weather, equipment failures, or unforeseen emergencies.

17. Use of school facilities will be denied where it is determined that such use constitutes clear and present danger to personnel and public health, safety, and welfare, including those in attendance, or danger of damage to private and public property.

18. Abuse of school facilities, failure to abide by the scheduled time, failure to pay fees, lack of courtesy to personnel and/or lack of proper supervision may be cause for cancellation of approval or denial of future requests.

19. FCSD is not responsible for loss or damage to personal items, equipment, or vehicles.

20. Auditorium users are responsible for full compliance with the Americans with Disabilities Act.

21. Users are responsible for complying with all local and state fire and safety regulations. Exits. hallways, and stairways shall be kept free of obstructions at all times. Facilities capacity, as determined by the fire marshal, shall be observed. Open flames, such as candles, are prohibited.

Additional Policies

1. Gum, candy, food, and drinks are NOT permitted in the theater area, including control booth, the backstage area, and the corridor beside the stage. This applies to both performances and rehearsals, including instructional staff, students, adult supervisors, stage crew members, performers, observers, and audience members. Food and drink may only be consumed in designated areas.

2. Under no circumstances can any equipment specifically acquired for use in the auditorium be borrowed for use elsewhere. This includes microphones, cables, lights, and speakers. None of the equipment can be used for anything other than its intended purpose.

3. Under no circumstances will any organization be permitted to borrow any equipment or furniture from other parts of the school for use in the auditorium without the express consent of official school personnel.

4. All organizations are responsible for supplying their own personnel for the selling and distribution of tickets.

5. All organizations will be held responsible for leaving the theater and any other parts of the school used in acceptable condition. Sponsoring organizations will be charged for any extraordinary cleaning and/or maintenance that must be done following the function or activity in question including repair or replacement of equipment/furniture.

6. No lights may be moved. Absolutely no one is allowed on the catwalk at any time. Only qualified school personnel may redirect spot lights. The need for special lighting concerns must be made at the time of the application.

Availability

Approval of all applications is dependant on the appropriateness of the event and on availability of the theater. The school and its organizations have priority use of all facilities.

Priority Classification for Use of the Auditorium

Class I: **1st Priority** - All FCSD functions and activities up to the end of the school day on any day school is in session, and school-directed activities after the end of the school day, including weekends. Use includes, but is not limited to, elementary, middle, and

high school athletics, music and theater activities, club activities, and Community Education programs, events, and activities.

Class II: **2nd Priority** - FCSD school-affiliated functions and activities such as school support organizations, school booster groups, and parent councils. School-affiliated normally means all activities of the group are for the sole benefit of or operated by the school district.

Class III: **3rd Priority** - Non-profit/non-FCSD school organizations as follows: Local groups, local governmental agencies that have jurisdiction over areas within the district, service groups, homeowners' associations, recreational teams/clubs, and local community organizations or groups that charge a participation fee/entrance fee/tuition/service fee, request donations, or conduct other revenue generating activities in the facility. Use is limited during the week for activities that begin no sooner than one hour after the end of the school day on days in which school is in session and end no later than 10:00 p.m.

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Scheduling

Scheduling priority will be based on an organization's priority classification (see above). All organizations wishing to schedule use of the auditoium must do so through the high school secretary.

Fees

1. Rental Fee

Organizations using the Freeland High School Auditorium will be charged a non-refundable fee according to the following schedule, including rehearsal/preparation time, as well as the performance or presentation based on opening and closing times. This cost is in addition to the cost of school-approved custodial, supervisory and/or technical personnel if needed.

$100.00 per hour Weekdays	$500.00 per day Weekdays with an additional $35.00 per hour each hour after the fifth hour
$120.00 per hour Weekends	$600.00 per day Weekends with an additional $35.00 per hour each hour after the fifth hour

2. Custodian and Supervisory Fees

All organizations in all Classes must have a school district custodian. Organizations will be charged applicable custodial rates. These rates will be determined in accordance with current hourly contractual rates.

A school-appointed supervisor must be on duty at all times when the auditorium is in use. The rate shall be $22.00 per hour. A minimum of two hours will be charged.

3. Technical Fees
A school-appointed technician for lights and sound must be on duty at all times when the auditorium is in use. The rate shall be $22.00 per hour. A minimum of two hours will be charged.

4. If an admission fee is charged for an event, the FCSD may assess the sponsoring organization a percentage of the net proceeds.

5. Snow Removal
For weekend use in winter months, a snow removal charge may be assessed if it is required for an activity to be held in a safe manner. The Supervisor of the Building and Grounds Department will be responsible for the decision about snow removal.

