

## **PARKERS CHAPEL SCHOOL FACILITIES RENTAL GUIDELINE INFORMATION AND USAGE AGREEMENT**

The Parkers Chapel School is proud to be part of the Parkers Chapel community. We are pleased that you have chosen to seek the use of this facility, and we are here to provide you with a first-class venue for the presentation of your event. If you are requesting use of this facility, specified fees and charges are listed on the following pages. There are a few considerations we request of your group or organization when planning your event.

The attached information is very important to us. We ask that you take some time to fill out the attached booking form. By completing this form, we hope to assist you in the preplanning of your event. Thinking through and itemizing your needs can ensure the success of your presentation or event. Please do not hesitate to call with any questions you may have.

### **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 fully address the needs and desires of all users. The current Facility Managers are:

Auditorium - HS Principal

Cafeteria - Elem Principal

Gym & Baseball Fields (behind school) - Athletic Director

#### **(1) Parkers Chapel School District Affiliated Organizational Events (Clubs, Teams, and Organizations) OR Parkers Chapel Churches**

These events must first be approved by the campus principal of the school seeking use. Approval must be granted by the facility manager who must approve the date(s) and time as being available for use. This notice shall be provided by e-mail or written confirmation. District schools' organizations will be responsible for payment of lighting and sound technicians and any additional student labor that is required.

#### **(2) Parkers Chapel Community Public Service Events (Non-profit organizations)**

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

- I. The party will contact the facility manager and provide a written request using the "Booking Form" which will outline the intended program of activities with the following information:
  - A. Sponsor, organization, filling out the 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 receipt of a request, the facility manager will check to see if there are any conflicts with any event on the calendar and verify that the date(s) and time(s) are available.

III. The attached list of guidelines during use shall be adhered to by the user.

(3) Parkers Chapel Community Business Events (For profit)

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

- I. The party will contact the facility manager and provide a written request using the "Booking Form" which will outline the intended program of activities with the following information:
  - A. Sponsor, organization, filling out the 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 receipt of a request, the facility manager will check to see if there are any conflicts with any event on the calendar and verify that the date(s) and time(s) are available.

III. The attached list of guidelines during use shall be adhered to by the user.

The attached listing provides rental amounts. Special support service requirements would require additional charges for services required as listed on the rental charges page.

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

The Parkers Chapel School Board reserves the right to review and modify and requests for facility usage.

## GENERAL USAGE GUIDELINES

### A. Usage Agreement

Confirmation of reservation of space shall be on the date the Parkers Chapel School facility manager receives the signed usage agreement. The date will be added to the calendar at that point.

### B. Clean-up Responsibility

1. USER agrees to leave all the Parkers Chapel facilities in the same condition as existed when the USER took possession.
2. Parkers Chapel School will provide pre-event cleaning services at no cost.
3. USER shall be responsible for any and all damages to the Parkers Chapel facilities that occur during the rental.
4. NO GLITTER of any kind may be used on signage, costumes, props, and/or set pieces in the Auditorium.

### C. Food and Drink

1. There will be **NO** food and/or drink allowed in the auditorium house or on the stage at any time (no coffee or water is allowed – even for judges)
2. Light refreshments can be served in the lobby of the auditorium only – with immediate clean up by the USER.

### D. Alcohol and Drugs

1. Any and all types of alcohol and any use of drugs of any kind are not allowed on the grounds of any Parkers Chapel District school campus or property.
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 Union County Sheriff will be called if alcohol and/or drugs are used, found, or suspected on any individual on the premises of the PARKERS CHAPEL SCHOOL.

### 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 Parkers Chapel School campus.

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 \$10,000.

#### F. Security

1. Upon request, Parkers Chapel School will schedule security personnel for the duration of the event and bill the USER at the current rate of charge per hour per officer. Payment will be due upon receipt of the invoice at conclusion of event.
2. No one associated with the USER/organization or its audience will be permitted into the Parkers Chapel School building other than in the areas specified by the rental contract.
3. Security personnel is required for any events expecting more than 200 audience members.

