

COMMUNITY RELATIONS

OMAK PERFORMING ARTS CENTER RENTAL POLICY

In the belief that the schools are a part of the community the Omak School District makes facilities available for community use when such use is not in conflict with school operation. That use is subject to rental fees to ensure that funds intended for education are not used for other purposes.

Authorization for use of the theatre shall not be considered endorsement or approval of the activity, group or organization or the purpose they represent. The right to authorize use of school facilities shall be retained by the board and/or superintendent.

The superintendent is authorized to establish procedures for use of the theater, including rental rates, supervisory requirements, restrictions, security, etc. Conflicts will be resolved by the superintendent, with the Performing Arts Center Foundation Board of Trustees serving in an advisory capacity.

Proof of liability coverage will be required. Omak School District insurance covers the district's liability not the liability of the user.

All non-profit organizations using the Omak Performing Arts Center will need to provide the Omak School District proof of their non-profit status with a copy of their current annual report filed with the Secretary of State's Office. The district will keep a copy of this letter and tax exempt identification number on file for their records.

The Omak School District retains the right to refuse all rentals.

Reservations

Reservations for non-school district use of the theatre will be accepted after April 1 for the following year, except the district will consider earlier requests for major events that do not have time or location flexibility. Reservations will be accepted on a first-come, first confirmed basis. Each renter may reserve up to two (2) rehearsal times in addition to the performance date(s). Additional rehearsals may be scheduled on a space available basis.

In the event that a major production is the result of a combined school and community user group activity, reserved times for rehearsals and productions will be negotiated based upon the needs of other community groups and the needs of the school district.

In general, the theatre is reserved solely for school district use during all school hours (7:00 a.m. to 3:30 p.m. weekdays) and during both day and evening hours for the three weeks before a major production:

- A. 1st Week: rehearsal without sets so that evening community use may be negotiated.
- B. 2nd and 3rd Weeks: Reserved for rehearsals with sets, which may remain in place until the show is over.

Unless adjustments are previously approved, one day's rental constitutes use of the theatre from 3:00 p.m. on school days or all day on non-school days. The rental fee includes optional use of adjacent multipurpose room and/or concession booth for receptions, etc. If the user wishes to reserve the multipurpose room, concession booth, or dressing rooms, these must be reserved *separately* in the scheduling software used by the district. Reserving the theatre does not automatically reserve adjacent facilities.

Waiver of Fees and Other Provisions

All requests for waivers or reduction of fees or requests to waive any of the rental provisions of the PAC must be made in writing, in advance, to the superintendent of the district, or his designee, prior to rental approval. This waiver policy is to deal with special circumstances not anticipated by the general policy.

Equipment Use

A school district approved theater technician must be present at all times. The theatre technician is responsible for the use and operation of technical equipment and the supervision of stage crew members.

The hiring of the resident theatre technician, additional technicians, and any stage crew he/she requires and their salaries are the responsibilities of the user and are in addition to the rental or rehearsal fees. The Omak Performing Arts Center has a Resident Technical Director. For information or assistance please call 509.826.8323.

Equipment requiring supervision by approved technician(s) include:

- Orchestra shell (the orchestra shell must be used with the light control panel)
- Stage rigging
- Light control panel
- Sound board

*Use of the grand piano requires prior approval by **Omak Performing Arts Center Foundation**. The renter is responsible for tuning.*

Guest technicians and workers must be pre-approved by the theatre director and superintendent prior to renting or reserving theatre and appropriate contracts completed.

Custodial Service

The Omak School District requires the use of a school approved custodian. The contracting of the custodian is the responsibility of the school district.

There will be no flame of any kind allowed in the theatre. All materials (sets, props, etc.) must be flame-proofed (self-extinguishing). For safety reasons, all cords shall be taped to the floor.

There will be no dry ice or smoke machines allowed in the theatre due to sensitivity of fire-retardant system.

Rental Rates of Performance Days and Rental Payment

The below proposed fees are for Performance Fee Only (per day), other fees such as custodial, technical, rehearsal, etc., may still apply.

Omak District Events & Local Inter-Agency Agreements \$0	Community Youth Non-Profit Group Events \$120	Omak Community Non-Profit Group Events \$220	Other Community Non-profit Group Events \$260	Omak Community For-Profit Events \$320	Other Community For-Profit Events \$420
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Non-performance times are charged at \$10.00 per hour without the lighting control panel and \$25.00 per hour with the lighting control panel. There will also be charges for the PAC technician which is required when the lighting control panel is used.

If a performance is produced at the PAC with the high school drama club or any other group affiliated with the school district (a school function) in conjunction with any community organization(s), then a full rental fee will be charged. The charge rate will be determined by the profit/non-profit status of the groups using the facility. The highest fee applicable to any host group will be charged for each performance. A school function is defined as participation restricted to district students and staff, and all proceeds from the event will be returned to the district. If it is determined that the performance(s) is a school function, then no rental fee will be charged.

All rental fees from those organizations wanting to use the PAC will be due and owing to the district upon receipt of the billing of each performance. The facility will not be reserved until the required deposit is paid and rental form is submitted. Adjustments will be made for over-under payments.

Deposits

A \$75.00 non-refundable holding deposit is required payable when the rental agreement is signed. It will be applied to the rental.

Final payment is due upon receipt of the invoice which will include any adjustments to fees for rental use, technical director, and custodial. At the discretion of the school district, a damage assessment may be required.

Adoption Date: 06/27/89
Revised: 10/26/99, 7/26/05, 9/27/11, 11/26/19