Fannin County High School Performing Arts Center

PAC Coordinator

360 Rebel Circle • Blue Ridge, GA 30513

Phone: (706) 632-7445 or (706) 632-2081 • Fax: (706) 632-4442

Performing Arts Center Facility Use Rules and Regulations

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) submit a *PAC Facility Use Contract*, and, if applicable, the *Request for Fee Exception* with supporting documents.

HB 382 Code 51-1-53 requires any group or organization engaged in a recreational, physical or performing arts activity must maintain and provide proof of a minimum of $1 million in liability insurance coverage applicable to the use of the facilities and effective during the duration of the facility use agreement. A copy of Certificate of Insurance including Fannin County School System as "additional insured" for the date(s) of the event must be submitted 30 days prior to the event. If insurance must be obtained, the Georgia State Board of Education recommends the following: https://default.campusconnexions.com/student-insurance/tenant-user-liability-insurance.html

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. In addition, given the high cost of utilities, and to protect finances allocated for student services, usage fees must reflect compensation for incurred expenses.

PROCEDURES:

At all times, the activities of the school and its related organizations shall take priority on the use of the Performing Arts Center. The facility may be used by outside groups and organizations in accordance with the following criteria:

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, business or group using the facility, as well as the person identified as being in charge of the event, will be held responsible for all damages to school property. A 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 Fannin County High School Administrator.
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.
4. No food or drink is allowed inside the auditorium or in the lobby, dressing areas, 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. Please do not tape anything to doors, walls or inside windows.
5. In accordance with school rules, tobacco, alcohol, firearms, weapons, or explosive devices are not allowed on school grounds. The use of our facility for non-school related events during school hours is discouraged and would require School Board approval.
6. Cost for the use of the Performing Arts Center will be outlined in the signed contract. At the time of reservation, only an estimate of total cost can be determined. Review detailed fee structure in *Description of Fee Structure*.
7. Fee structure: The facility fee is $100 per hour. (Minimum fee $200). A $50.00 per hour energy surcharge may be assessed for all usage extending beyond six (6) hours per scheduled event. Lighting, sound and AV services can be provided upon request and will incur a charge of $35 per hour per contracted person. Custodial and security services are required. A fee of $35 per service hour per person will be charged. Payments must be made directly to the individuals providing the service (name and address will be provided). Piano rental is $150.00 per event (includes complimentary tuning). Lighting gels are charged at $25 per event. Vendor fee of $25 if goods are sold to attendees. Some events may be required to submit a Commercialization Checklist (You will be notified if this applies to your event).
8. Some Fannin County organizations may apply for a rental fee discount or waiver. Rental fee discounts or waivers are described in *Description of Fee Structure*. Eligible groups must meet specific criteria and submit appropriate non-profit, tax-exempt, or governmental documents in addition to a federal ID or employee identification number (EIN). All fee/service payments are expected within five business days of the conclusion of the event.
9. If fee applicable, a deposit of $100 is expected with the submission of the contract. Contracts submitted without a deposit can only reserve a date for a maximum of 14 days. **All facility usage requires a *Facility Use Contract*.**

Description of Fee Structure

Item	Cost	Payable To	Additional Terms
Facility Rental	$100/Hour	Fannin Co. BOE	$200 Minimum
Energy Surcharge	$50/Hour	Fannin Co. BOE	$50.00 per hour energy surcharge will be assessed for all usage extending beyond six (6) hours per scheduled event. Events that engage Fannin County students as a result of an educational collaboration and/or provide financial support with 100% of the proceeds of the event are exempt.
Piano Rental	$150/Event	Fannin Co. BOE	Fee includes a complimentary tuning. The piano is a C-143 Wurlitzer baby grand piano.
Custodial Services	$35/Hour	Individual	Services provided during and after your event.
Light Technician	$35/Hour	Individual	Services are to be organized prior to event.
Sound Technician	$35/Hour	Individual	Services are to be organized prior to event.
Security Services	$35/Hour	Individual	Adequate security must be provided by a certified Law Enforcement Officer. Security personnel are assigned by the PAC at an hourly rate of $35.00.
Colored Light Gels	$25/Event	FCHS Drama	Used for theatrical lighting. Lighting plan is to be organized in advance of the event.
Vendor Fee	$25/Vendor	FCHS PAC	Applies to all non-school related events. $25 per vendor selling goods to attendees. Table and chairs provided upon request.

- Local Fannin County non-profit, governmental, incorporated organizations with federal tax exemption status may be exempt from some fees as described in the fee structure below. Local status will be verified by 911 address of organization's office, if applicable, then by address on other official documentation.
- All events utilizing the Performance Center must submit a *Facility Use Contract*.
- Any deviations from this fee structure will require approval from the Fannin County Board of Education.

