

CENTER FOR THE ARTS ETIQUETTE

To protect the investment of our community in the Center for the Arts, and to enable everyone to enjoy this beautiful facility, please read through and abide by the following guidelines:

- 1. Gum, candy, food or drinks are not permitted in the Center for the Arts.**
- 2. Students are not allowed in the Center for the Arts without adult supervision.**
- 3. Please do not place shoes or boots on the backs, arms or cushions of the seats.**
- 4. The audience is expected to remain seated throughout the entire performance. If it is necessary to leave, please pick an appropriate time that is least disruptive to others (i.e. between performing groups or acts).**
- 5. An adult must accompany all small children in the Center for the Arts. When children are disruptive, they create a distraction for everyone and should be escorted out quietly.**
- 6. Quiet talking, cellular phones and beepers are distracting to both the audience and performer and are considered inappropriate during a performance. Please be sure that all communication devices are turned off during performances.**
- 7. Latecomers will be seated during an appropriate break in the program. Please do not try to enter after a performance has begun until the doors are opened by an official usher.**
- 8. In order to minimize distractions and delays, all performers are expected to remain for the entire program even if they are on only at the beginning.**
- 9. Appropriate audience response is encouraged.**

CENTER FOR THE ARTS

Montague Area Public Schools

Regulations for Use

The Center for the Arts is intended for use as a community facility. To this end, community groups or organizations (in which a majority of the members are residents of the Montague Area Public Schools District) shall be permitted to use it for worthwhile purposes appropriate to an auditorium setting when such does not interfere with school programs. All arrangements shall be subject to the following provisions.

A. Availability

Approval of all applications is dependent on the appropriateness of the event and on availability of the Center for the Arts. The school and its organizations have priority use of all school district facilities.

B. Priority Classification for Use of the Center for the Arts

Class I - Any function or activity of Montague Area Public Schools that utilizes the Center for the Arts as its primary venue, i.e. concerts and rehearsals (instrumental and/or vocal music), dramatic productions and rehearsals, appropriate assembly programs and festivals/ performances hosted or sponsored by Montague Area Public Schools.

Class II – Any function or activity of Montague Area Public Schools that is appropriate for an auditorium setting, i.e. class meetings, awards ceremonies, large group presentations, parent meetings, etc.

Class III – Any non-profit, community-based organization not charging an admission.

Class IV – Any non-profit, community-based organization charging an admission.

Class V – Any non-profit non-local organization that has a function or activity in which no admission is being charged.

Class VI – All other organizations and a for profit performance not covered in Classes I-V

C. Scheduling

Scheduling priority will be based on an organization's priority classification (See "B" above). In the event that a school activity (Class I & II) must pre-empt a previously scheduled Center for the Arts event, a minimum of four months advance notice will be given.

- 1. All Montague Area Public Schools organizations wishing to schedule use of the Center for the Arts must do so through the manager as far in advance as practical.**
- 2. All other community organizations wishing to schedule use of the Center for the Arts must also do so through the manager. Required forms must be completed and on file before an event can be scheduled.**

D. Fees

- 1. Organizations using the Montague Area Public Schools Center for the Arts will be charged a rental fee according to a published rate schedule. Included will be any rehearsal/preparation time, as well as the performance or presentation. The minimum rental of the facility shall be for no less than 3 hours. This fee is in addition to the cost of district provided custodial, supervisory, and/or technical personnel; if they are needed. In addition a \$200 *refundable* damage deposit will be required.**

2. Custodial Fees -

All sponsoring organizations in all Classes must have a school district custodian. Organizations in Classes III, IV, V and VI will be charged applicable custodial rates for a *minimum of two labor hours.*

3. Technical Fees -

If any or all of the following are utilized by a sponsoring organization, a school-approved technician must be retained at the published rate including rehearsal times. The technical fee for organizations in Classes I and II will be assumed by the school/district. Organizations in Class III, IV, V and VI will be charged for this service.

Use of district equipment including but not limited to:

- a. Theatrical lighting**
- b. Stage behind the main curtain**
- c. Sound amplification**
- d. Music stands and/or chairs**

4. Supervisor Fees -

A district approved employee must be on duty at all times when the Center for the Arts is in use. If it is necessary for a supervisor to be present, a fee will be charged with a two (2) hour minimum.

