



RED OAK
INDEPENDENT SCHOOL DISTRICT
109 W. RED OAK ROAD P.O. BOX 9000 RED OAK, TEXAS 75154 972.617.2941
BRENDA SANFORD, SUPERINTENDENT

2021-2022
USE OF PERFORMING
ARTS CENTER

MANAGEMENT
GUIDELINES



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Use of Performing Arts Center Management Guidelines

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RED OAK ISD COMMUNITY USE OF DISTRICT FACILITIES MANAGEMENT GUIDELINES

ORGANIZATION

Use of school facilities by non-district entities will be coordinated through the campus where the facility is located. All athletic facilities will be coordinated through the Athletic Department. Requests for the use of the Performing Arts Center (PAC) will be coordinated through ROISD Events Coordinator.

FILING REQUEST FOR USE OF FACILITY

All groups shall file requests for the use of any facility with the campus where the facility is located. Requests for the use of the Performing Arts Center (PAC) will be filed with the ROISD Events Coordinator. All Event Request forms must be submitted at least two (2) weeks prior to the event date. Before final approval of the request, District Administration will review the appropriateness of the venue for the event requested and the availability of the facility.

AVAILABILITY

School buildings and other facilities shall be made available to groups that wish to conduct activities which promote, stimulate and foster the interest of students and the community, as well as activities which promote the efficiency of the school district, so long as such activities do not conflict with the school program. Programs serving District students will be given priority for use. The Superintendent, in conjunction with the Board, reserves the authority to allow or reject any application for the use of ROISD facilities.

The following guidelines shall pertain to all groups who desire to use schools and/or other facilities in accordance with this policy.

1) COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES

No school facility shall be used by any group or individual who is not in compliance with the requirements of all Federal or State statutes, regulations and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age or other classification. State law prohibits the use of alcohol on school property. All laws (federal, state, local) and Red Oak ISD policies are in effect 24 hours per day, including the times a facility is rented. Contraband shall include, but not be limited to drugs, drug paraphernalia, weapons, and/or alcohol. District police officers, or any other law enforcement officer, shall enforce the law and arrest individuals for the violation of any law including but not limited to possession or consumption of alcohol on school property, drug law violations, weapon law violations, disruptions, trespassing, and the violation of any traffic law. The District's "Tobacco Free Policy" prohibits the use of tobacco in ANY form, in or on any District property or any location leased by the District where a user group is being held. The policy includes, but is not



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limited to, all buildings, vehicles, property (outdoor or indoor), and all staff, students, parents, visitors, and patrons. (Education Code 38-006)

2) VIOLATION OF LAWS, RULES, REGULATIONS AND POLICIES

Any misrepresentation by any organization and/or individual, any abuse of any District property, any violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of that organization's and/or individual's request for future use of the premises.

3). YOUTH GROUPS

Youth groups using District facilities, unless otherwise specified, must be composed of at least 50% of students from the District. A student verification list must be turned in with each request for lease of facilities.

4). LONG-TERM LEASES

Leases for longer than six (6) consecutive months will be prohibited.

5). RESTRICTED USE OF CERTAIN AREAS

Certain areas such as laboratories, shops, kitchens and open teaching areas are not available for public use. The athletic type facilities will be available to lease only with the approval of the District's athletic department. The PAC will have its own Facilities Use Agreement. Signage that is placed on school property to advertise an event must be placed and removed on the same day of the event.

6) RESTRICTED USE DATES

Facilities cannot be reserved for leasing until September of each year to allow campus staff the opportunity to set campus schedules. There will be no leasing during school Holidays (including Holiday weekends) or Summer months when school is not in session. Athletic Facilities (Gyms, Fields, and Courts) will not be available during season play. In the event the District must close campuses for any reason (i.e. bad weather, emergency repairs, etc.), events will be cancelled. Any prepaid fees will be reimbursed.

7) ACCESS TO FACILITY KEYS

Only authorized employees of the school District shall be permitted to have keys to District facilities.

