

GUIDELINE INFORMATION AND USAGE AGREEMENT

The Searcy High School Performing Arts center is proud to be a part of the Searcy community. We are glad that you have chosen to seek to present your event in this facility and are here to provide you a first class venue for the presentation of your event. If you are requesting the use of this facility, specified fees and charges are listed on Attachment C. There are a few considerations we request of your group or organization, when planning your event.

The attached information is very important to you and to us. We ask that you take some time to fill out the attached booking form (Attachment A). If you plan to be a repeat user of the facility, please keep this information on file for reference, and reproduce the booking form (Attachment A) as needed. By completing this form, we hope to assist you in preplanning your event. Thinking through and itemizing your needs can ensure the success of your presentation or event. As always in the performing arts, timing is everything. Therefore, we ask that you complete and return this form, signed and completed, as soon as possible but no later than four weeks prior to the date you would like to schedule your event. We realize that for many organizations this much preplanning can be quite demanding. However, our request is due, in part, to the busy schedule of this facility, and in part from our desire to help assure that your event is everything you want it to be. With so many events pending, preplanning is crucial. Failure to complete and return this form on time could prevent your event from gaining our full support. We appreciate your full cooperation on this matter. We encourage you to carefully review all of the attached information. Please do not hesitate to call with any questions.

Usage Priority Guidelines

Because this facility is used extensively, and by many different types of groups, the following priorities have been established in order to fairly address the needs and desires of all users:

(1) Searcy School District Events

These events must first be approved by the building site principal of the school seeking use. Approval must next be granted by the auditorium manager who must approve the date and time as being available for use to the party seeking use of the auditorium and to the high school principal. This notice shall be provided by written confirmation to each

party.

(2) Searcy School District Affiliated Organizational Events

These events must first be approved by the auditorium manager by filling out and returning the booking form. Approval must next be granted by the auditorium manager who must approve the date and time as being available for use to the party seeking use of the auditorium and to the high school principal. This notice shall be provided by written confirmation to each party.

(3) Searcy Community Public Service Events

These events would be requested by a non-profit organization. A rental fee (Attachment C) will be charged if approved for use. The steps in seeking approval are as follows:

I. The party will contact the auditorium manager and provide a written request (Attachment A) for use outlining the intended program of activities with the following information:

- a. Sponsor, organization, producer filling out request
- b. Type of event planned
- c. Description and purpose of program
- d. Date(s) and time(s) for the event
- e. Rehearsal date(s) and time(s) for the event

II. Upon receiving a request as outlined above, the auditorium manager will check to see if there is a conflict with any school event on the high school campus and verify that date and time is available. The auditorium manager will then forward the request to the Searcy School District Central Office to the attention of the Superintendent. The Superintendent will approve or disapprove the request at that time.

III. The attached list of guidelines during use (Attachment.B) shall be adhered to by the user. The booking form (Attachment A) attached to these guidelines shall be filed with the auditorium manager upon approval for use.

Searcy Community Business Events

1. The auditorium shall not be rented out for the following purposes:

- a. For profit

II. There are cases in which a local for profit business (Example: Bank) may seek approval for renting the auditorium for a meeting for all employees. The approval process is the same as a public service event with a rental fee charged (Attachment C) if approved for use. The steps in seeking approval are as follows:

III. The party will contact the auditorium manager and provide a written request (Attachment A) for use outlining the intended program of activities with the following information:

- a. Sponsor, organization, producer filling out request
- b. Type of event planned c. Description and purpose of program d. Dates(s) and time(s) for the event

IV. Upon receiving a request as outlined above, the auditorium manager will check to see if there is a conflict with any school event on the high school campus and verify that date and time is available. The auditorium manager will then forward the request to the Searcy School District Central Office to the attention of the Superintendent. The Superintendent will approve or disapprove the request at that time.

V. The attached list of guidelines during use (Attachment B) shall be adhered to by the user. The booking form (Attachment A) attached to these guidelines shall be filed with the auditorium manager upon approval for use.

