



Facility Use Procedures

Arkansas Arts Academy 7th-12th Campus
506 W. Poplar St. Rogers, AR 72756
479-631-2787



School facilities are provided to meet the educational needs of students. School activities shall have first priority for all facility use. The following procedures are for the use of the 7th-12th campus facilities. The procedures have been adopted by the Arkansas Arts Academy School Board and made available to the general public.

Arkansas Arts Academy reserves the right to approve or reject any request for use of these facilities, or make appropriate limitations on use, based upon the legality of the proposed use, any potential conflict with other uses of the property, liability concerns, or any concerns related to safety and security of students, school personnel, school property, or other persons. Any individual or organization that has a facility use request rejected has the right to an appeal with the CEO within five (5) business days.

Facility Use Procedures:

1. A Facility Use Form and Facility Use Agreement must be submitted (10) working days, before the event, but not more than one year, in advance of the date of use.
2. A deposit will be required prior to approval. If the District determines it necessary to cancel a scheduled event due to weather conditions or emergencies, all fees for the canceled event will be returned to the Applicant.
3. Any request for a prolonged use of a facility for four (4) or more events in a school calendar year must be approved by the School Board.
4. Facility Use Agreements are not transferable to any other person or group.
5. Applicants assume responsibility for any damage or loss that occurs to the facility, equipment, or grounds caused by their use.
6. Proof of insurance is required for some uses. Users will provide proof of a minimum of \$1,000,000 liability insurance coverage. Proof of insurance forms must be attached to the Facility Use Form and Agreement.
7. A school representative must be on duty when school facilities are used by any Applicants and is responsible for verifying the Applicants' credentials. The school representative on duty will admit Applicants into facilities only upon verifying credentials, be present in the building during the time of use, and will secure the building when Applicants depart.
8. Any additional services for events must be coordinated by a school representative and are an additional expense to the Applicant.
9. If security is necessary for any function, the cost shall be at the Applicant's expense and must be approved and coordinated through the District. The District reserves the right to determine that security is required for safety reasons.

Costs

Cost is per event. Event = 1 night for set up and 2 full days for the event. \$100 for each addition day.		
Non-Profit Youth	Non-Profit Adult	For Profit
\$200.00 with 25% deposit	\$300.00 with 25% deposit	\$400.00 with 25% deposit

Personnel Costs

- \$20 per hour for staff member
- \$10 per hour for student worker
- \$25 per hour for SSC custodian

Definitions:

Rental time is defined as hours when renters, event planners, and others associated with an event have access to the facility. Access means from the time doors are opened until doors are closed.

Non-profit is defined as any 501(c) (3) organization or any City, State, or Federal governmental agency.



Facility Use Agreement

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Applicant(s) agree to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Arkansas Arts Academy School District and School Board from any injury, loss or damage. Applicant(s) agree to make full restitution for any and all damages incurred during use of the facility. Further, Applicant(s) have read and understand the rules and regulations governing use of facilities and agree to abide with them.

Additional Days? \$100/day	\$		
Total Amount Due:	\$		
25% Deposit Amount	\$	Due Date	With the submission of this form
Payment Method		Received On	
75% Fee Amount	\$	Due Date	
Payment Method		Received On	
Staff Member		Fee	\$20/hour
Payment Method		Received On	
Student Worker		Fee	\$10/hour
Payment Method		Received On	
SSC Custodian		Fee	\$25/hour
Payment Method		Received On	

**Sign the Staff Hourly Worker Form and/or Student Hourly Worker Form at the end of your event.

**An invoice will be mailed to the Applicant's Address listed below for the total hourly pay listed on the Hourly Worker Form(s) and any reminding fees that are due to the Arkansas Arts Academy after your event.

Signature of Applicant

Accept

Decline

Date:

Signature of Site Principal or CEO

Accept

Deny

Date:



Facility Use Form

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FACILITY USE / ACTIVITY INFORMATION

ROOM(S) REQUESTED:	<input type="checkbox"/>	Performing Arts Center (PAC)	<input type="checkbox"/>	Commons Area
	<input type="checkbox"/>	Culinary Kitchen	<input type="checkbox"/>	Computer Lab
	<input type="checkbox"/>	Dance Studio	<input type="checkbox"/>	Orchestra /Guitar Room
	<input type="checkbox"/>	Black Box Theater	<input type="checkbox"/>	Other (please list on next page)
IS THIS EVENT REOCCURRING?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
DATE(S) REQUESTED:				
TIME REQUESTED: <i>(include set up and break down)</i> FROM: TO:				
EVENT START / END TIME: FROM: TO:				
IS EVENT OPEN TO PUBLIC?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
ESTIMATED # OF GUESTS:				
WILL FOOD BE SERVED?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
NAME OF CATERER:			PHONE #:	

APPLICANT INFORMATION

APPLICANT'S ORGANIZATION NAME:
ADDRESS:
APPLICANT'S NAME:
PHONE #:
EMAIL:

ARTS ACADEMY OFFICE USE ONLY

DATE RECEIVED:
RECEIVED BY:

Description of Event / Activity and Room Usage

Equipment Requests (What do you need AAA to provide?)

(audio/visual needs, tables, chairs, trash cans, lighting, WiFi, personnel, etc.)

Arkansas Arts Academy Facility Policies - All Spaces

Food and drink are only allowed in the Culinary Kitchen, Commons Area, and PAC audience area.

The event applicant is required to complete the Post-Event Clean-Up Checklist before leaving campus on the last day of their event.

The event applicant is responsible for handling/assigning all set up and break down tasks.

