

Owosso Performing Arts Center FACILITY RENTAL INFORMATION

(June 2024)

Groups

A

- Owosso Public Schools
 - Any organization or group directly connected with Owosso Public Schools, including, but not limited to: bands, choirs, student council, drama clubs, school sponsored athletics, approved student organizations/clubs, scout groups and other school sponsored or school partner organizations.
 - Governmental agencies and non-profit organizations holding public meetings and activities of city-wide interest which involve the public good. Such events must be offered free of charge and with no collection being taken.
- NOTE: If admission or entry fees are charged, the organization/group cannot qualify under this category.

B

Owosso based non-profit organizations of a charitable, civic, social, cultural, educational, religious or recreational nature, including but not limited to: other theater groups, churches, and service clubs.

C

Non-Owosso based non-profit organizations of a charitable, civic, social, cultural, educational, religious or recreational nature, including but not limited to: other theater groups, churches, and service clubs.

D

For profit companies hosting events for which an admission is charged. All commercial and professional enterprises are included in this category. Events may include but are not limited to: concerts, magic shows, plays, recitals, dance competitions, theater productions, etc.

Facility Rental Fees & Personnel Charges PER HOUR

All PAC rental spaces shall be charged a minimum of two hours for use.

Space	Group	Rental Rate	Auditorium Technician	Custodial	Load In/Load Out
Performing Arts Center (inclusive of stage, main seating area, lobby, concession & ticket windows)	A	No charge	No charge	No charge	No charge
Classroom within the PAC	A	No charge	No charge	No charge	No charge
Performing Arts Center (inclusive of stage, main seating area, lobby, concession & ticket windows)	B	\$100 per hour plus personnel charges	\$35 per hour per technician	\$30 per hour	\$50 per hour
Performing Arts Center (inclusive of stage, main seating area, lobby, concession & ticket windows)	C	\$175 per hour plus personnel charges	\$35 per hour per technician	\$30 per hour	\$87.50 per hour
Performing Arts Center (inclusive of stage, main seating area, lobby, concession & ticket windows)	D	\$250 per hour plus personnel charges	\$35 per hour per technician	\$30 per hour	\$125 per hour
Classroom within the PAC	B, C & D	\$25 per hour per classroom	\$35 per hour per technician	\$30 per hour	\$25 per hour
Lobby only	B, C & D	\$50 per hour	\$35 per hour per technician	\$30 per hour	n/a

A minimum of one auditorium technician and one custodian is required for all rentals, inclusive of set-up and/or rehearsal times.

If an event exceeds more than 8 hours per day, overtime rates of 1.5 times the listed rates apply to the rental rate, auditorium technician, and custodial rate.

Equipment Rental Rates PER DAY
Rates apply to Groups B, C & D.

Item	Rental Rate
Wireless lapel microphone (if more than two are needed)	\$15 each
Wireless handheld microphone (if more than two are needed)	\$15 each
Advanced Lighting Set-Up (anything more than listed in the basic lighting description)	\$200 flat fee plus \$25 per hour 4 hour minimum to design The technician will provide an estimate of hours to design the lighting set-up. Depending on complexity, a second technician may need to be added.
Basic Lighting Set-Up (white lights that do not change during the event)	No charge
Basic Audio Visual Set-Up (two wireless microphones (handhelds or lavs), computer w/sound, projection & screen)	No charge
Acoustical Shell	\$150 flat rate
Tiered Risers – 7 sections available	\$50 flat rate
Marley Floor	\$500 flat rate with a \$250 refund if no reasonable damages are made
4' x 8' adjustable height platforms – 25 available	\$50 flat rate per platform used
Tables	No charge – limited availability
Chairs	No charge – limited availability
Internet Access	No charge
Laser pointer	No charge
DVD Player	No charge
Screen	No charge
Power needed on stage	No charge
Podium with wireless microphone	No charge
Microphone stands	No charge

If items are lost or broken, the renter will be charged for the full replacement cost.

Terms of Rental Agreement for the Owosso Performing Arts Center

1. All school activities have precedence over non-school use.
2. A 25% deposit is required with the signed facility use agreement form. This deposit will be applied to the final total amount due at the end of the event. Deposit will not be refunded for events cancelled by the renter less than 14 days prior to the beginning of the event.
3. No food or beverages, other than water, are permitted in the auditorium.
4. Auditorium lighting, sound, and technology must be scheduled a **minimum of two weeks prior to the event**.
5. Use of the facility and area beyond the contracted agreement will be billed.
6. Fees are subject to change after July 1 of each year.

Rules

- According to Michigan law, all school buildings and grounds are tobacco and alcohol free.
- Flammable substances may not be used within the center.

Liability

- Users of school facilities shall agree to indemnify the school district, to the extent permitted by Michigan law, for any damage to school or other property by any person or persons attending the activity.
- A Certificate of Liability insurance policy is required by the district.
- Renters agree to assume full responsibility for injury or death of activity participants and damages to property that may occur in the facility they are using. The district is responsible for obtaining a signed application form on which the user accepts responsibility for such liability.
- If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of that equipment. Any equipment must be removed from the site after the rental is completed.

Supervision

- All activities must be supervised by a competent and responsible adult, with the organization using the facilities assuming full responsibility for any damage.
- School personnel on duty (custodian or auditorium technician) will supervise the operations of the facilities, but are not required to supervise the group or its activities.
- Please confine your facility use to the areas reserved in advance. For safety reasons, children need to stay with the group and be supervised by the group at all times.
- Please leave areas of use in an orderly condition. Materials in classrooms are not to be used. If additional hours are required for clean-up, an additional charge for personnel costs will be billed.
- Please report damage to facilities or equipment immediately to authorized school personnel.
- A district auditorium technician is required for all community auditorium facility use.

Cancellation

- When Owosso Public Schools are closed due to inclement weather or building emergencies, rentals **may** be cancelled.

Authorization given for use of school facilities shall not be considered an endorsement or approval of the activity, group or organization nor the purpose they may represent.



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