Exemptions and Waivers to Fee Structure

- Any Fannin County school or school support organization hosting an event may **waive all fees** under the following conditions. Any deviation from that mentioned in this paragraph will result in the assessment of applicable fees.
  1. No admission is charged or **all proceeds** from admission or donations benefit the organization.
  2. Light and sound technicians, supplied by the PAC, are paid on an as need basis. Custodial services provided as long as facility is left in acceptable condition, no admission is charged and service can be completed during regular work hours.
  3. Piano is provided rental free, but tuning is the responsibility of the organization. Tuning is performed by a PAC selected technician.
  4. **No outside services, except tickets, programs and advertising are contracted**. If any outside services are contracted, (i.e.: contracted sound technician, contracted light technician, 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 and the proceeds support the school organization.
- Local Fannin County non-profit, governmental, incorporated organizations with federal tax exemption status, may be eligible for a **waiver of the facility rental for the first four (4) hours and a waiver of some fees** if the following criteria are met.
  1. No admission is charged or **all proceeds** from admission or donations benefit a Fannin County school or civic organization.

     A civic organization definition: A service club or organization whose mission is to support other organizations or individuals in need by hands-on efforts or by raising money. Such organizations are

usually nonprofit association groups that benefit a charity of some sort, such as the homeless or under-privileged children. Such nonprofit organizations are often funded with state or national grants, allowing for the association to provide a valuable service to the community. These organizations promote community welfare through service to others. Fannin County civic organizations would be similar to The Empty Stocking Fund, Family Connections, North Georgia Mountain Crisis Center or even a family undergoing some catastrophic situation in need of support.

2. Light and sound technicians are paid on an as need basis and assigned by the PAC.
3. Custodial charges of $35 per service hour are expected. Security services are expected and are to be supplied by renter or through the PAC at $35.00 per service hour. $25 per vendor may apply if goods sold to attendees. Table and chairs provided upon request.
4. If piano is needed, the organization is responsible for the tuning charge (technician supplied by the PAC).
5. **No outside services except tickets, programs and advertising are contracted**. If any outside services are contracted, (i.e.: contracted sound technician, contracted light technician, etc.) the organization must satisfy all rental fee requirements.

A 50% discount for the first four (4) hours of the facility rental is provided for those organizations listed above not in support of others and satisfying the same regulations. Piano rental is $150.00.

- Non-Fannin County organizations with participating Fannin County performers may be eligible for a **facility fee waiver** if the event is hosted by a school support organization such as, but not exclusive of, Georgia High School Association, Georgia Music Educators Association or a state or national organization supporting educational efforts. **A waiver of the facility rental for the first four (4) hours and a waiver of some fees** are provided for federally recognized organizations operating as a non-profit civic organization such as, but not exclusive of, March of Dimes or the Heart Association. See definition of a civic organization above.
  1. No admission is charged or **all proceeds** from admission or donations benefit a Fannin County school, civic organization, or a state or national organization supporting educational efforts.
  2. Light and sound technicians are paid on an as need basis and supplied by the PAC.
  3. Piano may be rented at a fee of $150.00, including a complimentary tuning.
  4. Custodial charges of $35 per service hour are expected. Security services are expected and are to be supplied by renter or through the PAC at $35.00 per service hour. $25 per vendor may apply if goods sold to attendees. Table and chairs provided upon request.
  5. **No outside services except tickets, programs and advertising are contracted**. If any outside services are contracted, (i.e.: contracted sound technician, contracted light technician, 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.

     Other non-Fannin County organizations with participating Fannin County performers without contracted services will be considered at the fee status of a Fannin County organization fee status level 7.
- Other non-Fannin County Organizations are not eligible for any fee exemption or waivers and must satisfy a $150.00 per hour facility rental fee.

Requirements for Fee Exceptions

☐ Submit document *Request for Fee Exception*
☐ Submit appropriate documents to support exemption status. Appropriate documents could include:
1) Copies of official certificates from the Secretary of State indicating non-profit status
2) Copies of official IRS documents indicating tax-exempt status
3) Documents indicating governmental status
4) Documents disclosing Federal ID or Employee Identification Number (EIN).

☐ For groups supporting a school or civic organization(s), the organization(s) being supported must submit a letter of acknowledgement. Following the event, the organization(s) receiving support must submit a letter indicating the proceeds from the event.

