

thePAC Rental Application

Thank you for inquiring about renting '*thePAC*'. To begin the application process, please fill out the **Facility Application** and the **Conditions of Rental**. Please fill out the **Facility Application** as completely as possible and sign. Sign the **Conditions of Rental**.

Once completed, please make a copy of these documents for your reference should we call with any questions. Either return the completed documents to '*thePAC*' office or fax them to 270-887-1189.

Your greatest expense will be due to the length of time you spend at '*thePac*' and what you do during that time. Please view the **Hourly Charge Tip Sheet** to help estimate your Hourly Charge.

Please contact us should you have any questions, or need any assistance. Thank you.

thePAC Rental Introduction

Who May Use

Christian County Schools Performing Arts Center (*thePAC*) shall be available to responsible and organized groups for purposes related to the performing arts that provide demonstrable benefit to the schools or to the community as a whole. Further, it is the intent of the Christian County School Board of Education to make the facilities as accessible as possible to the community while neither unduly interfering with instruction at Christian County Middle School (CCMS) nor causing the district to assume excessive financial responsibility. The **PAC** will not be rented to for-profit organizations for the sole purpose of making a profit nor for private parties i.e. anniversary, birthday, etc...

Application and Contract

The conditions of usage of '*thePAC*' are governed by the Contract document. The Contract incorporates the Booking Information/Use Application as well as a Conditions of Rental.

Liability

The Board shall require the Renter to assume all liability for injury to individuals by reason of the rental of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

Insurance

All use of the facility by non-Christian County Schools organizations shall assume sole liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it. Proof of \$1,000,000 liability and 1,000,000.00 property insurance naming the Christian County Schools Board of Education as additional insured under the policy is required.

Availability & Cost

The PAC Director shall determine when and which PAC facilities will be available and establish reasonable fees for their renting. Said fee will be based on the nature of the activity and the Renter and on minimum rates pre-determined by the PAC Director.

Exception

Activities that are sponsored by approved Christian County Schools' student organizations, employees' groups, or school-related parent groups may use school facilities without being charged a fee when approved by the PAC Director and supervised by a PAC staff member and an adult group representative at all times. No deposit is required for such usage but the organization involved will be held accountable for any and all damages incurred due to their usage. In addition, the need for a certificate of liability insurance is waived for all such activities. However, if admission is charged for the event, the renter from CCS will pay the tech fee of \$30 per hour during the Tech Rehearsal and Performance. No charge for set-up or tear down times.

Conditions of Renting

Renting of *thePAC* facilities is subject to the following conditions:

1. Renting will be made only to responsible and organized groups. An official representative of that group must sign all necessary documents.
2. Conditions of the Contract are set forth in the Facility Application and Conditions of Rental. The Contract as well as these supporting documents and any applicable Addendums, which are incorporated into the contract, controls the conditions of renting the facility.
3. The Renter prior to contract signing must obtain any and all additional provisions, permissions, conditions and agreements to cover the use of copyrighted materials.
4. A security deposit and proof of insurance are due at contract signing unless both parties have agreed to other arrangements.
5. Following the event, a Final Invoice for rental services and for any additional fees (unusual damages to facilities, additional services, supplies, hours, etc.) will be presented for payment.
6. Payment will only be refunded if the PAC receives written notification of the Renter's cancellation no later than thirty days prior to that organization's scheduled usage date. If cancellation occurs after that date, the PAC shall keep the payment to cover expenses incurred or lost due to the forfeiture of the renting.