The event applicant is responsible for ensuring that all event workers and attendees will conduct themselves in a courteous and civil manner that is appropriate in a school environment.

Arkansas Arts Academy is a Bully, Tobacco, Drug, Alcohol, and Weapon Free campus. *(this includes all vaping devices)*

Tacks, nails, staples, and heavy-duty tape are not allowed to be used on any surface.
(please use scotch tape or masking tape to hang signs & decorations)

Only battery operated candles will be permitted. *(no open flames)*

All event workers and attendees are to remain in the agreed-upon locations *(no wandering through unauthorized areas)*

All event workers and attendees are responsible for the security of their personal items.
Arkansas Arts Academy is not responsible for the damage, loss, or theft of personal items.

All event workers and attendees must park appropriately in designated Arkansas Arts Academy parking spaces.
(do not park on the street, fire lane, or in unauthorized lots)

With the exception of certified service animals, animals are not allowed on campus, except by written permission of the Arkansas Arts Academy principal or CEO. All animals must be under control by the means of a leash or restraint. Owners are responsible for cleaning up after their animals.

No fog machines are allowed on campus.

All children under the age of 18 must be accompanied by an adult at all times.

If any property, equipment, or supplies are damaged, the event applicant is required to inform a school representative immediately.

Post-Event Clean-Up Checklist - All Spaces

	Tables and chairs returned to original location
	All equipment / supplies returned to their proper locations
	All areas clear of food, trash, debris, and litter
	Trash cans emptied, trash put in the dumpster (behind west side of PAC), trash cans filled with new bags
	Removal of all decorations, signage, and personal items
	Clean up of any spills/messes
	Turn off all lights and technology (computers, projectors, TVs, etc.)
	Close all interior doors
	Ensure restrooms are reasonably tidy and toilets are flushed
	Ensure parking lots are reasonably tidy (Return parking cones & speed bumps if they were removed)
	All exterior doors are locked before leaving the campus (do not leave the building unlocked & unattended)

Arkansas Arts Academy Facility Policies - PAC

The Performing Arts Center (PAC) is a professional location for artistic expression. Event workers, event attendees, and children are not to run around the PAC as if it were a gymnasium.

The green room, scene shop, and upstairs are off limits unless written permission has been given by the Arkansas Arts Academy principal or CEO.

Discuss all lighting and A/V needs with an Arkansas Arts Academy employee before using the sound board, light board, or other PAC equipment.

Post-Event Clean-Up Checklist - PAC

	Thermostat returned to 70°F A/C or 65°F heater
	Turn off all audience, lobby, stage, and backstage lights
	All items removed from the wings and returned to their proper locations
	Stage and wings swept
	Scenes and props dismantled and removed
	Audience chairs returned to original 4-section set-up
	Mute or turn off all audio devices (mics, speakers, etc.)
	All interior and exterior doors closed (verify exterior doors are locked properly when closed)

Arkansas Arts Academy Facility Policies - Culinary Kitchen

An adult must be present at all times when using the kitchen. *(no unattended children)*

All food items in the coolers, freezer, and dry storage are off limits.

Must obtain written permission from the AAA principal or CEO before using the counter-top kitchen equipment. *(kitchen aide mixers, knives, non-stick skillets, etc)*

Wash hands before getting ice from the ice machine.

Use designated ice scoop to get ice from the ice machine. *(do not use glass)*

Do not erase items written on the white board.

The dry storage pantry is off limits.

All unused food and garbage need to go in the trash can. *(there is not a garage disposal in the sinks)*

Post-Event Clean-Up Checklist - Culinary Kitchen

	All dishes cleaned and returned to their proper locations
	Sliding windows closed and locked
	All flat surfaces wiped clean with solution from designated spray bottle
	All lights are turned off
	All pilot lights are to remain lit <i>(6 on stove top, 2 on grill, 1 in fryer)</i>
	Sweep the floor. Spot mop any spills.
	Clean out the floor drains

Arkansas Arts Academy Facility Policies - Dance Studio

No street shoes are allowed on the Marley floor.

Do not lean against the mirrors.

Do not move the room divider without instruction from an AAA employee.

Do not remove any tech equipment.

The office and costume storage areas are off limits.

Post-Event Clean-Up Checklist - Dance Studio

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Arkansas Arts Academy Facility Policies - Black Box Theater

Sound and lighting equipment are off limits without written permission from the AAA principal or CEO.

Do not pull on or play with the curtains.

The storage closet and scene shop are off limits.

Do not touch or use items on the north wall. (near teacher's desk)

Do not prop open the back door.

Do not throw objects up towards to lighting grid.

Post-Event Clean-Up Checklist - Black Box Theater

	Reset the room to how it was when you moved in
	Ensure all electronic equipment has been shut off
	Make sure all doors are secure before leaving

Arkansas Arts Academy Facility Policies - Computer Lab

No food or drink is allowed in the computer lab.

Do not save passwords, credit card numbers, or other personal information on the school computers.

Post-Event Clean-Up Checklist - Computer Lab

Leave all computers turned on in the computer lab.
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Arkansas Arts Academy Facility Policies - Orchestra /Guitar Room

Recording Studio is off limits without written permission from the Arkansas Arts Academy principal or CEO.

Practice Rooms are off limits without written permission from the Arkansas Arts Academy principal or CEO.

Do not use the instruments without written permission from the Arkansas Arts Academy principal or CEO.

No food or drink allowed.

Post-Event Clean-Up Checklist - Orchestra / Guitar Room

Return Orchestra Room (D110) chairs and stands to formation. (layout chart provided)

