

SCHOOL AND COMMUNITY USE OF CLIFFORD PERFORMING ARTS CENTER

The Clifford Performing Arts Center (CPAC) is available for use as a performing arts center, a teaching facility, and a place for educational, cultural and civic events.

RSU 3 schools and its associated programs have first priority of use, whether students are the performers or the audience. In addition, the CPAC will be available to organizations, municipal groups or individuals who wish to sponsor appropriate civic, cultural, or educational activities, as long as these activities do not interfere with the conduct of the school programs and are in the best interests of the school system.

Priority of Use

Use of the CPAC will be awarded based on the following:

- First priority Users: RSU 3 school programs and organizations
- Second priority Users: Municipal Organizations (select persons, Fire Depts, etc) within RSU 3, and organizations that exist solely for the benefit of RSU 3.
- Third priority Users: Non-profit organizations located within RSU 3.
- Fourth priority Users: Non-profit organizations located outside of RSU 3.
- Fifth priority Users: All other individuals and organizations.

Lower priority users may not be displaced by higher priority users once the contract for use has been signed and rental obligations are met.

Rental and Service Fees

RSU 3 has the right to charge additional fees for the use of the CPAC. Rental and/or service fees may or may not apply to all users.

- First priority users: No rental or service fees
- Second priority users: No rental fees but possible service fees.
- Third priority users: Possible rental and/or service fees.
- Fourth priority users: Rental and service fees
- Fifth priority users: Rental and service fees

Any non-RSU 3 organization that charges an attendance or participation fee for an event may be required to pay rental or service fees.

Procedure for Requesting Use of CPAC

Scheduling of the CPAC will be coordinated by the Mt. View High School (MVHS) Principal's office, who has the authority to deny requests that are not in the best interest of the CPAC. Conditions for usage include: satisfactory sponsorship, adequate adult supervision, care of equipment and facility, adherence to police and fire regulations, and appropriateness and suitability of activity for CPAC use.

Step 1: Any individual or group requesting the use of the CPAC must complete a Facilities Request Form and submit it to the MVHS Principal's Office for approval. RSU 3 Facility Request Forms will be available on the website and at the MVHS main office.

Step 2: The MVHS Office will determine the availability of the facility in accordance with the Priority of Use guidelines for CPAC outlined above.

Step 3: The MVHS Office will issue a Facility Use Agreement Contract for all approved CPAC requests, users except for Priority One users. The MVHS Office will determine the technical and staffing needs for all events. The MVHS Office will also determine fees for use of the CPAC e.g. rental of equipment, custodial services, supervision, etc. This information will be included within the Contract.

Step 4: The Facilities Use Agreement Contract must be returned to the MVHS Office with any supporting documents (insurance, etc) before the date of the event.

A deposit of 25% of the total rental fee is required for all fee paying users. The remaining rental fee is due upon completion of the contract.

CPAC Use Guidelines

Users of the CPAC will be expected to comply with all general rules specified in Policy KF – Community Use of School Facilities. In addition, users of the CPAC will be expected to comply with the following:

- Tickets shall not be sold in excess of CPAC seating capacity;
- No food, chewing gum, or beverages (other than water) is permitted in the CPAC;
- No changes shall be made in any area of the CPAC unless authorized and supervised by the CPAC Technical Manager(s). These areas are specific to: lighting, sound system, draperies, electronic equipment, light dimmers and control board, light sources, piano and heating/ventilation;
- No school property or equipment is to be altered or removed from the premises.

- Nothing may be nailed or screwed to the state floor or walls. Scenery or set pieces should be anchored with sandbags or alternative methods. Props and mobile sets should have pads to prevent scratching the stage floor.
- No painting of sets is allowed on the stage floor.
- No signs or posters are allowed on CPAC walls or pinned to stage curtains.
- No live animals are allowed in the CPAC.
- CPAC lighting and sound equipment may only be operated by the CPAC Technical Manager(s) or by a trained and authorized assistant working under the supervision of the CPAC Technical Manager(s).
- School authorities have the right to remove any unruly persons and to enforce all building rules.
- Use of CPAC will not violate local, state, or federal laws.

Insurance

A certificate of insurance may be required for a public event not sponsored by a RSU 3 school or municipal government organization. This certificate of insurance shall be in the amount of \$1,000,000.00 naming RSU 3 as an additional insured and covering the period under contract.

Damages and Losses

The user is financially responsible for any damages to the facilities. CPAC or RSU 3 is not responsible for loss or damage of articles brought into the CPAC.

Event Supervision

The user is responsible for those attending the event. Ushers may be required by the MVHS Principal's office if attendance exceeds 100 people. Ushers will remain in the auditorium during the performance and intermissions. They will assist disabled members of the audience who may need special seating. They will insure that members of the audience behave appropriately and do not abuse the facility or detract from the performance. Ushers will report any on site issues to the CPAC Technical Manager(s) or the RSU 3 staff member in charge of the event if it is a school sponsored event.

Security

The School Administration has the sole right to determine the level of security required of each event. Security expenses are the responsibility of the user.

Fire and Safety Regulations

The use of HAZMAT regulated pyrotechnical state devices is forbidden. Use of non-HAZMAT regulated pyrotechnic devices and fog machines must be approved in

advance by the MVHS Principal's Office. Approved pyrotechnic devices may only be used (supervised) by a certified pyro-technician and must receive prior approval from the Thorndike Fire Department. Any electrical equipment that does not belong to RSU 3 must be inspected and approved for use in the CPAC by the CPAC Technical Manager(s).

Cancellation of an Event

RSU 3 administration has the sole authority to determine whether the MV School should be closed for reasons of public safety and will be held harmless in this situation. Notification of cancellation to the user will be made as soon as possible. Contracts in force for periods during which school is closed for reasons of public safety are canceled automatically without penalty to either party. Deposits or fees paid in advance by the user will be returned. Every effort will be made to reschedule any canceled event to a mutually acceptable date. Notification of cancellation by the user should be done as soon as possible. RSU 3 reserves the right to bill for untimely cancellations.

A Mount View School Administrator may exercise his/her authority to prohibit access to any group if, in the administrator's opinion, their presence is causing an interruption to the school's program. In addition, the Administrator may withdraw any invitation or void any contract that does not meet the expectations for appropriate programming, building use and supervision as outlined above.

Appeals for use of the CPAC should be made to the Superintendent of Schools. The Decision of the Superintendent of Schools is final.

Custodial Services

All event organizers are responsible for the cleanliness of the CPAC after usage unless custodial services are contracted. Additional cleaning fees may be charged after an event as determined by the MVHS Office.

Long-Term Use

Long-term use will be considered to be two or more successive weeks. Long-term rental of the facility will be considered after it is first determined that there will be no detriment to existing programs from this use.

First Reading: February 8, 2010
Second Reading: March 8, 2010

Adopted: March 8, 2010
Revised: November 12, 2013