

Northeastern Local Schools  
Administrative Guidelines

**USE OF THE TINORA PERFORMING ARTS CENTER *in conjunction with Board Policy 7510.***

The Board of Education recognizes that the people of the District who provided the money to build and operate the Tinora Performing Arts Center have the right to use that facility to the maximum for civic and cultural purposes. The community's investment in the Tinora Performing Arts Center has, as its first priority for use, the education of adults in the District. However, local organizations are encouraged to utilize the Tinora Performing Arts Center to reasonable capacity for their education, recreational, cultural, and social interests. The use of the Tinora Performing Arts Center shall be granted at all times within the framework of the policies and regulations of the Board when such use does not interfere with the regular conduct of school curriculum and activities. It shall be the policy of the Board to make available to community groups the use of the Tinora Performing Arts Center and to cooperate with such groups as fully as possible. However, since the funds of the Board must be used for the regular school program, it is necessary to establish rental charges and personnel fees for the use of the Tinora Performing Arts Center by non-school related groups. Charges for parking for specific events may be implemented with proceeds going to the District.

**Definition of Space**

The Tinora Performing Arts Center shall include **only** the following designated areas and any approval for use of the Tinora Performing Arts Center shall be for these, or parts of these areas only.

- A. Lobby
- B. Concessions
- C. Control Booths (Use of sound and light boards)
- D. Auditorium
- E. Orchestra Pit
- F. Stage (Use of fly rail apparatus, cat walks, sound board and changes to lighting plot must be approved by facility supervisor)
- G. Dressing Rooms
- H. Green Room
- I. Scene Shop (Use of equipment)
- J. Planetarium (Opening to be announced)

**Planetarium, Lobby only and Lower Auditorium only** use will require separate facility agreements as per specific fee schedule. Auditorium rental includes the Lobby area, dressing rooms, and green room is included in the fee. A MOU and fee will be agreed upon as to how the scene shop will be used. (Tools to be used, materials to be used, construction activities to be performed, etc.)

## **Classifications for Use**

Rental charges and personnel fees will be based on classifications as listed:

- A.     Class A:     Outside use of the facility for Curriculum-Related activities. (Example: Training, workshops, etc.)
- B.     Class B:     Use of the facility for outside School-Related organizations where no admission fee or collection is taken. (Example: Booster group, etc.)
- C.     Class C:     Use of the facility for outside School-Related activities where there is an admission fee or collection taken.
- D.     Class D:     Use of the facility by Community Organizations, Individuals, Civic groups of a public nature where no admission charge is made.
- E.     Class E:     Use of the facility by Community Organizations or Civic groups that charge an admission fee or a collection is taken for profit.
- F.     Class F:     Use of the facility by a commercial organization or individual for profit or personal interest. The Board reserves the right to deny use of the Tinora Performing Arts Center for any commercial or private activity the Board feels would not be in the best interest of the Tinora Performing Arts Center or the Northeastern Local School District.

## **RENTAL PROCEDURES**

Requests for use of the Tinora Performing Arts Center should be made in writing using the Request for Use Form. The form will require the following:

1.     Event description
2.     Date(s) of use
3.     Specific hours the Tinora Performing Arts Center is needed
4.     Name of sponsoring organization
5.     Contact person listed with address and telephone number

Upon approval of the Request Form, A User Agreement Contract will be prepared stating Use Classification with exact costs and conditions for use. Representatives that sign the contract will be responsible for the conduct of participants, patrons, and guests and for enforcing all Tinora Performing Arts Center regulations. Abuse of the facility and/or its regulations will result in denial of future use of the facility and charges for damages.

## **RENTAL CONDITIONS**

- A. All Tinora Performing Arts Center activities are open to inspection by the Board or its representative at any time.
- B. All audio and technical personnel that will be present and using the facilities audio and lighting equipment must be approved by the Tinora Performing Arts Center director.
- C. Any food and beverages are limited to the green room and lobby areas only. There should be no food or beverages anywhere else in the facility. Failure of users to clean-up these and other areas will result in cleaning charges and possible denial of use in the future.
- D. NO SMOKING OR VAPING ANYTIME OR ANYWHERE IN THE FACILITY. ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES ARE STRICTLY PROHIBITED. IF THIS OCCURS, THE FACILITY USE WILL BE TERMINATED AND CONTRACT NULLIFIED. THERE WILL BE NO REFUND OF ANY FEES OR CHARGES THAT HAVE BEEN PAID.**
- E. Whenever the Tinora Performing Arts Center is used by non-school related organizations, the Tinora Performing Arts Center Director or his/her designee will be in charge of the facility.
- F. The Board or their duly authorized personnel will not be held liable for any claims or damage or injuries to persons or property incurred as a result of the scheduled Tinora Performing Arts Center activity and the contracting organization shall accept all responsibility for such claims for injury or damage.
- G. Any and all damages of equipment or the facility arising from the use of the Tinora Performing Arts Center by the contracting organization will be charged to the contracting organization.
- H. No person or organization shall be excluded from requesting the use of the Tinora Performing Arts Center due to sex, race, color, creed, disability, or national origin. No rules or regulations may be promulgated by the contracting organization which discriminate against any person or group or excludes them from use of the Tinora Performing Arts Center or participation in scheduled activities.
- I. It is the responsibility of the contracting organization to provide adequate security as determined by school officials. The Board and school officials may require the contracting organization to obtain an outside agency for additional security as seen necessary by the type of activity.
- J. Youth and children's groups shall be supervised at all times by responsible adults provided by the contracting organization.
- K. Approval for the posting of promotional and advertising materials in and around the Tinora Performing Arts Center shall be secured from the Tinora Performing Arts Center Director prior to posting of those materials.