The attached listing (Attachment C) provides rental amounts. Special support service requirements would require additional charges for services required as listed on Attachment C.

Keep in mind that this priority will be applied with common sense. Booking as early as possible is always desirable, and will make it more likely that all groups will be able to have a suitable date.

(Attachment B)
General Usage Guidelines

A. Usage Agreement

1. Confirmation of reservation of space shall be on the date Searcy High School Performing Arts Center receives the signed usage agreement (Attachment A).
2. A Basic rental package of the auditorium will include: the auditorium (stage and seating), auditorium manager, (1) audio/sound operator.

B. Clean-up Responsibility

1. USER agrees to leave all Searcy High School Performing Arts Center facilities in the same condition as existed at the time USER took possession.
2. Searcy High School Performing Arts Center will provide pre-event cleaning services at no cost.
3. USER shall be responsible for any and all damages to Searcy High School Performing Arts Center facilities.

C. Food and Drink

1. There will be absolutely no food and/or drink of any kind allowed in the Searcy High School Performing Arts Center AT ANYTIME. This is strictly enforced.

D. Alcohol & Drugs

1. Any and all types of alcohol and any use of drugs of any kind are not allowed on the grounds of any Searcy School Campus or Property including the Searcy High School Performing Arts Center.
2. Arkansas State Law 5-64-411 - Selling, delivering, possessing with intent to deliver, dispensing, transporting, administering, or distributing a controlled substance on or within 1,000 feet of a public school campus is prohibited.
3. Violation of this law is a felony and upon conviction shall be punishable by imprisonment up to 10 years.

4. The Searcy Police Department will be called if alcohol and/or drugs are used, found, or suspected on any individual on the premises of the Searcy High School Performing Arts Center.

E. Smoking or Use of Tobacco or Tobacco Products

1. Smoking or the use of tobacco or tobacco products is prohibited on the grounds of any Searcy Public School Campus including the Searcy High School Performing Arts Center.
2. Arkansas State Law 6-21-609 - Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district is prohibited.
3. Violation of this law is a misdemeanor and upon conviction shall be punished by a fine of up to \$100.00.

F. Security

1. Upon request, Searcy High School Performing Arts Center will schedule Security personnel for the duration of the event and bill the USER at the current rate of charge per hour per officer.
2. The number of officers required will be determined by Searcy High School Performing Arts Center management.
3. User is not permitted to provide private security in place of Searcy High School Performing Arts Center security.

G. Parking

1. Searcy High School Performing Arts Center cannot guarantee nor secure or reserve any parking areas in the Searcy High School parking lot.
2. Parking is not permitted in the fire lanes. Vehicles in these areas are subject to towing at the owner's expense.

Parking Continued

1. The Searcy High School Performing Arts Center loading dock is for loading and unloading only. Parked vehicles may not block the dock.
2. Arrangements must be made in advance to leave larger trucks in the dock.
3. Unauthorized vehicles in the loading dock area are subject to towing at the owner's expense.

H. Obstruction and damage

1. Aisles, sidewalks, entrances, hallways, stairs, or elevator to Searcy High School Performing Arts Center 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 Searcy High School Performing Arts Center.
2. USER shall pay for any damage by USER resulting from the misuse of any doors, gates, devices, or equipment belonging to the Searcy High School Performing Arts Center.

I. Recording, Broadcasting, and Camera Usage for Commercial Purposes

1. No event presented at the Searcy High School Performing Arts Center may be broadcast, video taped, recorded or otherwise reproduced without the written consent of the Searcy High School Performing Arts Center management.

(This information continues on next page)

2. USER must present permission from all parties involved before permission is granted.
3. In the event that consent is granted, USER shall ensure that Searcy High School Performing Arts Center and Searcy High School Performing Arts Center staff receive proper credit. "Recorded live at the Searcy High School Performing Arts Center in Searcy, Arkansas."
4. Searcy High School Performing Arts Center shall determine placement of cameras and other equipment deemed necessary to record any event. *Note: The stated guidelines are only applicable for commercial events and do not apply to private use.

