

## 705 - PORTAGE HIGH SCHOOL AUDITORIUM USE

The Portage Community Schools Auditorium is a facility of the Portage Community School System and is made available to the community for cultural and educational events on a limited basis.

The District reserves the right to be a partner in all programming at the auditorium. Organizations seeking to utilize the facilities independently will be reviewed on a case by case basis for approval. Fees will be determined according to programming needs and the categorical rental structure. For programming partnerships, there will be a separate contract stipulating all financial and other conditions of the partnership arrangement.

The process for securing the Auditorium for an event is as follows:

- a. Written application for auditorium must be submitted to the Facility Coordinator.
- c. Upon application to use the auditorium it will be determined by the Facility Coordinator what category each applicant fits into for rental fees
- d. Following determination of dates and category, the Facility Coordinator will review the fee structure with the applicant.
- e. Upon signature of the rental contract, the Facility Coordinator will confirm the date(s) and needs through the Director of Buildings and Grounds.

The following priorities will govern the scheduling process for the auditorium:

1. Events scheduled by the Portage High School performing arts department
2. Events scheduled by the Portage Community School system.
3. Events sponsored by local non-profit organizations
4. Events sponsored by non-profit groups comprised primarily of Portage Youth.
5. Events sponsored by commercial users and for-profit organizations.

NOTE: The High School principal will be kept apprised of all scheduled events and will coordinate with the Facility Coordinator for scheduling instructional use during the academic days.

The following categories have been established for the purpose of determining rental fees:

Category I - School sponsored Groups - Any organized group or organization directly connected with Portage Community Schools (student councils, school bands, choirs, drama presentations, student lectures, workshops, student art displays, etc.). Must have a designated faculty member to supervise.

Category II - School Community Groups (Music Boosters, PTO/Parent groups, Greater Portage Education Youth Foundation, W.I.A.A., D.P.I., and other groups) whose primary purpose is school related. Fees may be charged on the basis of services rendered.

Category III - Community Non-Profit Groups - Community non-profit groups are defined as governmental agencies or groups (Scouts, P.A.C., Zona Gale, 4-H, church groups, Kiwanis, Rotary, Optimist, parochial schools), primarily comprised of District residents providing civic, educational, or cultural activities. Rent and service fees will be charged.

Category IV - For Profit Groups comprised of primarily Portage youth; e.g., dance groups, piano recitals, karate exhibitions. Rent and service fees will be charged.

Category V - Any private, non-district and/or profit making group whose interests are limited primarily to the membership or for profit; e.g., for-profit businesses, vendors, entrepreneurs, commercial institutions, private agencies. Rent and service fees will be charged.

### STAGE EQUIPMENT

All auditorium, sound, lighting, and projection equipment is available to the Lessee as specified in the rental fee structure. Additional equipment required must be cleared in writing with the Facility Coordinator in advance and this expense and its acquisition will be the responsibility of the Lessee.

### STAGE REQUIREMENTS

All stage requirements shall be presented in writing and discussed with the Facility Coordinator at least two weeks in advance. Earlier notice may be needed depending on the complexity of staging requirements.

### STAGE LABOR

The amount of stage labor will be determined by the artist's contract's technical rider where applicable. In all other cases, the number of stage hands needed will be the decision of the Facility Coordinator. Stage labor will be supplied by the District unless included in the artist's contract for services. All stage labor will be the expense of the Lessee.

No outside persons may operate stage equipment, sound or lighting instruments. Organizations wishing to employ their own staff to use the auditorium equipment must first receive the written permission of the Management. No equipment may be used without supervision by a member of the school staff.

### SCHOOL DISTRICT PERSONNEL

All questions and concerns regarding any aspect of facility use, whether technical, schedule, house, custodial or other should be addressed with the Facility Coordinator or his/her designee. The Facility Coordinator will take responsibility for seeing that concerns are addressed to the appropriate personnel.

### ADVANCE DEPOSITS - Categories III & IV

A deposit in the amount of \$50 shall accompany the signed rental contract. A second payment of the remaining estimated cost will be due four weeks prior to the program date. Final payment will include any additional usage and staffing costs which is due within thirty (30) days. Any Lessee who does not pay the final balance will not be allowed to schedule or use any school facilities in the future.

Should the program be canceled by the Lessee the auditorium will retain the actual amount to cover any costs incurred by the canceled program.

Should the actual Auditorium rental be less than the deposit amount, the difference will be refunded to the Lessee.

### CANCELLATION DUE TO EMERGENCY

Should the Auditorium be destroyed or damaged to such an extent that the damage will substantially interfere with the use of the facilities, or should a strike, public emergency, or other unforeseen occurrence beyond the control of the Management prevent the use of the facility, then the Management and/or Lessee shall have the right to terminate this agreement. The Lessee would be liable only for charges due at the time of termination. Should the agreement be so terminated, the Lessee waives any claim against the School District for damages and compensation.