Conditions of Rental



1. **UPON APPLICATION APPROVAL, THE POTENTIAL RENTER WILL BE CONTACTED AND A FACILITY CONTRACT WILL BE DRAWN UP.** This Contract will confirm organization classification, hours of usage, all applicable fees, and will indicate willingness by the Renter to adhere to all terms and conditions set forth in said Contract, Application and Conditions of Rental. Renter will execute a signed copy of all three documents no later than at Contract signing.
2. In addition to the aforementioned-signed documents, proof of insurance must be received prior to rental confirmation.
3. Unless otherwise agreed upon by both parties in writing prior to Contract signing, a deposit of \$150 cost is due at the time of signing. This deposit will go toward your final invoice total.
4. An adult responsible representative from the renting organization must be present whenever the Renter is on premises.
5. A PAC staff member must be present whenever the Renter is on premises.
6. Absolutely no food or drink is allowed in any PAC space other than the lobby at the concession stand site. PAC reserves the right to remove or have removed any such items immediately.
EXCEPTIONS: Food or drink may be used only as a “prop”, only on stage and only when a PAC staff member is present. Permission for the theatrical use of food and drink must be agreed to in writing prior to Contract signing. Bottled water is permissible except in cases in which it may pose a hazard.
7. The possession, use or sale of tobacco, illegal substances (including alcohol) and firearms is strictly prohibited in the PAC, CCMS school building or on school grounds. PAC reserves the right to remove or have removed any such items immediately.
EXCEPTIONS: Tobacco may be used only as a “prop”, only on stage and only when a PAC staff member is present. “Prop” guns may be used on stage only and are subject to the approval of the local fire marshal, and the CCBOE, only on stage and only when a PAC staff member is present. Permission for the theatrical use of tobacco must be agreed to in writing prior to Contract signing.
8. All local fire and safety regulations must be strictly adhered to. All fire exits, aisles, stairways, ramps and air vents must be kept open at all times. No storage of any flammable liquid or volatile chemical is allowed on premises. The use of oil base fog chemicals is not permitted. Pyrotechnic devices must be approved by the PAC Technical Director and must meet all city, state and federal fire codes. In addition, a demonstration may be required by the local fire marshal. The use of internal combustion is prohibited on the premises. Permission for the use of fog machines, pyrotechnic devices and the like must be agreed to in writing prior to Contract signing.
9. No activities in violation of federal, state, or local laws, ordinances, rules, regulations or the opinion of the Board of Health shall be permitted on the premises.
10. No immoral or illegal activity shall be allowed on the premises.
11. No alterations (i.e. advertising signage) to the building or grounds can be made unless agreed to in writing prior to Contract signing.

12. Nothing may be attached to the doors, windows, walls, ceiling, floors or drapes of any PAC facilities. The use of glue, adhesive tape, screws, nails, tacks or staples on any doors, windows, walls, ceiling, floors or drapes in PAC facilities is strictly prohibited without the permission the PAC Director or designee. PAC reserves the right to remove or have removed any such items immediately.
13. PAC reserves the right to remove or have removed from the facilities any person causing a public disturbance or physically damaging PAC facilities, CCMS school building or grounds. Renter assumes all responsibility for the behavior of the members of its organization. Violation of this policy by one individual may warrant removal of the entire organization from the facilities and will render the Contract null and void and the Renter may be barred from any future use of PAC facilities. Under such conditions, payment will not be refunded and the Renter will be held responsible for the costs to repair any damages incurred.
14. PAC may not be used for overnight lodging
15. PAC may not be used for overnight storage. All materials brought into PAC must be removed at the end of the event unless prior arrangements have been made in writing prior to Contract signing. Renter will be billed for disposal or storage of materials in the event all such materials are not properly removed in a timely fashion.
16. Construction and painting are not permitted in any area of the PAC except that which is determined by the PAC Director. Construction and painting are only permitted under the supervision of the PAC Director or designee. Renter will be held responsible for any damage including the removal of paint left anywhere in the facilities.
17. Renter is solely liable for any damage or loss resulting from the rental of the facilities.
18. Renter shall assume sole liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it.
19. Sound levels will be set in accordance with the PAC Director's specifications and shall at no time exceed those restrictions.
20. Animals are not permitted in PAC without permission from the PAC Director in writing prior to Contract signing.
EXCEPTION: Guide animals for persons with disabilities are exempt.
21. The use, maintenance and operation of PAC equipment, including lighting and sound systems is restricted to authorized personnel only as determined by the PAC Technical Director. These restrictions include modifying, unplugging or making any adjustments to any system/console. Any equipment, including additional lighting, sound, video or additional stage equipment brought in by the leasing group must be approved by the PAC Technical Director.
22. All technical personnel and/or renter volunteers must participate in training and orientation of the facilities and equipment by the PAC Technical Director before they can work in PAC.
23. Renter must obtain all licenses and permits and pay all associated fees necessary to conduct operations specified by the Contract. Renter shall assume all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes or dramatic rights used for the event.
24. Renter shall not sublease or reassign any portion of PAC facilities or item of equipment covered by the Contract.

