

WALKER VALLEY HIGH SCHOOL AUDITORIUM USE GUIDELINES FOR AFTER SCHOOL EVENTS

The Walker Valley High School Auditorium is a facility of the Bradley County School System and is made available to the community for cultural and educational events on a limited basis. Organizations seeking to utilize the facilities independently will be reviewed on a case by case basis for approval.

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

1. Written application for auditorium must be submitted to the Facility Coordinator. Colby Burris
2. Upon application to use the auditorium it will be determined by the Facility Coordinator what category each applicant fits into for rental fees.
3. Following determination of dates and category, the Facility Coordinator will review the fee structure with the applicant.
4. Upon signature of the rental contract, the Facility Coordinator will confirm the date(s) and needs and add the event to the auditorium calendar.

Organizations requesting use of the auditorium may be charged Rental and Labor Fees.

Labor Fees will be required for janitorial or technological support. The Facility Coordinator will determine which services must be hired for the event. The individuals used for such services must come from a school-approved list. Groups are allowed to use their own technology crew but a school-approved technician must be hired and present to oversee the event.

Rental Fees will be charged for the usage of the facility. Events that require additional resources beyond the basic items offered may be charge additional fees for these items. (See page 3)

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

Category I - School sponsored Groups - Any organized group or organization directly connected with Walker Valley High School (club meetings, band, choir, drama presentations, student lectures, workshops, student art displays, etc.). The event must have a designated faculty member with proper technological training to supervise the use of audio/video equipment. Fees **may** be charged on the basis of services needed.

Facility: No charge for use of the auditorium, basic lighting, and sound.

Labor:

Technician \$25.00 per hour (charges may be waived) - this includes any startup/shutdown procedures

Custodial/Security - \$25.00 per hour (charges may be waived) - based on actual hours needed to clean up and for securing the building.

Category II - Groups from other Bradley County Schools (Performances, Meetings, Ceremonies, and other activities) whose primary purpose is school related. Fees **may** be charged on the basis of services needed.

Facility: No charge for use of the auditorium, basic lighting, and sound.

Labor:

Technician \$25.00 per person/hour (charges may be waived) - this includes any startup/shutdown procedures

Custodial/Security - \$25.00 per person/hour (charges may be waived) - based on actual hours needed to clean up and for securing the building.

Category III - Community Non-Profit Groups - Community non-profit groups are defined as governmental agencies or groups (Scouts, Kiwanis, Rotary, etc...), primarily comprised of District residents providing civic, educational, or cultural activities. Rent and labor fees are as follows:

Facility: \$100 per day of event. \$50 for each rehearsal/setup day. Includes auditorium, basic lighting, and sound.

Labor:

Technician \$25.00 per person/hour - this includes any startup/shutdown procedures

Custodial/Security - \$25.00 per person/hour - based on actual hours needed to clean up and for securing the building.

Category IV - For Profit Groups comprised of primarily area youth; (e.g., dance groups, piano recitals, fund-raisers. Rent and labor fees are as follows:

Facility: \$400 per day of event. \$100 for each rehearsal/setup day. Includes auditorium, basic lighting, and sound.

Labor:

Technician \$25.00 per person/hour - this includes any startup/shutdown procedures

Custodial/Security - \$25.00 per person/hour - based on actual hours needed to clean up and for securing the building.

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 labor fees are as follows:

Facility: \$500 per day of event. \$150 for each rehearsal/setup day. Includes auditorium, basic lighting, and sound.

Labor:

Technician \$25.00 per person/hour - this includes any startup/shutdown procedures

Custodial/Security - \$25.00 per person/hour - based on actual hours needed to clean up and for securing the building.

BASIC AUDITORIUM EQUIPMENT AVAILABLE

The following equipment is considered basic auditorium equipment and is available upon request.

2 wireless microphones with stands	DVD/CD/Blue-ray Player	Projector/Screen
Lighting System capable of 3-5 pre-programed light settings	Lectern	Two Tables/Eight Chairs
Audio System with cables to connect to digital devices such as tablet/smartphone		

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 Facility Coordinator. ***No equipment may be used without supervision by an individual on the approved technician list.***

ADDITIONAL EQUIPMENT AVAILABLE

The following equipment is available for use at an extra cost if requested by the organization and approved by the facilities coordinator.

Additional Wired Microphones with stands - \$10 per mic	Spotlight - \$10	LED "Star" Curtain - \$50
Choir Risers - \$10 per segment	Monitor Speakers - \$10 each	Yamaha Stage Electric Piano with Speaker and Stand - \$50
Music Stands - \$2 Each	Additional Tables - \$5 each	Additional Chairs - \$1 each

This additional equipment must be requested on the auditorium application. Further specialized equipment may be requested from the Facilitator for a to-be-determined rate.