Level	Status	Fee Assessments	Requirements
1	Fannin County School Organizations or school support organizations with **no outside contracted services -** other than exemptions.	• Facility Rental – **free** • Service Fees – **as needed** • Custodial – **free*** • Piano – **tuning as needed** **For events charging an admission - custodial service fees may be assessed if service cannot be completed during regular work hours*	No admission is charged or all proceeds from admission or donations benefit the sponsoring school organization. No outside contracted services other than exemptions stated. A representative of the sponsoring organization must be on-site at all times. **Exemptions**: Tickets, programs, advertising. Contracted professional performers are exempt if Fannin students are actively engaged during the performance as a result of an educational collaboration and proceeds support a school organization.
2	Fannin County Organizations with **no outside contracted services -** supporting a school organization	• Facility Rental – **free** • Service Fees – **as needed** • Custodial – **$35/hour** • Piano – **tuning as needed**	Same as Level 1
3	Non-Fannin County Organizations with participating Fannin County performers with **no outside contracted services -** supporting a school organization	• Facility Rental – **free** • Service Fees – **as needed** • Custodial - **$35/hour** • Piano – **tuning as needed**	Organizations such as Georgia High School Association or Georgia Music Educators Association operating as non-profit and charging no admission or providing 100% of income to support a local, state, or national school organization. No outside contracted services. A representative of the sponsoring and school organization must be on-site at all times. **Exemptions**: Same as Level 1 and Level 2
4	Fannin County Organizations with **no outside contracted services -** supporting a civic function	• Facility Rental – **4 hours free, beyond 4 hours rate @ Level 7** • Energy Surcharge will apply beyond 6 hours of use @$50.00 per hour • Service Fees – **as needed** • Custodial – **$35/hour** • Piano – **tuning as needed** • Vendor Fee may apply	No admission is charged or all proceeds from admission or donations benefit the sponsoring civic organization's project. No outside contracted services other than exemptions stated. A representative of the sponsoring and civic organization must be on-site at all times. **Exemptions**: Tickets, programs, advertising.

Level	Status	Fee Assessments	Requirements
5	Non-Fannin County Organizations with **no outside contracted services** - <u>supporting a civic organization or providing a civic function</u>	• Facility Rental – **4 hours free, beyond 4 hours @ Level 7** • Energy Surcharge will apply beyond 6 hours of use @$50.00 per hour • Service Fees – **as needed** • Custodial - **$35/hour** • Piano – **tuning as needed** • Vendor Fee may apply	Civic organizations such as March of Dimes or Heart Association operating as non-profit and charging no admission or providing 100% of income to support a Fannin County project. No outside contracted services. A representative of the sponsoring and civic organization must be on-site at all times **<u>Exemptions</u>**: Tickets, programs, advertising.
6	Local Fannin County Non-Profit, Governmental, Incorporated Organizations with Federal Tax exemption status with **no outside contracted services**	• Facility Rental – 4 hours @ $50.00 per hour, **beyond 4 hours @ Level 7** • Energy Surcharge will apply beyond 6 hours of use @$50.00 per hour • Service Fees – **as needed** • Custodial - **$35/hour** • Piano – **$150/event** • Vendor Fee may apply	Must present proper documentation to support exception status. No outside contracted services other than exemptions stated. A representative of the sponsoring organization must be on-site at all times. **<u>Exemptions</u>**: Tickets, programs, advertising.
7	Other Fannin County Organizations or those **with outside contracted services**	• Facility Rental – **$100/hour** • Energy Surcharge will apply beyond 6 hours of use @$50.00 per hour • Service Fees – **as needed** • Custodial - **$35/hour** • Piano – **$150/event** • Vendor Fee may apply	**<u>Exemptions</u>**: Tickets, programs, advertising. One rehearsal of 2 hours assessed at the non-contracted fee status level, if contracted services not used during the rehearsal. Contracted professional performers actively engaged with Fannin Students during the performance, as a result of an educational collaboration, providing 100% of proceeds for a school group, could waive fee to the appropriate non-contracted fee status level.
8	Non-Fannin County Organizations with participating Fannin County performers	• Facility Rental – **$100/hour** • Energy Surcharge will apply beyond 6 hours of use @$50.00 per hour • Service Fees – **as needed** • Custodial - **$35/hour** • Piano – **$150/event** • Vendor Fee may apply	If an organization is a for profit organization, no exception is granted and the rental fee will be assessed at Fee Status level 9. An example might be a non-Fannin studio where students pay for lessons and Fannin students participate.
9	Non-Fannin County Organizations	• Facility Rental – **$150/hour** • Energy Surcharge will apply beyond 6 hours of use @$50.00 per hour • Service Fees – **as needed** • Custodial - **$35/hour** • Piano – **$150/event** • Vendor Fee may apply	**<u>NO EXEMPTIONS</u>**.