25. Prior to distribution, the PAC Director must approve all publicity pertaining to events held in the facilities. Permission to use the PAC logo or any verbiage in any publicity must be granted by the PAC Director in writing prior to Contract signing. Only the phrases “Christian County Schools Performing Arts Center” or “the **PAC**” may be used to identify the premises only and should not be used to denote or imply sponsorship. Only the phrase “Located at Christian County Middle School” may be used to identify the premises’ location.
26. PAC assumes no responsibility for loss, theft or damage.
27. Obscene, sacrilegious or otherwise inappropriate subject matter or treatment of material shall not be permitted. Said judgment to be determined solely by the PAC Director.
28. PAC will not be responsible for ticket sales of Renter events unless prior arrangements have been made in writing prior to Contract signing.
29. PAC will not be responsible for additional backstage assistance required by the Renter unless prior arrangements have been made in writing prior to Contract signing. PAC Director reserves the right to require the Renter to provide additional backstage assistance upon demand. Likewise, if a Renter has extraneous backstage personnel, the PAC Director reserves the right to require the Renter to have unnecessary people removed from premises.
30. Prior to the performance, the Renter must coordinate backstage security with a PAC designee. Only authorized persons will be allowed backstage. This is to help insure the safety and security of all parties involved as well as the premises. As a general rule, only people actively participating in an event (performers, technicians, PAC staff) should be allowed backstage. Friends and family of participants should be limited to designated PAC audience areas such as the lobby.
31. Unless other arrangements have been made, prior to each performance an announcement must be made to the audience by the PAC Director or designee. This announcement will contain but is not limited to a brief welcome to PAC , fire exit locations, any required prohibitions (no smoking, no flash photography, etc.), the Renter’s name and the title of their event.
32. Upon departure, the Renter should leave premises in as good or better a condition than as before used. Said condition to be determined by the PAC Director of designee.
33. Upon the Renter’s departure, the PAC will draw up an invoice for services rendered detailing PAC services provided, any damage occurred and/or additional hourly costs accrued. This invoice will then be delivered to the Renter. Full payment of the balance due will be expected within 10 workdays or legal action to obtain payment will be pursued.
34. Violation of any of the above policies may result in immediate expulsion from the facilities, render the Contract null and void and will result in the denial of future PAC facilities rental applications.

Conditions of Rental

Agreement to Terms

I, _____

the undersigned, a representative of the renting organization,

do hereby agree to all terms outlined herein as well as the rules, regulations and policies set forth in the Addendum(s) titled:, or as agreed to

I agree to abide by these terms with the understanding that failure to comply could result in the cancellation or rescheduling of the event outlined above. I understand that under certain circumstances, my organization's failure to abide by these terms could result in ejection and/or restriction from the Christian County Schools Performing Arts Center.

Signature of Renting Organization Representative

Date

PLEASE SIGN AS INDICATED AND RETURN THIS PAGE ALONG WITH YOUR APPLICATION

What Kind Of Organization Type Am I?

Check the description that best fits your group:

- Christian County Public Schools – CCPS groups use the PAC free of charge **unless** * there is an admission fee. Although free of charge, it is still necessary for such groups to complete the application process so that the PAC can better serve you.
- Performing Arts Organization – Any rental group conducting a performing arts event such as a community theater, music, or arts organizations, and those that are made up of a majority of children K-12. (ex.dance)
- Business – Any rental group conducting a NON performing arts event such as a business meeting, speaking engagement or church function.

Now that you know your organization’s category, you will be able to estimate your Hourly Charge.

Why Are There Three Different Hourly Charges For My Organization Type?

As part of our mission, the PAC must remain fiscally sound which means that staffing, lighting, sound, and other staffing needs all must be budgeted. Renting the facility helps us keep these costs in line.