#### G. Parking

Parkers Chapel School cannot guarantee nor secure or reserve any parking during the school day in the auditorium parking lot.

#### H. Obstruction and damage

1. Aisles, sidewalks, entrances, hallways, and stairs shall not be obstructed, or used for any purpose other than entrances and exits to the PARKERS CHAPEL SCHOOL.
2. USER shall pay for any damage by USER resulting from the misuse of doors, gate, devices, or equipment belonging to the PARKERS CHAPEL SCHOOL

#### I. Recording, Broadcasting, and Camera Usage for Commercial Purposes\*

1. No event presented at the Parkers Chapel School may be broadcast, videotaped, recorded or otherwise reproduced without the written consent of the PARKERS CHAPEL SCHOOL Superintendent. If consent is granted, USER will ensure that the PARKERS CHAPEL SCHOOL and staff receive proper credit – “Recorded live at the Parkers Chapel School in El Dorado, Arkansas” must be included in credits.
2. USER must present permission from all parties involved before the permission is granted. If the performance is a published play, the USER must present written permission from either the publisher or the playwright allowing the performance to be videoed or recorded. The PARKERS CHAPEL SCHOOL will not be responsible for copyright infringement.
3. PARKERS CHAPEL SCHOOL shall determine the placement of cameras and other equipment deemed necessary to record any event.

\* The stated guidelines are only applicable for commercial events and do not apply to private use.

#### J. Lost Articles

1. The PARKERS CHAPEL SCHOOL will not be responsible for any articles lost at an event. A "Lost and Found" will be maintained for one week following an event, then items will revert to the Prop department of the theatre.

#### K. Storage

1. The PARKERS CHAPEL SCHOOL will not accept or store any shipped goods unless prior arrangements have been made. No C.O.D.s will be accepted.
2. The PARKERS CHAPEL SCHOOL staff will not be liable for any loss, damage, or injury to such property.

#### L. Compliance with Parkers Chapel School District Rules and Compliance with Laws

1. No activities that are in violation of the Parkers Chapel School District Rules of Conduct will be permitted in the facility. These Rules of Conduct include no use of improper language (cursing and derogatory remarks) or improper situations. If you have further questions, please speak to the facility manager.
2. No activities that violate federal, state, and local laws, ordinances, rules, or regulations shall be permitted on the Parkers Chapel School premises.
3. USER shall be responsible to enforce these provisions.

**\*\*\*\*\* FAILURE TO COMPLY WITH THESE RULES AND LAWS WILL RESULT IN YOUR EVENT BEING SHUT DOWN AND YOU WILL STILL BE RESPONSIBLE FOR PAYMENT.**

#### M. Licenses and Fees

1. USER shall be solely responsible for obtaining any and all licenses, permits, and/or royalties required by laws, rules and regulations 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 into the USER'S event.
3. USER shall indemnify, defend, and hold harmless the PARKERS CHAPEL SCHOOL staff, and the Parkers Chapel School District from any and all claims or costs including legal fees which might arise from questioning of use of any such material as described above.
4. The Parkers Chapel School District 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.

#### N. 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.

#### O. Objectionable Persons

1. The PARKERS CHAPEL SCHOOL District reserves the right to eject or cause to be ejected from the premises of the Parkers Chapel facilities any objectionable person or persons.
2. Neither the PARKERS CHAPEL SCHOOL District 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 the PARKERS CHAPEL SCHOOL DISTRICT.  
*The term "objectionable persons" shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of the PARKERS CHAPEL SCHOOL policy, Parkers Chapel 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 an event impossible for others.*

#### P. Refusal to Rent

1. The Parkers Chapel management shall refuse to rent the 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 the Parkers Chapel facilities or patrons. The Parkers Chapel School District may also refuse to rent to previous patrons who have proven themselves difficult to work with/for.