SPECIAL STAGE REQUIREMENTS

All special 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.

FACILITY WALKTHROUGH

A facility walkthrough may be required between the Facility Coordinator and an Organization Spokesperson prior to final approval of the rental agreement. This process allows for both parties to note the availability and condition of the room and its equipment prior to use.

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, V

A deposit in the amount of \$50 shall accompany the signed rental contract. The balance of the final cost is due seven days prior to the event. Any Applicant 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 Applicant the auditorium will retain the original deposit to cover any costs incurred by the canceled program.

CANCELLATION DUE TO EMERGENCY

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

WALKER VALLEY HIGH SCHOOL AUDITORIUM USE DAMAGE PAYMENTS

The Applicant will pay on demand for any loss or damage incurred during the rental activity of the Auditorium. This includes any equipment that has been leased for the event and equipment brought in by outside individuals.

NON-EXCLUSIVE USE

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

CONTRACT

In all cases where professional talent is concerned, the Applicant 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 Bradley County 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 Applicant, the Facility Coordinator and the artist or his agent. The consent must be obtained in advance. The Applicant should be aware that Auditorium preparations necessary for broadcasting or recording may result in additional costs. The school's permission is mandatory and final. Those organizations interested in obtaining professional video services may contact Walker Valley's Broadcast Specialist, Scott Webb, for more information. (swebb@bradleyschools.org)

FOOD and BEVERAGE CONCESSION

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

OBJECTIONABLE PATRONS

Walker Valley 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 Applicant for any damage that may be incurred by the organization due to the removal of such persons.

SAFETY REGULATIONS

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

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.

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 Applicant.



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Basic Equipment Requested

(please indicate with a check mark or amount requested when necessary)

<input type="checkbox"/>	Wireless Mic/Stand (2 available)	<input type="checkbox"/>	DVD/CD/Blue-ray Player
<input type="checkbox"/>	Projector/Screen	<input type="checkbox"/>	Lectern
<input type="checkbox"/>	Tables (2 available)	<input type="checkbox"/>	Chairs (8 Available)
<input type="checkbox"/>	Control of Lighting System capable of 3-5 pre-programed light settings	<input type="checkbox"/>	Audio System with cables to connect to digital devices such as tablet/ smartphone

Additional Equipment Requested

(please indicate with a check mark or amount requested when necessary)

<input type="checkbox"/>	Additional Wired Mics \$10 each	<input type="checkbox"/>	Spotlight - \$10
<input type="checkbox"/>	LED "Star" Curtain - \$50	<input type="checkbox"/>	Choir Risers - \$10 per segment
<input type="checkbox"/>	Monitor Speakers - \$10 each	<input type="checkbox"/>	Yamaha Stage Electric Piano with Speaker and Stand - \$50
<input type="checkbox"/>	Music Stands - \$2 Each	<input type="checkbox"/>	Additional Tables - \$5 each
<input type="checkbox"/>	Additional Chairs - \$1 each	<input type="checkbox"/>	Customized Lighting Show (pricing available on request)

Labor Requested

(please indicate number of individuals requested)

<input type="checkbox"/>	Audio/Video Technician
<input type="checkbox"/>	Lighting Technician
<input type="checkbox"/>	Custodian
<input type="checkbox"/>	Security

Please List Any Additional Needs or Instructions Not Covered Above



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Fees (Completed by Facilitator)

Total Facility Fees Owed \$ _____

Total Labor Fees Owed \$ _____

Deposit to be paid \$ _____

Total Cost \$ _____

AGREEMENT SIGNATURES AFTER DEPOSIT HAS BEEN PAID

Release of Liability: Walker Valley High School assumes no responsibility for any property placed in or left in the auditorium. Damages to the premises or any equipment that requires repair/replacement shall be at the expense of the organization which is sponsoring the event in question. Furthermore, by signing the agreement the applicant acknowledges that they have read and agree to all information presented in the "WALKER VALLEY HIGH SCHOOL AUDITORIUM USE GUIDELINES FOR AFTER SCHOOL EVENTS" document which is available on the school website and in the main office.

Event Sponsor's Signature _____ Date _____

Print Event Sponsor's Name _____ Date _____

Facilitator Signature _____ Date _____

WVHS Principal Signature _____ Date _____

The requested event will be booked on the WVHS Auditorium schedule after the deposit has been paid and all parties have signed this document.