Determine what cost tier applies to your activities for any given hour in the building:

- Set up/Tear Down/Rehearsal – This tier is for the time you need our space in order to check dance spacing, run scenes or load in or load out supplies for your event at the PAC. No Sound System and only the Work Lights are in use. **This tier is in effect until the Sound and or Stage Lighting Systems are in use.**
- Tech Rehearsal – This tier is for the time you need for a Technical Rehearsal or a Sound Check, basically **whenever the Sound or Stage Lighting Systems are in use but there is no audience present.**
- Performance – This tier is for the time you need for performance. The PAC requires staffing to man the Lobby and Theatre when your audience arrives. If you cannot staff the lobby with your personnel, a staffing fee of \$8 per hour per person is added.

So, When Does The Clock Start Ticking?

Hourly Charges are based upon the time doors are unlocked to begin and relocked following your event as in set up/tear down/rehearsal. When the sound and light boards are turned on Tech Rehearsal prices begin. Performance Charges begin when the Lobby doors open to let your audience in to the building (estimate one hour prior to your event) and end once your audience has completely exited the building (estimate a half hour following your event).

Example Application with Hourly Charges

| Circle the Category that best describes your Event → | PER HOUR | PER HOUR | PER HOUR |
|--|----------|------------------------------|----------|
| | CCPS | Performing Arts Organization | Business |
| Set up/Tear Down/Rehearsal (Work Lights Only) | NC | \$25 | \$50 |
| Tech Rehearsal (Sound & Light Systems On) | \$30 * | \$40 * | \$100 |
| Performance (Lobby Opens) | \$30 * | \$60 | \$150 |

***Tech Preparation fees are 1 hour before and ½ hour after each time slot @ \$20 Per hour is not included in the above fee.)**

****Custodial Services (\$30 per hour) will be added to your final invoice.**

An example of how to figure charges for your event is demonstrated on the page that follows. The prices demonstrated are those for a Performing Arts Organization (PAO).



thePAC Application

| |
|----------------------------|
| <u>PAC OFFICE USE ONLY</u> |
| EVENT DATE: _____ |
| EVENT NAME: _____ |

Return this form and accompanying materials at your earliest convenience.
PLEASE NOTE: Application submission does not imply Event Confirmation

Name of Organization _____

Organization Representative, title: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

Description or Name of Show: _____

Anticipated Cast/Crew Size & Special Needs & ticket price: _____

Anticipated Audience Size and Special Needs (Please Note: seating capacity limited to 547 to include handicapped): _____

Date(s) of Event _____ Dates Requested for rehearsal(s), set up, tear down _____

Estimated Show Length (including intermission): _____ Time your performers will enter prior to performance _____

Time doors open to audience for performances: _____ Show Time(s) and Dates _____

Will there be an admission charged? _____

SPACE REQUESTS

Circle the PAC Facilities you anticipate using: Theatre Dressing Rooms Ticket Window Orchestra Pit
Warm-up Rooms (Number of rooms needed: __)

The PAC shares additional spaces with CCMS (i.e. warm-up area, holding area etc..) The foyer may be needed to use during intermission and after events. These spaces must be agreed upon with CCMS through the PAC Director

PLEASE NOTE: Application submission does not imply Event Confirmation.

Technical Needs

Failure to fill out the next two pages can prevent acceptance of your application, result in additional charges, and seriously jeopardize the success of your Event. Our staff is happy to help if you have difficulty completing the Application

Audio Visual

| Support Item | Charge | Needed | |
|----------------------------------|--------|--------|----|
| DVD Player | | Yes | No |
| Projection Screen (center stage) | | Yes | No |
| LCD Projector | \$20 | Yes | No |
| Closed-circuit Televisions | | Yes | No |

Special Audio/Visual needs (be as specific as possible): _____

Sound

| Support Item | Charge | Needed | | Quantity | Location/Purpose |
|-----------------------------------|----------|--------|----|----------|------------------|
| CD Player | | Yes | No | _____ | _____ |
| Hand Held Wired Microphones (2) | | Yes | No | _____ | _____ |
| Hand Held Wireless Microphone (2) | \$5 flat | Yes | No | _____ | _____ |
| Body-pack Microphone (5) | \$5 flat | Yes | No | _____ | _____ |
| Stage Monitors (2) | | Yes | No | _____ | _____ |
| Additional inputs | | Yes | No | _____ | _____ |
| Headsets (6) | | Yes | No | _____ | _____ |