Please sign to indicate that you agree to comply with all rules and guidelines presented in this contract. Failure to comply will result in the cancellation of your event and you will still be responsible for payment in full.

Renter Signature \_\_\_\_\_

Manager Signature \_\_\_\_\_

**BASIC SERVICES CHARGES-** First four-hour rental fee is due up front (minimum). Fees for required personnel may be waived if approved by the District Administration.

**Parkers Chapel Public School Related Groups OR Church Usage Rates**

PC Auditorium	Stage and Seating Areas – No rental fee with one school employee present. \$50 each for required: 1 AV technician and 1 lighting technician for first 4 hours in a day. \$10 per hour over four in a day. \$75 Custodian (if needed for clean-up after rental)
PC Cafeteria	Seating Area-No rental fee with one school employee present. If using Kitchen, \$50 for Kitchen Supervisor (up to 4 hours) \$10 per hour for each hour over four hours in a day. \$50 Custodian (if needed for clean-up after rental)
PC Gym	Gym Floor & Seating Areas- No rental fee with one school employee present. \$75 Custodian (if needed for clean-up after rental)
PC Ball Fields	Ball Field & Seating Areas- No rental fee. \$50 Custodian (if needed for clean-up after rental)

The following groups are required to pay a lighting fee (or have a MOU) if utilized during practice time. Scheduled games that have been approved by the Superintendent will not be assessed any fee for light usage:

- PC Pee Wee Football
- PC Pee Wee Basketball
- PC Little League Baseball
- PC Little League Softball

**Parkers Chapel Community Public Service Usage Rates (Non-profit only)**

A refundable deposit of \$100 (for damages) is required for any facility usage that requires a rental Fee.

PC Auditorium	Rehearsal and Performance Minimum Rental Fee\$150 (up to 4 hours in a day) for stage, house, basic lighting plot, and 1 wired stage microphone. \$30 for each hour over four in a day. \$50 for each required: 1 facility manager, 1 AV technician, 1 lighting technician (up to 4 hours in a day). \$10 per hour for hours over four in a day.
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	<p>\$200 Second day (first four hours in a day) for stage, house, basic lighting plot, and 1 wired stage microphone.</p> <p>\$75 Custodian (if needed for clean-up after rental)</p>
PC Cafeteria	<p>Seating Area-\$100 rental fee (up to four hours in a day). \$25 per hour above four hours in a day.</p> <p>\$50 for one school employee to be present (up to 4 hours in a day) and, if using Kitchen, \$50 for Kitchen Supervisor (up to 4 hours in a day). \$10 per hour for each hour over four hours in a day.</p> <p>\$50 Custodian (if needed for clean-up after rental)</p>
PC Gym	<p>Gym Floor &amp; Seating Areas- \$125 rental fee (up to four hours in a day). \$25 per hour above four hours in a day.</p> <p>\$50 for one school employee to be present (up to four hours in a day). \$10 per hour for each hour over four in a day.</p> <p>\$75 Custodian (if needed for clean-up after rental)</p>
PC Ball Fields	<p>Ball Field &amp; Seating Areas- No rental fee.</p> <p>Use of Lights-\$5 per hour OR approved long term MOU</p> <p>\$50 Custodian (if needed for clean-up after rental)</p>