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### DAMAGE PAYMENTS

The Lessee will pay on demand for any loss or damage due to rental activity of the Auditorium, and/or other leased spaces, equipment, or equipment belonging to professional talent brought in for the Lessee.

### NON-EXCLUSIVE USE

Lessee understands that other activities may be taking place in other sections of the High School during the event scheduled in the Auditorium. Lessee further understands that other events may be scheduled by the Management. Lessee will store sets, props, costumes, and other properties in areas designated by the Facility Coordinator.

No Lessee will be allowed more than one week of consecutive (daily) use of the Auditorium.

### CONTRACT

In all cases where professional talent is concerned, the Lessee must approve all contractual and technical riders with the Facility Coordinator before the Auditorium rental contract is signed to see that there are no requirements that are contrary to Portage Community School's Policies.

### RADIO, TELEVISION, AND RECORDING

The granting of permission to broadcast via radio or television, or recording for other reasons, shall be done by mutual consent of the Lessee, the Facility Coordinator and the artist or his agent. The consent must be obtained in advance. Lessee should be aware that Auditorium preparations necessary for broadcasting or recording may result in additional costs. The management's permission is mandatory and final.

### PROMOTIONAL MATERIALS

The Portage Community Schools reserves the right to distribute promotional materials concerning its own programs at any event held in the Auditorium. Promotional materials other than those noted above must relate to the event in progress or a future event to be presented by the Lessee and must be approved by the Facility Coordinator. It is understood that during the period following the opening of the exterior doors, through the closing of these doors after the final part of any program, only the Portage Community Schools or the Lessee has the right to distribute approved materials in the Auditorium or on any school property.

Lessee, artists, or crews may sell or give periodicals, books, magazines, newspapers, novelties, photographs, programs, recordings, etc., but all items must be approved by the Facility Coordinator.

### FOOD and BEVERAGE CONCESSION

The management retains sole authority in determining if any food and beverage items may be allowed to be sold and under which conditions. *It is understood that no food or beverage may be sold, given, or used in the Auditorium, including by the Lessee, artists, or crews.*

### OBJECTIONABLE PATRONS

The Portage High School Auditorium reserves the right to remove or ask for the removal, from the premises, of any objectionable person or persons. The Auditorium or its staff shall not be liable to the Lessee for any damage that may be incurred by the Lessee through the exercising by the Auditorium of such right.

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### SAFETY REGULATIONS

Safety regulations shall be in accordance with the City and State codes, and shall be enforced by all involved.

### CAPACITY

Lessee shall not admit to the Auditorium facilities a larger number of persons that can be legally seated (650).

### NO SMOKING

Smoking is prohibited at or on all public school buildings and grounds, including parking lots. Any infraction of smoking regulations can cause the termination of the event, and closing of the Auditorium at the discretion of the Facility Coordinator or school administration.

### ALCOHOLIC BEVERAGES

Alcohol is prohibited at or on all public school buildings and grounds. Any infraction of alcohol regulations can cause for the termination of the event, and closing of the Auditorium at the discretion of the Facility Coordinator or school administration.

### DOORS OPEN

Doors open to the public for all Auditorium programs 45 minutes prior to the beginning time stated on the rent contract, unless specifically arranged with the Facility Coordinator in advance.

### SECURITY

Security may be required on a case by case basis at the discretion of the management. All costs related to security shall be the responsibility of the lessee.

1st Reading - Feb. 23, 1998  
2nd Reading - March 9, 1998  
Approved - March 9, 1998  
Revised - March 13, 2006  
Revised - January 12, 2014

***ADDENDUM A - CATEGORY I***

**Portage High School Auditorium** – There is no cost associated with school-sponsored groups for basic lighting and microphone set-up. If specialized lighting and/or sound is requested, the cost is \$30.00 per hour.

*Addendum A - Category I*  
**ADDENDUM A - Category I**

**Event Form Charge Sheet**

**RENT**

Basic Rent - First performance day - no charge

Subsequent performance day(s) - no charge

**MEETINGS - no charge**

**LABOR CHARGES (to be determined at conference with manager)**

Technician @ \$30.00 per hour \$

**TOTAL LABOR CHARGES \$**

**OTHER FACILITY AND LABOR CHARGES**

\_\_\_\_\_ \$  
\_\_\_\_\_ \$  
\_\_\_\_\_ \$  
\_\_\_\_\_ \$

**ESTIMATED TOTAL \$**

**Final total will be determined at the conclusion of the use.**



*Addendum A - Category II*  
**ADDENDUM A - Category II**

**Event Form Charge Sheet**

RENT

Basic Rent - First performance day - no charge

Subsequent performance day(s) - no charge

MEETINGS - no charge

LABOR CHARGES (to be determined at conference with manager)

