

CUERO ISD PERFORMING ARTS CENTER GUIDELINES AND PROCEDURES



ACKNOWLEDGMENT

The Cuero ISD Performing Arts Center (PAC) abides by the policies and procedures of the Cuero Independent School District. The contents herein supplement those policies and procedures and outline the use of the PAC for both District and non-district events.

RESERVATION GUIDELINES

The Cuero ISD is pleased to offer the PAC to the public for reservation. Requests for non-district use of the PAC will be considered on a first-come, first-served basis beginning June 1 of each year for the academic year (August-July) that follows. Any exceptions to this timeline must be approved by the PAC Coordinator. The timeline exists to ensure District events have first priority each year.

Reservations must be initiated via the PAC Reservation Request form, which can be found on the Performing Arts Center link on the Cuero ISD website (www.cueroisd.org). ***Reservation requests will not be accepted via telephone or email, and reservations will not be confirmed until the rental agreement has been signed and the deposit has been paid.***

Recurring, long-term use of the PAC for non-school groups shall not be allowed.

All events must conclude and the facility must be vacated by 10:30 pm Mondays through Thursdays and midnight on Fridays and Saturdays.

All events must be scheduled a minimum of 10 days in advance of the event.

Reservations are contingent on staff availability.

RESERVATION REQUEST PROCESS

PAC reservation requests may be submitted by CISD fine arts faculty for CISD fine arts events beginning May 1 of each year for the upcoming academic year (August – July).

PAC reservation requests may be submitted by CISD faculty and staff for District events beginning May 15 of each year for the upcoming academic year (August – July).

PAC reservation requests may be submitted by the public for non-district use of the facility beginning June 1 of each year for the upcoming academic year (August – July).

To request use of the PAC,

1. Groups/organizations must submit a PAC Reservation Request form, which can be found on the Performing Arts Center link on the Cuero ISD website (www.cueroisd.org). Reservation requests will not be accepted via telephone or email. The PAC Coordinator will then accept, request revision, or reject the request based on facility and technical support availability.

2. If the reservation request is accepted, the PAC Coordinator will schedule a technical consultation with the group/organization as soon as possible. The technical consultation will include a tour of the facility, explanation of the technical equipment and support systems available, and determination of technical requirements (i.e., sound, lighting, rigging, etc.). At that time, the PAC Reservation Request form will be finalized, estimated rental fees calculated, and an invoice generated.
3. A reservation will not be confirmed until the rental agreement and all supporting documents have been signed and the \$250 non-refundable deposit has been paid to Cuero ISD. Reservations will be confirmed via email. The requested date(s) will be held for a period of one (1) week post tech consult.

RENTAL & PAYMENT TERMS

A \$250 non-refundable deposit must be received at the time the reservation is made and will be applied toward the rental fees. Rental fees will be charged according to the rates listed below. Rental fees will be calculated at the time the reservation is made and must be paid in full no later than two (2) weeks prior to the use of the facility. Any additional fees incurred, including damages, will be due immediately upon receipt of billing.

In the event a reservation is timely cancelled, the deposit will not be refunded but may be transferred to another PAC reservation by the same group/organization during the academic year of the original reservation. All cancellations must be submitted in writing a minimum of two (2) weeks prior to the event or the deposit will be forfeited.

Should circumstances beyond the control of either party arise (i.e., fire, flood, natural disaster, etc.) rendering either incapable of fulfilling the terms of the agreement, the rental agreement may be terminated. In such a case, neither party shall be liable to the other in any way except for the District to refund the group/organization's deposit.

The rental period shall begin when the group/organization utilizing the space enters the facility and terminate when the party completely vacates the facility.

The rental rate shall be the same for set-up, rehearsals, and performances.

RENTAL FEES

FACILITY

Rental fees will be calculated on an hourly basis at a rate of \$150/hour with a four hour minimum plus personnel fees, which are listed below.

Groups/organizations that exceed the contracted time will be billed at a rate of \$250/hour.

Use of the PAC during a Cuero ISD holiday must be approved by both the PAC Coordinator and CISD Superintendent, will be contingent on the availability of PAC technicians and staff, and will be subject to additional personnel fees, which are noted below.*

PERSONNEL

CISD Administrators = \$35/hour, 2 hour minimum

PAC Technicians = \$35/hour, 2 hour minimum

Security Officers = \$35/hour, 2 hour minimum

Custodians = \$25/hour, 2 hour minimum

Student Workers = \$10/hour, 2 hour minimum

*Personnel fees will increase by \$10 per hour per employee, with a four hour minimum per employee, during Cuero ISD holidays.

HOLD HARMLESS, INDEMNITY, & INSURANCE AGREEMENT

Cuero ISD shall not be responsible for any accidents arising out of the renter’s operations. Renter shall be fully responsible for the safety of its operations and its employees, clients, visitors and others associated with its activities. To the fullest extent allowed by law, renter agrees to defend, indemnify and hold CISD, its directors and employees harmless from any and all claims, judgments, causes of action, costs, and expenses resulting from injury to or death of any person or damage to any property, to the extent caused by the negligent actions or omissions or willful misconduct of renter’s agents, employees, subcontractors or suppliers in connection with the event.

The renter further agrees to indemnify and hold harmless Cuero ISD and its duly authorized representatives from all damages, costs, expenses, including attorneys’ fees, for or on account of the use of any patented and/or copyrighted materials, equipment, processes, or dramatic rights furnished, used, or incorporated by the renter in connection with the event.

Renter shall purchase, provide, and keep in effect during the use period licensed pursuant to this regulation a liability insurance policy or rider to an existing policy, naming as additional insured, “Cuero Independent School District, its officers, employees, and agents,” which will provide coverage in the amount of \$1,000,000 for property damage and \$1,000,000 per person and \$1,000,000 per occurrence for personal injury (including death). Coverage provided by such policy or rider must apply to the death or injury of any person and damage to property, which results from the renter’s officers, agents, employees, or guests during the occupancy of the Cuero ISD Performing Arts Center. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the District, and provided no later than two (2) weeks prior to use of the facility. The renting organization must provide the District with a Certificate of Insurance attesting the existence of a policy or policies providing coverage required. If the policy contains deductible provisions, renter shall be responsible for payment of the deductible amount for any claim or claims.

It is further stipulated and agreed that the laws of the State of Texas shall control in the interpretation and enforcement of this agreement.

Dated this _____ day of _____, 20 _____.

By: _____
(Signature of Renter’s Primary Contact)

Subscribed and sworn before me on this _____ day of _____, 20 _____,
at _____ County, Texas.

By: _____
(Signature of Notary Public)

Notary Public in and for _____ County, Texas

FACILITY USAGE GUIDELINES

All groups (District and non-district) desiring to reserve the PAC must agree to comply with the guidelines below. It is the responsibility of the group/organization's "primary contact" to both communicate the guidelines below to all pertinent individuals (i.e., performers, staff, parents, students, guests, etc.) prior to entering the facility as well as ensure the guidelines are closely followed at all times after entering the facility. Under no circumstances may the reservation of the PAC be transferred to a third party.

1. The group/organization's "primary contact" shall be present at all times during the event. The PAC will not be opened until the "primary contact" is present and ready to assume all supervisory responsibilities.
2. Keys to the facility will not be given out.
3. A pre-event inspection will be conducted by the PAC Coordinator or designee and the "primary contact" immediately before occupancy by the group/organization. A post-event inspection will take place within 24-hours of vacancy. The purpose of the pre-event inspection is to determine the condition of the facility prior to occupancy of the group/organization while the post-event inspection is to ensure the facility has been returned to its pre-event condition. Damages and misuse of the facility and/or equipment will be documented in the post-event inspection report, and the cost of repairs will be the responsibility of the group/organization.
4. If the group is a Cuero ISD school group and the event is held outside the school day, at least one campus administrator or designee must be present, easily accessible, and visible throughout the event. The sponsoring teacher(s), administrator(s), and/or organizer(s) will be required to stay at the facility until all event participants and guests have departed the premises. Students may never be left unattended after an event and PAC staff must not be left in charge of students waiting for rides home after an event concludes.
5. If the group is a Cuero ISD school group and the event is held during the school day, at least one campus administrator or designee must be present, easily accessible, and visible throughout the event. All students entering the PAC must be accompanied by a teacher/administrator. An appropriate number of adults must be available to direct traffic, confiscate food, candy, gum, and drinks before entering the auditorium, and maintain discipline of the students during the event.
6. The group/organization will take full responsibility for the behavior of those in attendance and will be held responsible for damage due to misuse, unauthorized use, and vandalism by their group.
7. The group/organization and any of its officers, employees, volunteers, agents, and guests shall comply with all applicable federal, state, and local laws, regulations, and rules, and with all Cuero ISD policies, regulations, and guidelines.

8. Only the areas requested and reserved shall be used by the group/organization.
9. No food, drink, candy, or gum is allowed in the auditorium, on stage, or backstage at any time. It will be the responsibility of the group/organization using the PAC to monitor and enforce this at all times. Remember, the group/organization using the PAC will be responsible for all damages that are caused by persons in attendance at the scheduled activity. Misuse of the facility may lead to the loss of privilege to use the facility.
10. If food or drink is required by performers backstage, prior approval must be obtained by the PAC Coordinator.
11. Alcoholic beverages, tobacco products, illegal drugs, and firearms are prohibited on Cuero ISD property.
12. The use of pyrotechnics, open flames, candles, matches, etc. is prohibited in the PAC.
13. The use of special effects (i.e., smoke, fog, mist, rain, lasers, etc.) is prohibited in the PAC without prior approval by the PAC Coordinator.
14. Vehicles shall be parked in designated parking spaces only. Under no circumstances may vehicles be parked in fire lanes, blocking fire hydrants, blocking driveways/gates, blocking handicap accessible routes, or in any other unauthorized areas such as sidewalks or grassy areas.
15. Event signage must be approved by the PAC Coordinator. Signage shall not be set up more than two (2) hours prior to the event and must be removed before the group/organization vacates the property.
16. All written material intended for distribution on school property must be submitted to the PAC Coordinator for approval according to the procedures outlined in Board Policy GKD (Local) no less than two (2) weeks prior to the event. Such materials must state clearly that the event is not sponsored by Cuero ISD.
17. All events shall be orderly, lawful, and of a nature as not to incite others to disorder.
18. Cuero ISD may require the group/organization to have security officers present before, during, and/or after an event to maintain traffic flow, lawfulness, and order. The PAC Coordinator will make arrangements with the Cuero Police Department for security officers to be present, and the PAC Coordinator will notify the group/organization of the security fees ahead of time.
19. Under no circumstances may an exterior door of the Performing Arts Center be propped open.
20. All rear exterior doors of the PAC must remain locked during performances.

21. The group/organization is responsible for providing its own ushers, ticket-takers, event hosts, etc. Students will be allowed to serve in these capacities as long as there are an adequate number of adults supervising the students.
22. Any items intended to be sold in the concession area must have prior approval of the PAC Coordinator.
23. Any merchandise intended to be sold must have prior approval of the PAC Coordinator.
24. The use of decorations of any kind must have prior approval of the PAC Coordinator.
25. Helium balloons are not allowed in the PAC.
26. Glitter, confetti, and/or similar products are not allowed in the PAC.
27. Nothing shall be taped, pinned, nailed, screwed, or stapled to any surface in the PAC except for the use of painter's tape supplied by the PAC Coordinator to mark positions on the stage floor. If such tape is utilized, it must be removed by the group/organization at the conclusion of the performance. If it is placed during a rehearsal, it may not be left on the stage floor longer than 72 hours.
28. Groups/organizations must supply their own extension cords, power strips, and office supplies.
29. Groups/organizations are responsible for items left unattended in the PAC.
30. Groups/organizations must remove its items before vacating the property. Items left behind will be disposed of within 24 hours.
31. The building shall be left in a neat and orderly condition. Groups/organizations will be held responsible for reimbursing Cuero ISD for the cost of damages, losses, or excessive cleaning fees incurred as a result of their use of the facility. Groups/organizations that cause recurring damages may lose the privilege of renting the facility.
32. Furniture, equipment, and props, which include but are not limited to tables, chairs, music stands, and choral risers, may not be dragged across the floors in the PAC. Groups/organizations will be held responsible for reimbursing Cuero ISD for the cost of damages incurred as a result of their use of the facility. Groups/organizations that cause recurring damages may lose the privilege of renting the facility.
33. Furniture may not be relocated or removed from the facility.
34. All organizations are liable for remaining within safe occupancy limits. Each audience member must be seated in a fixed chair or reserved wheelchair space prior to the start of the performance. Audience members may not be seated in aisles at any time. Tickets may not be sold or distributed in excess of the number of fixed seats and wheelchair spaces in the auditorium.

35. Aisles must be kept unobstructed at all times.
36. Feet and shoes are not allowed on the backs or seats of the theater chairs in the auditorium at any time.
37. PAC technicians and staff have the authority to restrict access to any area when necessary.
38. Only event-related personnel and performers will be allowed on stage and back stage. Event attendees and/or guests of the performers will not be allowed on stage or backstage.

TECHNICAL SUPPORT GUIDELINES

1. The PAC's audio, video, lighting, and rigging systems will be operated only by personnel authorized by the PAC Coordinator.
2. PAC technicians will be paid a minimum of one hour before each performance to prepare for the event and one hour after each performance to shut everything down.
3. All content and information (music, text, dialogue, etc.) presented must be "radio edit" clean and free from obscenity and profanity.
4. Any group/organization utilizing playback music and/or sound cues/effects during its performance must provide the selections in digital format with proper documentation to the PAC Coordinator a minimum of two (2) weeks prior to the event.
5. Any group/organization utilizing lighting cues/effects during its performance must provide proper documentation to the PAC Coordinator a minimum of two (2) weeks prior to the event.
6. PAC technicians on communication headsets are responsible for calling/receiving cues; therefore, communication with these technicians is not allowed at any time unless their headsets are turned off or there is an emergency. Individuals shall refrain from using inappropriate language and dialogue on head-set.
7. Events lasting more than two (2) hours consecutively must have an intermission to allow PAC technicians and staff a necessary break (15 minutes). Events lasting more than four hours consecutively must allow PAC technicians and staff a meal break (30 minutes). Multi-day events must allow a minimum of eight hours between the evening's end time and following morning's start time. Please plan accordingly.
8. Any scenery, props, signage, or lighting that will need to be hung/removed from the rigging system may only be done so by PAC technicians and/or staff.
9. The group/organization shall assume all costs and obligations arising from the use of patented and/or copyrighted materials, equipment, processes, or dramatic rights furnished, used, or incorporated in the conduct of the event.

10. Recordings made by the PAC Coordinator, technicians, and/or staff of any event will not be made public for resale. All recordings are for archival and instructional purposes only. If a group/organization would like a recording for resale purposes, the group/organization must acquire written approval from the PAC Coordinator as well as the copyright holder and hire outside professional help not associated with Cuero ISD. These hired professionals must coordinate with the PAC Coordinator.

SCENE SHOP GUIDELINES

1. The Scene Shop may be utilized for the storage of scenery, props, furniture, and/or equipment affiliated with an upcoming performance only. Long-term storage of scenery, props, furniture, or equipment is not allowed in the PAC.
2. Any scenery, props, furniture, or equipment stored in the Scene Shop must not interfere with movement and/or safety in that area. Entrance and exit doors may not be blocked.
3. No building or painting of sets will take place within the Performing Arts Center.

I understand and hereby agree to abide by and enforce the guidelines contained within this document.

Signature of Group/Organization's Primary Contact: _____

Date: _____