#### **Parkers Chapel Community Business (For Profit) Usage Rates**

PC Auditorium	<p>Rehearsal and Performance Minimum Rental Fee \$300 (up to 4 hours in a day) for stage, house, basic lighting plot, and 1 wired stage microphone. \$30 for each hour over four in a day.</p> <p>\$50 for each required: facility manager, 1 AV tech, 1 lighting tech (up to 4 hours in a day). \$10 per hour for hours over four in a day.</p> <p>\$200 Second day (first four hours in a day) for stage, house, basic lighting plot, and 1 wired stage microphone.</p> <p>\$75 Custodian (if needed for clean-up after rental)</p>
PC Cafeteria	<p>Seating Area-\$200 rental fee (up to four hours in a day). \$25 per hour above four hours in a day.</p> <p>\$50 for one school employee to be present (up to 4 hours in a day) and, if using Kitchen, \$50 for Kitchen Supervisor (up to 4 hours in a day). \$10 per hour for each hour over four hours in a day.</p> <p>\$50 Custodian (if needed for clean-up after rental)</p>
PC Gym	<p>Gym Floor &amp; Seating Areas- \$250 rental fee (up to four hours in a day). \$25 per hour above four hours in a day.</p> <p>\$50 for one school employee to be present (up to four hours in a day). \$10 per hour for each hour over four in a day.</p>



\$75 Custodian (if needed for clean-up after rental)

PC Ball Fields      Ball Field & Seating Areas- \$100 rental fee per day  
Use of Lights-\$5 per hour OR approved long term MOU  
\$50 Custodian (if needed for clean-up after rental)

### **SPECIAL SUPPORT SERVICE CHARGES**

#### **Microphones**

Wired	\$10.00 per	4 hours
Wireless/handheld	\$20.00 per	4 hours
Wireless/clip-on	\$25.00 per	4 hours
Wireless/head-set	\$25.00 per	4 hours

LCD Projector and Screen	\$50.00	4 hours
Choir Risers	\$25.00	4 hours
Tables	\$10.00 per	
Chairs	\$2.50 per	

Changes to Basic Lighting Plot	\$5.00 per instrument – move, focus, gel, gobo (covers lighting crew services)
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#### **ADDITIONAL SPACES RENTAL**

Dressing Rooms	\$25.00 per room	4 hour
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**PARKERS CHAPEL SCHOOL  
BOOKING FORM**

Name of Organization: \_\_\_\_\_

Name of Organization Representative: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

Date(s) and time(s) of event \_\_\_\_\_

Type of event: \_\_\_\_\_ Concert \_\_\_\_\_ Production \_\_\_\_\_ Other: X

Description and purpose of the program: \_\_\_\_\_

Please check the items that you will need for your event.

\_\_\_ Auditorium with:

\_\_\_ Dressing Room    \_\_\_ Stage Lighting    \_\_\_ Audio    \_\_\_ Extra mics  
\_\_\_ Choir Risers    \_\_\_ Tables    \_\_\_ Chairs    \_\_\_ LCD and Screen  
\_\_\_ Changes to Standard Lighting Plot    \_\_\_ Additional Classroom Space(s)  
\_\_\_ Additional audio/video requirements (I-Pods, MP 3 players, computers, etc.)

\_\_\_ Cafeteria    \_\_\_ Kitchen

\_\_\_ Gym

Additional information and/or requests: \_\_\_\_\_

Estimated Cost:

Qty	Description	Amount Each	Amount
		<b>EST. Total:</b>	

I, undersigned, agree to comply with the rules and regulations of the Parkers Chapel Public Schools District and all local, state, and federal laws. I understand and agree to be responsible for any damages to any part of the auditorium or complex, including all equipment. I understand that all fees will be due 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 Facility Manager. I understand that this is an application for use of the facility and the final confirmation of this application is reserved to the Facility Manager, and will not be confirmed until a rental contract is completed and signed by Facility Manager and Superintendent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:**

**\*\***This is an estimate that is subject to change based on usage of time in space and any extra items requested. "Long Term" shall be designated as any consistent (at least one day per week) usage for 6 or more weeks in a row.

Parkers Chapel School District Events will take precedence over any outside events and USER will be notified ten days in advance if the facility will be unavailable.

USER will pay a \$500 deposit on any "Long Term" rentals that will be refunded at the end of their tenure in the Parkers Chapel School facility so long as no equipment is mishandled or in need of repair by USER. "Long Term" rentals must make monthly payments for previous month's usage.

**Please make checks payable to:  
Parkers Chapel School District  
209 Parkers Chapel Rd  
El Dorado, AR 71730**

THANK YOU!