- L. Stage materials used should meet fire code requirements and all equipment and decorations shall be removed by the contracting organization at the conclusion of the event and returned to original condition.
- M. Approval for the use of the Tinora Performing Arts Center may be revoked by the Board in an emergency when use interferes with regular Tinora Performing Arts Center use, when facilities are misused or when regulations are violated. Unauthorized use of the Tinora Performing Arts Center facilities and grounds may result in immediate eviction. The contract will not be renewed when revoked for misuse.
- N. The Board may require: EVIDENCE OF INSURANCE COVERAGE FOR THE CONTRACTING ORGANIZATION to protect the school district and the Board from losses resulting from liabilities or physical damages.

**FEE SCHEDULE (3 Hour Minimum) 10% Deposit will be required when agreement is signed. Cancellations must be made 2 weeks prior to the event. Rentees will receive deposit back if cancellation is before the 2 week deadline. If cancellation is after a 2 week deadline full payment will be required. Cancellations due to inclement weather or other unforeseen circumstances will be negotiated with the District.**

**Auditorium (Includes lobby, auditorium, dressing rooms/make-up, green room)**

<b><u>CLASSIFICATION</u></b>		<b><u>Full</u></b> (771 seats + 8 Handicap)	<b><u>Lower</u></b> (401 seats + 8 Handicap)
A.	Outside organization Curriculum related activity	\$65 per hour	\$55ph
B.	Area School related organizations	\$55 per hour	\$45ph
C.	School related organizations charging admission	\$65 per hour	\$55ph
D.	Community organizations no admission or fee charged	\$45 per hour	\$35ph
E.	Community organizations admission/fee charged (Percent of ticket sales may be negotiated as option)	\$65 per hour	\$55ph
F.	Commercial or private organization	\$85 per hour	\$75ph
	Out of town Commercial or private organization (Percent of ticket sales may be negotiated as option)	\$95 per hour	\$85ph

Fee includes the time for Technical Director/TPAC Representative and custodian. Additional fees charged for any changes made to basic lighting plot and sound and must be approved. Use of the fly rail must be approved by the Technical Director and operators approved.

Audio Technical Director \$40 per hour

Adopted, June 21, 2022

Lighting Technical Director  
Stage Hands

\$40 per hour  
\$15 per hour

**Rental Use of Lobby Area (3 Hour Minimum)**

All of the protocols listed above as they relate to the Lobby Area apply.

1. Setup and teardown of tables, chairs and any other equipment will be the responsibility of the renter. Any tables, chairs and other equipment that is not the property of the district must be approved for use.
2. Lobby must be returned to its original condition. Failure to do so will result in additional charges.
3. The Board Room is not considered part of the lobby area and cannot be used unless arranged with the district. Additional fee will be charged.
4. TPAC Representative and/or custodian must be present and cost is included in per hour fee.

Rental Fee: \$50 per hour of use including setup and teardown.

**Rental Use Lower Auditorium Only (3 Hour Minimum. See rates above)**

All of the protocols listed above as they relate to the Auditorium apply.

1. Lower Auditorium includes only the lower auditorium and stage. Extra charges will apply for use of dressing rooms, makeup room, and green room. An additional \$10 per hour charge will be applied. Use of scene shop negotiated.
2. Rental includes only the basic sound setup and lighting plot. Any deviations must be approved. Technical Director or TPAC Representative and custodian must be present with charge included in per hour fee.

**Rental Use of Planetarium (Opening to be announced)**

All of the protocols listed above as they relate to the Planetarium apply.

1. Planetarium operator must be present and will be responsible for running the projector and software. Rental fee includes cost for the operator.
2. Maximum number of attendees is 25.
3. Fee: \$60 per session. Session equals 2 Hours.

**All waivers of fees must be submitted in writing and approved by the Board of Education. This will need to be submitted and approved by the Board Meeting before the event.**