J. Lost Articles

1. Searcy High School Performing Arts Center will not be responsible for any articles lost at an event.

K. Storage

1. Searcy High School Performing Arts Center will not accept any shipped goods unless prior arrangements have been made with Searcy High School Performing Arts Center staff.
2. Searcy High School Performing Arts Center, Searcy High School staff, Searcy Public Schools nor Searcy Public Schools staff will be liable for any loss, damage or injury to such property.

L. Animals

1. Animals, other than those required by persons with disabilities, or those required by a script, will not be allowed in the Searcy High School Performing Arts Center facilities.
2. 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 and must be approved in advance but may be declined.

M. Lodging

1. The Searcy High School Performing Arts Center will not permit any person to stay overnight in the Searcy High School Performing Arts Center facilities.

N. Compliance with Searcy Public Schools Rules of Conduct

1. No activities that are in violation of the Searcy Public Schools Rules of Conduct will be permitted in the Searcy High School Performing Arts Center facilities.
2. USER shall be responsible to enforce these rules of conduct under the terms and period of the Usage Agreement.
3. The Searcy Public Schools Rules of Conduct can be found in the Searcy High School Student Handbook.

O. Compliance with Laws

1. No activities that violate federal, state, and local laws, ordinances, rules, or regulations shall be permitted on Searcy High School Performing Arts Center premises.
2. USER shall be responsible to enforce this provision.

***P. Licenses and Fees**

1. 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.
2. 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.
3. USER shall indemnify, defend, and hold harmless Searcy High School Performing Arts Center, Searcy High School Performing Arts Center staff, and Searcy Public School Searcy Public 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.
4. Searcy High School Performing Arts Center 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.

Q. Collections

1. User shall make no collections, donations or solicitations of money or goods of any kind on Searcy High School Performing Arts Center premises without first obtaining written permission from the Searcy High School Performing Arts Center.

R. Theatre Seating

1. 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.

2. Any and all fees required for repairs shall become part of the settlement fee for the USER.

3. 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.

S. Objectionable Persons.

1. Searcy High School Performing Arts Center management reserves the right to eject or cause to be ejected from the premises of the Searcy High School Performing Arts Center any objectionable person or persons.

2. Neither Searcy High School Performing Arts Center nor Searcy Public 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 Searcy High School Performing Arts Center management. The term "objectionable persons" shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of Searcy High School Performing Arts Center policy, Searcy Public 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 for others.

T. Refusal to Rent

1. Searcy High School Performing Arts Center management shall refuse to rent Searcy High School Performing 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 Searcy High School Performing Arts Center facilities or patrons.

(Attachment C)

A. Basic Schedule of Fees

Searcy Community Public Service Usage Rates *(PAC Manager assigns designation)*

Performing Arts Center

Rehearsal and Performance Minimum Rental Fee \$750.00 (Maximum of 4 hours)

\$150.00 per additional hour (Above 4 hours)

Searcy Community Business Usage Rates *(PAC Manager assigns designation)*

Performing Arts Center

Rehearsal and Performance Minimum Rental Fee \$1000.00 (Maximum of 4 hours)

\$250.00 per additional hour (Above 4 hours)

Basic Service Package included in Rental Fee:

1. **Basic Lighting** (general preset stage illumination and house lights on/off)
2. **Basic Sound** (6 overhead hanging microphones, one floor/podium microphone, and one sound technician) If prerecorded music is part of your presentation/performance/event, the tracks must be submitted to the PAC Manager in advance of the event, in the correct usable formats (.aiff, .mp3, .wav), and on USB flash/thumb drive. NO CDs will be accepted.
3. **Podium** (no charge and included in basic package)
4. **Changing Rooms and Makeup Room**

B. Special Support Service Charges

\$30 per additional Wired microphone (includes stand and cable)

\$35.00 per additional Wireless Microphone (Lapel or Headworn) as available

Specialty "shotgun array" or condenser Microphone setup (wired mic & stand)

\$45.00 per additional microphone above basic package

Monitor Speakers \$25.00 per monitor (maximum 4)

Grand Piano \$225.00

Video \$25.00 (media must be provided on usb flash/thumb drive - no exceptions and No DVDs)

Choir Risers \$200.00 Cannot be moved during the performance.