8) CUSTODIAL AND OTHER SERVICES

Base fees charged to paying groups shall include only the use of the facility. The use of at least one (1) custodian will be required for all facilities usage agreements. Any specific service required shall be paid for in addition to the base fee. The rental of the facility may require the service of ROISD Security personnel in addition to custodial service.



9) PROPERTY DAMAGE

Damages to District property that occurs during the rental period of the facility shall be paid for by the renting group, whether caused by the using group or others. Misuse or abuse of District equipment and/or facilities will result in the immediate denial for further use.

10) INSURANCE

All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use. Any organization using school facilities must provide an original Certificate of Insurance, with Red Oak I.S.D. named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Red Oak I.S.D. must be named as an additional insured on this policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Red Oak I.S.D. reserves the right to determine the acceptability of a carrier regardless of its rating.

The insurance requirement may be waived by organizations that exist for the improvement of educational opportunity in the District, subject to the approval by the Superintendent or designee.

11) ATTENDANCE BY GENERAL PUBLIC

Any group renting or using a building for an occasion which the general public is eligible to attend shall be held responsible for the treatment of the property by the general public during that time. The group shall, at the discretion of the Superintendent's designee, be required to employ law enforcement officers or District Security personnel to help ensure the safety of attending persons as well as to help prevent the destruction of school property. Employment of law enforcement officers or District Security personnel does not release the renting or using group from liability for any damages incurred and/or injuries sustained while the building is occupied by the using group.

12) SUBSEQUENT AGREEMENT

After the original agreement, groups or organizations desiring to continue to use the facility shall be required to submit a new application. Changes made after the original agreement is signed which affect the amount to be charged and/or the conditions of the Rental Agreement shall necessitate the signing of a new agreement to supersede the original agreement.

13) DISTRICT STAFF

The District shall furnish the necessary staff to open, clean and close the property. If the building is being rented or used during hours when District staff members are normally on duty and it is determined by the Superintendent's designee that no additional cleanup is warranted, there will be no charge for this service. However, if the building is being rented or used for hours during which District staff members are not normally on duty, the Superintendent's designee shall assign the number of staff necessary to maintain the facility.



14) DESIGNATED REPRESENTATIVE

Any group renting or using District facilities shall designate one member of the group to be responsible for the program or activity. This person shall, in turn, be responsible to the building Principal and/or the Facilities Director.

15) ROISD STAFF CAMPS

Any ROISD staff member conducting a camp must be a full time employee. The camp shall not be sponsored by a private organization. Financial assistance shall be provided to participants that qualify for the national schools lunch program.

16) RENTAL AND PAYMENT TERMS

Checks shall be made payable to the Red Oak Independent School District and payment of the facility usage charges shall be made at least ten (10) days prior to rental or use of the facility. Rental time shall be charged from the time the lessee enters the building until the lessee leaves the building (set-up time until break-down time).

17) CANCELLATION OF EVENTS

Cancellation by using groups is required two weeks in advance of event in order to receive refund of prepaid fees. Cancellation must be received by the District in writing.

18) EXCEPTIONS AND MODIFICATIONS

ROISD recognizes the need to allow exceptions for, or make modifications to, this policy as it applies to the best interests of the District. As such, the Superintendent or his designee reserves the authority to make exceptions or modifications to this policy without notice.

CLASSIFICATION OF GROUPS

*As of August 1, 2016 any and all Groups, Organizations, Businesses, Associations etc. not physically located/based within the geographical boundaries of Red Oak ISD will be subject to a surcharge of 50% of the total rental fees.

Groups that may be allowed to use or rent District facilities shall be classified as “non-paying groups” or “paying groups.”

A. NON-PAYING GROUPS

1. Student, staff and parent organizations directly related to the District shall have the use of facilities as scheduled by and under the supervision of the Principal without charge. Examples: (non-exhaustive)
 - a. School student organizations
 - b. PTA/PTO/Booster Clubs
 - c. Educational professional organizations for Red Oak ISD staff
 - d. School clubs and activities
 - e. City of Red Oak or Glenn Heights

Non-Paying groups shall not sub-lease or sponsor an activity for which a charge is assessed.