Technician @ \$30.00 per hour \$

Technician Assistants @ \$15.00 per hour \$

Custodial @ \$30.00 per hour \$

Security @ \$20.00 per hour \$

TOTAL LABOR CHARGES \$

OTHER FACILITY AND LABOR CHARGES

\_\_\_\_\_ \$

\_\_\_\_\_ \$

\_\_\_\_\_ \$

\_\_\_\_\_ \$

ESTIMATED TOTAL \$

Final total will be determined at the conclusion of the use.



**Addendum A - Event Form Charge Sheet - Category II**

**ADDENDUM A - CATEGORY III**

Portage High School Auditorium - Rent Rates

Rent consists of two components:

1. Facility
2. Labor

1. Facility:

Performance: \$250.00 basic rent for first performance day  
\$200.00 basic rent for subsequent performance days  
Includes: Basic Lighting                      Dressing Rooms  
                    Front of house                      Utilities

Additional Performance Rent:  
\$.25 per ticketed seat over 200 per performance  
Non Performance days: \$75.00 per day

Meeting:            One half day, Monday through Thursday - \$125.00  
                         One half day, Friday through Sunday    - \$200.00  
                         Includes: Technical conference  
                                              Microphone  
                                              Basic Lighting

Additional charges will include use of green room, stage shop, chorus room, concession, stage and ticket booth.

2. Labor:            Technician -                      \$30.00 per hour (charges may be waived)  
                         Technician Assistants -       \$15.00 per hour (charges may be waived)  
                         Custodial -                      \$30.00 per hour  
                         Security -                         \$20.00 per hour

\* Custodial charges will be based on actual hours needed to clean up and for securing the building.

**Addendum A - Category III**  
**ADDENDUM A - CATEGORY III**

**Event Form Charge Sheet**

**RENT:**

Basic Rent - First performance day @ \$250.00	\$
Subsequent performance day(s) @ \$200.00	\$
TOTAL RENTAL	\$

**ADDITIONAL PERFORMANCE RENT:**

\$.25 per ticketed seat over 200 per performance	\$
Non Performance days: \$75.00 per day	\$

**MEETINGS:**

One half day, Monday through Thursday - \$125.00	\$
One half day, Friday through Sunday - \$200.00	\$
TOTAL RENTAL	\$_____

**LABOR CHARGES** (to be determined at conference with manager)

Technician @ \$30.00 per hour	\$
Technician Assistants @ \$15.00 per hour	\$
Custodial @ \$30.00 per hour	\$
Security @ \$20.00 per hour	\$
TOTAL LABOR CHARGES	\$_____

**OTHER FACILITY AND LABOR CHARGES**

_____	\$
_____	\$
_____	\$
_____	\$

ESTIMATED TOTAL \$

Final total will be determined at the conclusion of the use.







**Event Form Charge Sheet**

**RENT:**

Basic Rent - per performance day @ \$500.00 \$  
TOTAL RENTAL \$

**ADDITIONAL PERFORMANCE RENT:**

\$1.00 per occupied seat \$  
Non Performance days: \$150.00 per day \$

**MEETINGS:**

One half day, Monday through Thursday - \$250.00 \$  
One half day, Friday through Sunday - \$400.00 \$  
TOTAL RENTAL \$\_\_\_\_\_

**LABOR CHARGES** (to be determined at conference with manager)

Technician @ \$30.00 per hour \$  
Technician Assistants @ \$15.00 per hour \$  
Custodial @ \$30.00 per hour \$  
Security @ \$20.00 per hour \$  
TOTAL LABOR CHARGES \$

**OTHER FACILITY AND LABOR CHARGES:**

\_\_\_\_\_\$  
\_\_\_\_\_\$  
\_\_\_\_\_\$  
\_\_\_\_\_\$  
ESTIMATED TOTAL \$

Final total will be determined at the conclusion of the use.

Application Date

Applicants Name

Address \_\_\_\_\_ Phone

Name of Organization

Activity Planned

\_Expected Number in Attendance

Performance date(s)

- 1. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- 2. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- 3. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- 4. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to

Rehearsal Date(s)

- A. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- B. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- C. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- D. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- E. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to
- F. [ \_\_\_\_\_ ] Time to Enter \_\_\_\_\_ Time to Vacate \_\_\_\_\_ Time of Event \_\_\_\_\_ to

Auditorium Space Requirements & Dates needed: (Check all that apply, use codes as listed by blocks above, Performance 1,2,3,4 and Rehearsals A,B,C,D,E,F)

	Performance	Rehearsal		Performance	Rehearsal
Stage				Green Room	
Scene Shop				Chorus Room	

Other Space Requirements:

Cafeteria \_\_\_\_\_ Concession Stand

NOTE: No food/beverage may be served or taken into the auditorium and all users must police this policy.

