

Performing Arts Center Edwin and Bernice Lock Theater

Date: _____

Facility Use Terms and Conditions

The Edwin and Bernice Lock Theater may be rented by individuals, education and community organizations, and other groups provided that the use is in compliance with this policy, Central City Public Schools policies and all state and federal laws, rules, and regulations.

All requests should be submitted to CCPS Activities Director. Access and use will be granted on a first-come, first-served basis consistent with this policy.

- Permission for the use of the Performing Arts Center/Lock Theater will be based upon the benefit to the area community as determined by the governing board.
- Events and activities should be designed to serve the area public or area students.
- Damage deposits shall not be required for any curriculum-related student groups and other Central City Public School organizations. Damage deposits shall be required of all other users. The damage deposit will be returned based upon the evaluation of the reports from administrative, custodial and technical personnel.
- Fees for use will be determined by contractual agreement between the board and school district according to the established policy.
- Criteria for use of the Performing Arts Center/Lock Theater include the following:
 - 1) No alcohol/illegal drugs/tobacco **will** be allowed on school property or in the Performing Arts Center/Lock Theater facility.
 - 2) No food, gum, or beverage should be allowed into the audience area of the PAC facility. Accepted beverages and food may be allowed for use by those backstage and on stage with approval.
 - 3) No items may be attached to curtains without approval.
 - 4) No objects may be secured to the stage floor by penetrating the surface of the floor (nails, screws, staples, etc.).
 - 5) No remains from the use of the facility (waste, props, etc.) should be evident at the end of the use of the facility as stated by contract.
 - 6) NO glitter.
 - 7) Property belonging to Central City Public Schools, such as sets, props, scenery, equipment, & costumes may be used only with prior written permission.
 - 8) All use of the Performing Arts Center/Lock Theater facility shall be supervised by responsible adults. At no time will students or other minors be permitted in the facility without proper supervision.
 - 9) All students will be directly supervised by an adult.
 - 10) Any activity that may undermine the district's obligation to inculcate appropriate social behavior or that may be injurious to the buildings, grounds or equipment will not be permitted.

- 11) The Central City Public Schools does not sponsor or in any way endorse the views, aims, policies, opinions or content of any speakers, or presenter, or materials disseminated as part of the program of the person or persons or entity allowed access to the Performing Arts Center/Lock Theater, and remains totally neutral with regard thereto.
- 12) Users agree to defend, indemnify, and hold harmless Central City Public Schools its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
- 13) The district does not provide for the security of any property brought onto the facility by any user or any participant in a user activity. The district does not provide security for any user or any participant in a user activity. The district assumes no liability for any loss or damage to any of user's property, any participant's property, any user, or any participant in a user activity.
- 14) The board reserves the right to reject any request from any group, organization, or individual who are not known to the board, who are deemed to not have the financial resources sufficient to cover rental fees or possible damage to the facility, or who use or seek to use the facility for illegal purposes or in violation of any state or federal law, rule, regulation, or board policy.