6. A required damage deposit of $100.00 must be paid to the school 3 days prior to the scheduled event for Class III rentals. The damage deposit may be applied against fees incurred.

7. Fee Waiver
Waiver of any and all fees are at the discretion of the FCSD.

8. Any and all fees must be paid within 2 weeks from the date of invoice. Additional fees for extra time or assessed damages to facilities must be paid within 2 weeks from the date of the invoice. All appeals must be directed to the HS principal.

Application Process

1. An Application for Auditorium Use Form must be submitted at least ten (10) working days prior to the event or activity. Requests must be submitted to the high school office. Forms are available from the principal's office or online at www.freeland.k12.mi.us. Click on the District Forms link, then District Wide, and then on Application for Auditorium Use Form. FCSD staff may assist with the request and provide prospective information about the availability of facilities, dates, and times.

2. Once the form is received, a review of current auditorium use will be conducted by the school district. The high school principal may be contacted to make sure the area is available for the date(s) and time(s) requested. Use of facilities will be granted based upon the Priority Classifications.

3. The applicant may be contacted about alternate arrangements if the original requested arrangement cannot be met.

4. Once approved, the applicant must secure a copy of the approved form. The applicant must have this form available during the event or activity or the use of areas may be denied.

FREELAND COMMUNITY SCHOOL DISTRICT

APPLICATION FOR USE OF FREELAND PERFORMING ARTS CENTER

Name of Group or Organization	
Start Time (a.m./p.m.)	End Time (a.m./p.m.)
Open/Close Required ☐ Yes ☐ No Entire Event Coverage ☐ Yes ☐ No	Custodial Open at _____ Close at _____
Dates Desired - List ALL dates	
The purpose of this meeting or function	Expected Attendance
Specific Equipment or Arrangements	
Name and Address of person in your group who is a Freeland Community School District Resident	
Person Responsible / Address, City, Zip Code / Daytime Telephone	

I/We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture, or equipment because of the occupancy of said premises by our organization. We agree to abide by and enforce the rules, regulations, and policies of the district. We understand that school sponsored activities take priority over all other activities.
*A copy of your license to prepare & serve food from the Saginaw County Health Department will be required BEFORE the kitchen/cafeteria will be opened.

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Signature of Applicant Date

For School Use - Do Not Write Below This Line

Date Received in Office _____ Approved By_____ Date_____
Fees **Per Hour**: Rental $_____ Maintenance $_____ Technicians $ _____
Number of Hours Used: _____

Total Rental Cost	Total Maintenance Cost	Total Technician Cost	Grand Total

Date Paid: _____ Total Amount Paid $_____ Receipt No: _____

THE FREELAND COMMUNITY SCHOOL DISTRICT RESERVES THE RIGHT TO CANCEL THIS APPLICATION

The Freeland Community School District does not discriminate in any of its educational programs, activities, or employment practices on the basis of race, creed, national origin, sex, age, handicap, or English speaking ability.

Copy Distribution: Applicant and Principal

AT NO TIME WILL FOOD AND DRINKS BE ALLOWED IN THE AUDITORIUM.

Fill out completely. Form will not be processed without a light and sound technician specified.

Lighting Services: ($22.00 per hour each)

☐ House lights ☐ Programmable lights

☐ Stage lights ☐ Projector: (Circle) Computer, DVD, VCR

Detailed description of lighting services requested/needed _____

_____

_____

Lighting Operator(s) Arranged, Maximum of two (2) Verification from teacher to allow absence:_____

Signature(s): _____ Teachers affected by absence: _____

Sound Services: ($22.00 per hour each technician)

☐ Cordless Mic (How many?) _____ ☐ CD/Music

☐ Corded Mic (How many?) _____ ☐ Sound from light booth

Detailed description of sound services requested/needed _____

_____

_____

Sound Operator(s) Arranged, Maximum of two (2) Verification from teacher to allow absence:_____

Signature(s):_____ Teachers affected by absence: _____

Other Equipment (Check all that apply)

Stage/Auditorium Areas Requested to be Used

- ☐ Bathrooms
- ☐ Dressing Rooms
- ☐ Make-up Room
- ☐ Elevator
- ☐ Orchestra Pit
- ☐ Other (Describe)_____

Other Furniture/Equipment Requested to be Used

- ☐ Speaker's Lectern
- ☐ Chairs (How Many) _____
- ☐ Choral Risers (How Many) _____
- ☐ Tables (How Many) _____(How Long?) ____
- ☐ Other (Describe)_____

_____

(For FCSD use only) COMMENTS: