

Fannin County High School Performing Arts Center
PAC Coordinator

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Performing Arts Center Facility Use Rules and Regulations – SCHOOL ORGANIZATIONS ONLY

To reserve the FCHS Performing Arts Center for your event, you must 1) contact the PAC coordinator at the listing above, 2) select your date(s), 3) verify dates with your Principal and the Fannin County High School "master calendar" located in the main office, 4) submit a *PAC Reservation Document or Facility Use Contract*. Please remember to submit all fundraising requests to the Fannin County Board of Education for approval. Before reserving your event, please review this and all documents regarding the use of our facility.

PREFACE:

The Fannin County School System is, and wishes to remain, a cooperative member of the community. It is in this spirit that the following procedures are offered. The school system must balance the desire to support all worthwhile community activities with its responsibility to supervise and maintain the school system's Performing Arts Center for its primary purpose, which is to house the program of instruction and the various performance events for band, chorus, and drama.

PROCEDURES:

At all times, the activities of the school and its related organizations shall take priority on the use of the Performing Arts Center.

1. A person is identified, in writing, as the responsible party (person in charge) for the supervision of the event and the good condition of the facility upon completion of the event. The organization, as well as the person identified as being in charge of the event, will be held responsible for all damages to school property. A school representative of the sponsoring organization must be on site at all times.
2. The Performing Arts Center Coordinator will arrange all plans for the facility's use and will issue keys (only when necessary) in such a manner as to allow for only authorized use. In the event keys are issued, they must be promptly returned the morning of the next school day following the event. Keys may be given to the Performing Arts Center Coordinator or school Principal.
3. The Performing Arts Center is to be closed and locked by 10:00 p.m. unless otherwise approved in advance by the Performing Arts Center Coordinator. The facility and grounds are to be left clean and in good repair. Please do not tape anything to doors, walls or inside windows.
4. No food or drink is allowed inside the auditorium or in the lobby, dressing areas, green room, or classrooms. Special permission must be arranged in advance to use the hospitality room, and only events extending beyond four consecutive hours warrant the use of the hospitality facilities.
5. Fee structure: There is no facility fee for school related events as long as no outside services are contracted. **Tickets, programs and reasonable advertising expenses are exempt.** If any outside services are contracted, (i.e.: contracted sound or light technicians, professional performers, etc.) the organization must satisfy all rental fee requirements. If professional performers are contracted, Fannin students must be actively engaged during the performance as a result of an educational collaboration. Lighting and Sound can be provided upon request and will incur a charge of \$25 per hour per contracted person. If student technicians may be used, contact the Drama Tech Department. Custodial services are provided unless the facility is left in unacceptable condition. If custodial service cannot be completed during regular work times, fees may apply. Security may be required. Events charging admission or with an anticipated large audience may need to provide security at the rate of \$25.00 per service hour per person. Payments must be made directly to the individuals providing the service. The piano is provided at no cost unless tuning is required. All piano tuning is organized through the Facility Coordinator at a fee of \$125.00. Lighting gels may be charged at \$25 per event. Gels are organized through the Drama Department. All fee/Service payments are expected within five business days of the conclusion of the event.
6. In accordance with school rules, tobacco, alcohol, firearms, weapons, or explosive devices are not allowed on school grounds.
7. **All facility usage requires a Reservation Document or Facility Use Contract.** Any deviations from this Policy will require approval from the Fannin County Board of Education.