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2. Non-school youth organizations comprised entirely of students residing within the District shall not be charged for facilities utilized between the time of student dismissal and an agreed upon time as set by the Principal on school days. Examples: (non-exhaustive)
 - a. 4-H Clubs
 - b. Boy Scouts
 - c. Girl Scouts
 - d. Special Olympics
 3. Non-profit (501c3) service organizations holding an IRS tax-exempt status, whose efforts support the goals, curriculum and student development practices of ROISD, as determined by the Superintendent or his designee. Access will be assigned to sites on a schedule, based on space available.

B. PAYING GROUPS

The specified District facilities shall be available for rental to the following in priority order and at fees established by the District.

CLASSIFICATION I

Non-profit groups and activities serving youth and community. Examples: (non-exhaustive)

1. Youth Groups
2. Civic and Homeowner's Associations
 - a) Rotary Clubs
 - b) Lions Clubs
 - c) Chamber of Commerce
 - d) Political Meetings
3. Any religious groups

CLASSIFICATION II

ROISD staff sponsored camps. Staff members must be under contract to ROISD and represent no outside private organization. Examples: (non-exhaustive)

1. Athletic Camps
2. Drill Team Camp
3. Cheerleading Camp
4. Band Camp

CLASSIFICATION III

Profit making groups and/or activities that serve school or District purposes. Examples: (non-exhaustive)

1. SAT Instruction – if conducted by outside private organizations
2. Drill Team Camps – if conducted by outside private organizations
3. Instructional Private Organizations
4. Performance Studios



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SERVICES PROVIDED

A. NON-PAYING GROUPS

Non-paying groups shall be required to pay for services of staff under two (2) conditions:

- a. When the facility is used on days or during hours when District staff is not scheduled to be on duty.
- b. When District staff must provide services to non-paying groups that they would otherwise not be required to provide. Examples of required services: (non-exhaustive)

1. Custodians	\$20.00 per hour
2. Security Officers	\$40.00 per hour
3. Technical Support	\$35.00 per hour
4. Supervisory Staff	\$35.00 per hour

B. PAYING GROUPS

Paying groups using District facilities shall be required to pay for the use of staff. Examples of requested services: (non-exhaustive)

1. Custodians	\$20.00 per hour
2. Security Officers	\$40.00 per hour
3. Technical Support	\$35.00 per hour
4. Supervisory Staff	\$35.00 per hour



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PERFORMING ARTS CENTER FACILITIES USAGE POLICY

1. Absolutely NO food or drink shall be allowed in the Performing Arts Center (PAC) or PAC Lobby at any time. Evidence of food or drink found in the PAC while under lease shall result in the forfeiture of all or part of the deposit.
2. Sound/lighting technician fees, custodial fees and administrative fees will be assessed for all auditorium rental agreements. These fees shall be determined annually and approved by the ROISD Board of Trustees.
3. The level of security needed for the event will be determined by the Assistant Superintendent of District Operations of ROISD. The lessee is responsible for paying for any required security. All public events with more than one hundred (100) attendees requires a security officer.
4. No banners, signs or posters may be hung on inside or outside walls.
5. Lessee is responsible for repair or replacement of any damage or disfigurement to the facility.
6. No electrical or communication devices may be connected to the PAC's sound or lighting system without prior approval.
7. Non-school related activities requesting to be placed on the PAC's calendar must be received at least sixty (60) days prior to the date of the event. All school related activities have priority over non-school related activities for the use of the PAC.
8. Nothing may be hung, attached to, or suspended from the stage rigging without prior written consent of the Assistant Superintendent of District Operations.
9. The lessee is responsible for furnishing all tickets and for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print or sell more tickets for any one performance than there are seats available.
10. Fees for the PAC include use of the dressing rooms
11. The lessee must sign a Rental Agreement and must furnish liability insurance prior to approval for use. The lessee must provide an original Certificate of Insurance, with Red Oak ISD named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Red Oak ISD must be named as an additional insured on this policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Red Oak ISD reserves the right to determine the acceptability of a carrier regardless of its rating.



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12. All content (program subject matter/films/music/written programs, etc.) which are to be presented or displayed in or around the PAC must be listed in advance on the contract/reservation form and approved by the Assistant Superintendent of District Operations.
13. The Superintendent, or designee, shall have final discretion over disputes regarding rates, rules, scheduling and regulations.
14. If there are two events scheduled on the same day, there must be a minimum of three hours between events for cleaning and break down/set up of events



**FACILITIES INDEMNIFICATION AND
HOLD HARMLESS AGREEMENT**

I, _____, am the duly authorized representative of _____, and am empowered to enter into this agreement on behalf of the aforementioned organization or company. I understand that the Red Oak Independent School District (ROISD) has insurance which protects the Red Oak Independent School District, its employees, agents, and properties, for school district sponsored and supervised events only. My company or organization understands and agrees that it shall provide proof of full liability insurance coverage to the Red Oak Independent School District upon request, and that it shall assume full responsibility for any property damage suffered by the Red Oak Independent School District as a result of the event or function involved. Furthermore, my company or organization agrees to hold harmless and to indemnify for any damages of the Red Oak Independent School District as a result of any claim for compensation as a result of any injuries of persons or damage to any property which may occur while my company or organization has the right to the use of any facilities owned or operated by the Red Oak Independent School District.

Signed: _____

Date: _____

Witnessed: _____

Date: _____



**PERFORMING ARTS CENTER
 USAGE APPLICATION FORM**

Requesting Party: _____ Contact Person: _____

Phone: _____ Address: _____

Description of Activity: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date(s): _____ Times: from _____ a.m./p.m. to _____ a.m./p.m. # Hours: _____

Date(s): _____ Times: from _____ a.m./p.m. to _____ a.m./p.m. # Hours: _____

Approved

Denied

 Assistant Superintendent of District Operations

 Date

If denied, reason for denial: _____

PAYMENT PROCEDURE: A \$1000.00 deposit is required 30 days prior to the event. Proof of liability insurance in the amount of \$1,000,000 is due with the deposit. Payment is to be made in full at least ten (10) days prior to rental. The deposit will be returned after the event upon proof that the facility was left in good condition. All payments are to be made payable to Red Oak ISD. **Facility shall be rented on a four hour minimum basis.**

Facility Usage Fee: Hours: _____ @ \$250.00 per hour = \$ _____

Facilities Administrator Fee: Hours: _____ @ \$ 35.00 per hour = \$ _____

Sound/Lighting Technician Fee: Hours: _____ @ \$ 35.00 per hour = \$ _____

Custodial Fee: Hours: _____ @ \$ 20.00 per hour = \$ _____

Security Fee: Hours: _____ @ \$ 40.00 per hour = \$ _____

TOTAL FEES: \$ _____

*As of August 1, 2016 any and all Groups, Organizations, Businesses, Associations etc. not physically located/based within the geographical boundaries of Red Oak ISD will be subject to a surcharge of 50% of the total rental fees.

I have received a copy of the Red Oak ISD PAC Facilities Usage Policy. I agree to abide by all rules and regulations.

 Signature

 Date

 Organization



List of Content (program subject matter/films/music/written programs, etc.) which are to be presented or displayed around the PAC:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



**PERFORMING ARTS CENTER
EVENT REQUEST FORM**

Please review the Explanations attached, and complete this form in its entirety.

***Reminder, NO FOOD is allowed in the PAC Lobby.**

Please attach this form to the Application, and send your request to Jennifer Spoor, ROISD Events Coordinator. All PAC Requests require final review and approval by District Administration.

Event Name

Event Description

Do you want this event to appear on the district calendar?– *see your campus secretary*
(Non-ROISD events will not appear on the district website calendar)

Is this Event a Fundraiser? *(Yes or No) – Must have approved Fundraiser Request Form*

Location *(Campus)*

Room Number/Area

Date of Event *(must be at least 2 weeks away)*

Begin Setup Time

Begin Event Time

End Event Time

Tear Down Time

Number of Attendees

Contact Name

Contact Phone Number

Contact E-mail Address

Event Setup Description/Instructions

Number of Tables Needed *(Round or Rectangle?)*

Number of Chairs Needed *(Total & how many per table)*

Technology Needs

(Laptop, Projector, Screen, # of Microphones, Document Camera, DVD Player, CD Player, Sound System)

Please list Special Needs for Technology *(special software, on-site Technician-required for PAC Sound Booth)*

Custodial Needs *(# of Trash Cans) – Note whether your group will handle the setup & cleanup*

Door Needs- *Note whether Campus Staff/Administrator is handling door needs, or for larger events list the Door# and times you need it unlocked*

Maintenance Needs *(AC/Heat)*

Additional Needs *(Podium, Portable Stairs, Furniture Moved, Risers Set Up)*

Attachments *(Make sure a map is attached for event setup instructions)*

Date Submitted

Campus Representative's Name

Principal's Signature

Asst. Superintendent of District Operations Signature



EVENT REQUEST EXPLANATIONS

Help us make your event a success!

All Event Requests need to be submitted at least 2 weeks in advance.

The Application will not be accepted unless all information is filled in.

No events will be scheduled during school breaks, holidays or summer.

- **If your event is changed or cancelled prior to the scheduled event date, please contact the campus Secretary during normal business hours.**

Event Name:

Please give a detailed name of this event. Ex. [Insert School] PTA Board Meeting

Event Description:

Please give a short description of this meeting. Ex. PTA Board Monthly Meeting

Public Event:

Please indicate if this should be an event viewable by the public or an internal event viewable by only ROISD staff. (Non-ROISD events will not appear on the district website calendar.)

Location:

Please indicate the campus where your event will be held. Ex. ROHS

Room Number/Area:

Please indicate the specific room or room number. Ex. PAC, Black Box, Dance Gym

Date of Event:

Please indicate the start and end date of your event.

Begin Setup Time:

This indicates when you would like the event to begin setup (this is when the doors will be unlocked for you to start setting up). This is helpful to know so everything is set up for you when you need to decorate, etc.

Begin Event Time:

This is the time your event will begin. Please be sure to put the exact time (please do not add additional time, this needs to be the exact time the event begins).

End Event Time:

This is the time your event will end. Please make sure this is exact. This time will help indicate when cleanup can begin.

Tear Down Time:

Please be very specific on this time. This will indicate when the cleanup can begin. Please allow time for your group to take down any decorations.

Number of Attendees:

Please be as accurate as possible. The number of attendees will indicate the number of custodial and security staff needed.

Contact Name:

Please indicate the name of the person to be contacted for this event.

Contact Number:

Please give a number where the contact person can be reached in case questions arise.

Contact E-mail Address:

Please indicate the e-mail address of the person who will be the primary contact for this event. This person should be able to answer any questions regarding time, setup, etc.

Event Setup Description/Instructions:

Please make sure you give specific instructions regarding setup. **Please attach a map of how the room is to be set up.**

- If you need 6 round tables – how many chairs at each table?
- Note whether the podium is needed and the location.
- If you need trash cans, how many and do you need them in a specific location?

Number of Tables Needed and Location:

Please indicate how many tables needed (round or rectangle, etc.). Please indicate placement of these tables on your setup map.

Number of Chairs Needed and Location:

Please indicate how many chairs you will need. Specify if these chairs are to go around tables & how many per table. Please indicate the arrangement of the chairs on setup map.

Technology Needs:

Please indicate everything you will need from technology for this event. Please indicate where you would like the technology equipment on the setup map. (*Laptop, Projector, Screen, # of Microphones, Document Camera, DVD Player, CD Player, Sound System, on-site Technician*)

Custodial Needs:

Please be specific in any needs for custodial staff (number of trash cans?). Indicate whether your group will handle the setup/cleanup.

Door Needs:

Please note if Campus Staff/Administrator will be handling door needs, or for larger events note which door# and times for it to be unlocked.

Maintenance Needs:

Please list any needs you may have from maintenance. **You will need to indicate AC/Heat needs here.** Even if your meeting does not require any setup, technology, etc., you will still need to submit this form in order to have AC/Heat.

Items Moved:

Please be specific in this area. If you need furniture moved, indicate the current location and the location where the furniture needs to be moved (Podium, Risers, Portable Stairs, etc.).

Attachments:

A map is required for event setup.