Special Sound needs (be as specific as possible): _____

Lighting

Support Item
 Special Lighting needs (be as specific as possible): _____

Fabrics

| Support Item | Charge | Needed | | Location/Purpose |
|--------------------|--------|--------|----|----------------------------------|
| Main Curtain | | Yes | No | red curtain at front of stage |
| Mid-stage Traveler | | Yes | No | black curtain ½ way across stage |
| Black Out Drop | | Yes | No | black curtain at rear of stage |

Special Fabric needs (be as specific as possible): _____

Miscellaneous Set Items

| Support Item | Charge | Needed | | Quantity | Location/Purpose |
|--|--------|--------|----|----------|------------------|
| Podium W/Microphone | | Yes | No | | _____ |
| Electric Keyboard | \$25 | Yes | No | | _____ |
| Chairs | | Yes | No | _____ | _____ |
| Tables | | Yes | No | _____ | _____ |
| Special Miscellaneous Set such as extension cords, ladders, etc. (be as specific as possible): _____ | | | | | |

Bringing your own...(Be as specific as possible): _____

Event Recording Options

| | Arrival Time |
|---|--------------|
| Video Recording (Renter set-up and recording) | _____ |
| Audio Recording (Renter set-up and recording) | _____ |

Personnel

As Renter, *you* must have one adult representative on duty at all times. At least one PAC staff person per event will be provided. However, larger scale events may require additional personnel to ensure that your event runs as smoothly as possible. To assist you in determining manpower requirements, we have listed below possible job functions you may need for your event.

These Positions CAN BE PROVIDED at an additional charge OR you can provide a volunteer

| Position | Providing | | Needed | | Quantity | Cost if PAC provides |
|---------------|-----------|----|--------|----|----------|----------------------|
| Curtain Ropes | Yes | No | Yes | No | _____ | \$8/hour |
| Ushers | Yes | No | Yes | No | _____ | \$8/hour/usher |

Please contact us one month prior to your event in order to schedule volunteer stage crew training.

Facility Application

Return this form and accompanying materials at your earliest convenience.
PLEASE NOTE: Application submission does not imply Event confirmation.



| |
|----------------------------|
| PAC OFFICE USE ONLY |
| EVENT DATE: _____ |
| EVENT NAME: _____ |

AGREEMENT TO TERMS

I, _____
the undersigned, a representative of the renting organization,

_____ do hereby agree to all terms outlined herein. I agree to abide by these terms with the understanding that failure to comply could result in the cancellation or rescheduling of the event outlined above. I understand that under certain circumstances, my organization's failure to abide by these terms could result in ejection and/or restriction from the Christian County Schools Performing Arts Center.

Signature of Renting Organization Representative

Date

APPLICATION CHECKLIST

- o PLEASE SIGN AS INDICATED.
- o MAKE A COPY OF THIS ENTIRE DOCUMENT FOR YOUR PERSONAL REFERENCE.
- o RETURN THIS ENTIRE DOCUMENT ALONG WITH SIGNED CONDITIONS OF RENTAL AND ANY OTHER APPLICABLE SUPPORTING MATERIALS.

IF YOU NEED OUR HELP...
This Application is designed to assist you in planning your event. We will make every attempt to provide for your needs. Given the importance of scheduling and the need for planning, every effort should be made to provide as much information as possible to our staff prior to your event. Should unforeseen circumstances arise, be sure to inform us ASAP. Try to remember, our staff works on planning many different events many months in advance. It is extremely helpful to plan your event as thoroughly as possible. If you are unsure of your needs, feel free to contact us using the information at the bottom of this page for further assistance.

| | |
|---|-------|
| PAC OFFICE USE ONLY | |
| Accepted by PAC Director: _____ | _____ |
| | Date |
| Accepted by PAC Technical Director: _____ | _____ |
| | Date |

Chris Nahlik, PAC Coordinator

270-484-7882

Email: chris.nahlik@christian.kyschools.us