Acoustical Shell \$450.00 **and only by approval**

Orchestra Pit \$1000.00 **and only by approval**

Green Room \$25.00 (includes a refrigerator and video monitor of stage)

Classroom Usage \$50.00 each room (For use as staging areas, eating areas, etc). The use of these rooms must be approved in advance. These rooms must be cleaned after use and if any furniture is moved it must be returned to its original position by your staff or volunteers. These rooms are subject to a separate cleaning deposit of \$100 each room which is refundable if rooms are left in good condition. **Suggest photographing the room before using the space so it is easier to return moved furniture to its original placement.

Additional Stage hands - Standard minimum wage hourly rate per person \$10.00 per hour

Resource Officer: Standard hourly rate according to the Searcy Police Department

*Specialty lighting \$500.00 (This includes anything not covered under the basic service package) can be hired but only through special approved subcontractors and at the discretion of the Searcy High School administration and PAC Manager.
Names of subcontractors by request only. Subcontractors flat/hourly rates will apply.

Searcy High School Performing Arts Center



301 N. Ella Street, Searcy, Arkansas 72143

Phone (501) 268-8315 FAX: 501-278-2249

Booking Form (print legibly)

Name of Organization: _____

Name of Organization Representative: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

Fax: _____

2nd Person Contact: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

Date(s) and time(s) of event: _____

Type of event: ____ Concert ____ Production ____ Presentation ____ Other: _____

Description and Purpose of the Program: _____

Date(s) and time(s) of rehearsal: _____

(Continued on next page)

Technical Information: *Please check the items that you will need for your event.*

_____ **Dressing Rooms** _____ **Audio** (microphone, house sound, hanging stage mics, etc.)

_____ **Specialty Stage Lighting** _____ **Grand Piano** _____ **Podium**

_____ **Number of extra Mics** _____ **Choral Risers**

_____ **Monitor Speakers**

_____ **Tables/Chairs** (# _____ / _____) _____ **Resource Officer**

_____ **Video Projection** (digital media on flash drive, NO DVDs)

_____ **Orchestra Pit** _____ **Acoustical Shell** _____ **Backdrop** *per approval

_____ **Number of microphones and lights above the Standard Package**

Additional Information/ Requests: _____

I, the undersigned, agree to comply with the rules and regulations of the Searcy Public Schools, the Searcy High School Performing Arts Center, and all local, state and federal laws. I understand and agree to be responsible for any damages to any part of the Performing Arts Center facility, including all equipment. I understand that all fees will be at the conclusion of the event upon presentation of the invoice, including facility rental fee, personnel, equipment, and/or any other fees determined by the Auditorium Manager. I understand that this is just an application for use of the Performing Arts Center and the final confirmation of this application is reserved to the Auditorium Manager, the Searcy High School Principal and the Searcy School District Superintendent and will not be confirmed until a rental agreement contract is signed and completed and the deposit is paid and recorded.

Your Signature: _____ Printed: _____

Date: _____

PAC Manager: _____

Date: _____

SHS Principal: _____

Date: _____

Superintendent: _____

Date: _____

Please take a moment to look over your requested usage items and the total requested hours of rental for your event. Compare it to the basic schedule of fees on Page 10 and the additional support fees on Page 11 in order to come up with an estimated rental rate for your event. The PAC Manager will communicate a final grand total for rental. This will take into account all requested basic and addition support fees, cleaning deposits, etc. For your records, the contract total should be recorded at the bottom of this page in the spaces provided. Once this total is decided by the PAC Manager other services can be added at a later date, but ONLY AT THE DISCRETION OF THE PAC MANAGER, and Additional Support fees will apply.

Basic Support Fees for Rental: \$_____

Additional Support Fees: \$_____

Special Contracted Service Fees: \$_____

Agreed Date of Event: ____/____/_____

Total for this Event Rental: \$_____

50% deposit required to secure event \$_____