FEES: These will be assigned based upon the policy attached to/included with this application. Based on needs of the production.

	<u>Estimated</u>	<u>Actual</u>
Rental of facilities	\$	
Custodial fee	\$	
Technical services/personnel	\$	
Security	\$	
Other	\$	
Total Estimated Cost	\$	
		Final Cost \$

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**This Individual/Group Agrees to:**

Assume all responsibility for the use of the facilities and observance of regulations. Make prompt restitution for any loss or damage occurring during the use of facilities. Leave the facilities in the order and condition in which they were found. Have proof of Liability Insurance coverage in accord with Policy 705 (For all non-school for profit)

Having read the above conditions and having received a copy of Policy 705, this group agrees to abide by them. I declare myself the person responsible for supervising the group, payment of fees, and restitution, if any.

Applicants Signature

Facility Coordinator's Signature

Distribution:  Applicant  
 Custodian/Maintenance Dept.  
 Facility Coordinator  
 High School Principal



## Auditorium Use Procedure for School-Sponsored Groups

This procedure for auditorium use is for all school-sponsored groups planning to use the auditorium. This procedure is not intended to hinder your use of the auditorium but to protect the facility and the equipment that it houses. It is also intended to give you the resources needed to make your event successful. You must read, agree to follow and sign this procedure prior to using the auditorium. Turn in the signed form to the high school principal in the high school office.

Please remember there may be things for other events set up in advance and you will need to respect the work of others. This may include but is not limited to risers, band equipment, and musical or play sets. If it is impossible for you to work around what is there, contact the person who will be using that equipment for their event and work out a reasonable solution.

Per School Board Policy events scheduled by the Portage High School performing arts department have priority use of the auditorium.

1. Read and understand the Auditorium use Policy 705 set in place by the School Board and available on the school website.
2. Schedule your time in advance to ensure the facility is available when you want to use it.
3. For any technical needs above the "simple sound" system (microphones) and/or the wall mounted lighting panels, you would need to hire specialists. The wall mounted lighting panels are not self-explanatory so you would need to learn how to use them. Please request a list of specialists or training on the wall-mounted lighting panel from the District Administrative Assistant.
4. If you only need the projector and screen contact the Director of Technology by email or phone.  
608-742-1980 ext. 6001
5. If you do have specialized technical needs schedule at least two weeks in advance. There may be students who could also help, however a certified technician must be present at **all** times that a student is using light or sound systems. If you choose to hire an outside professional they must be preapproved before they are allowed to operate any of the auditorium equipment. You will be responsible for paying any and all fees for specialized technical assistance to the school district as well as any and all fees directly to the professional(s) that you hire and/or any consumables that they use. This includes stocked consumables in the auditorium (gels, lamps, gobos, paint, hardware, fog solution, etc.)
  - a. If you have a sound track or visual presentation, provide clearly labeled CDs, DVDs or a laptop (include a charger and any passwords). Provide only **one** type of media source.
  - b. Provide a typed, clear and accurate schedule of the acts for the techs to follow.
  - c. Schedule enough rehearsal time for at least one run-through of the entire show.
  - d. If you have specific lighting needs (colors, moving lights, patterns, disco ball, spot lights etc.) contact a specialist at least two weeks in advance.
  - e. If you need to use the workshop or anything in it, please request this in advance.
6. Sign out a key from the High School office during school hours. The auditorium key must be signed out to document auditorium occupancy.
7. Before you let others into the Auditorium. Check that the auditorium is clean, orderly and that everything that you will use is in proper working order. Turn in a list of any issues to the office before you use the space or anything in it. You will be responsible for the condition of the auditorium and everything in it after you leave.
8. No food or drink is allowed in the auditorium. It is your responsibility to enforce this including staffing the entrances if there will be an audience. Water is ok.
9. Do not jump up onto the stage from the floor. This damages the trim along the front.
10. Do not allow anyone to sit on the edge of the stage. This leaves heel marks on the stage front and damages the electrical connections along the front.

11. Check the aisles, seat rows, stage and other areas that you used. Restore the auditorium to a clean and orderly condition.
12. Turn off all lights and equipment, replace everything you used to the exact location it came from and lock all of the doors.
13. Return the key to the high school office and sign out. You are responsible for the auditorium until the key is returned.

The space will be checked after you use it and before anyone else does so please make sure you have left it clean and everything is back in its place. This will ensure future use.

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Please print your name

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Sign

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Date