5. Fee Waiver -

Fees may be waived if the performance in the Center for the Arts is presented expressly for the Montague Area Public Schools. Fees may also be waived for nonprofit organizations that are to solely benefit Montague Area Public Schools students. i.e. scholarship fund-raisers, 4-H, etc. A fee for services may be waived in the case of community-based groups that provide a volunteer(s) who has(have) been approved for that particular task listed elsewhere in this section. The Board of Education reserves the right to waive any and all fees.

E. Additional Policies

- 1. It is the responsibility of the sponsoring organizations to provide the necessary adult supervision to insure that the policies governing behavior and equipment use in the Center for the Arts (and elsewhere in the performing arts wing of the school) are strictly followed and enforced. If deemed necessary by the school administration, any organization using the Center for the Arts may be required to have additional school personnel present to insure proper supervision.**

- 2. Gum, candy, food or drinks are NOT permitted in the Center for the Arts area including the control booth and stage area. This applies to both performances and rehearsals, including instructional staff, adult supervisors, stage crew members, performers, observers and audience members.**
- 3. Under no circumstances can any equipment specifically acquired for use in the Center for the Arts be borrowed for use elsewhere without the expressed written consent of the Center for the Arts Manager. This includes but is not limited to microphones, cables, cuing system, lights, monitor speakers, mixing board, etc. Further, none of the equipment can be used for anything other than its intended purpose.**
- 4. Under no circumstances will any organization be permitted to borrow any equipment or furniture from other parts of the school for use in the Center for the Arts without the consent of official school personnel.**
- 5. Under no circumstances will any organization be permitted to affix anything (such as decorations, signs, scenery, etc.) by any means to the walls, curtains, back wall of the stage area and ceiling panels, seats or anywhere else in the Center for the Arts.**
- 6. All organizations will be held responsible for leaving the Center for the Arts and any other parts of the school used in the same condition as when they arrived. Sponsoring organizations will be charged for any extraordinary cleaning and/or maintenance that must be done following the function or activity.**
- 7. Sponsoring organizations assume responsibility for the repair and/or replacement of any and all equipment and/or furniture damaged, deliberately or accidentally, during its function or activity.**
- 8. If the function or activity takes place outside regular school hours, *the Supervisor of Activity* is responsible for making sure that no unauthorized persons gain access to the school. If someone unrelated to the function or activity enters the Center for the Arts or the school, it is the supervisor's responsibility to direct that person or persons to leave. In the event the individual(s) refuse to cooperate, the police shall be contacted immediately.**

Care must be taken that the commons and back stage areas are supervised while the Center for the Arts doors are closed during a performance or presentation.

9. If the band and choir rooms are to be used it is the sponsoring organization's responsibility to insure that no instruments, equipment or furniture is used for any purpose without the consent of the band and choir directors.
10. All sponsoring organizations will be responsible for being aware of the rules and guidelines of the Center for the Arts as outlined in this document. A poster informing users of an abbreviated list of the essential rules (see Center for the Arts Etiquette) will be provided. We also require the event sponsor to assist in the enforcement of these rules and guidelines.
11. Neither Montague High School nor the Montague Area Public Schools District accepts any responsibility for publicizing or promoting any event held in the Montague Area Public Schools Center for the Arts. This is solely the responsibility of the sponsoring organization.
13. It is up to the sponsoring organization to determine if it is permissible to videotape its event in compliance with copyright law. Care should be taken not to violate any copyright restrictions that may apply. Sponsoring organizations may permit unrestricted videotaping. A sponsoring organization may permit flash photography from the main floor of the Center for the Arts during a program or performance.

F. Dramatic Productions

1. Since the Center for the Arts is used for many different purposes covering a wide range of activities, it is unreasonable to allow any single event to monopolize the Center for the Arts for extended periods of time. Therefore, dramatic productions needing elaborate stage sets will be permitted up to two weeks (14 days) exclusive access to the stage. During this time, exclusive of all performances, the stage area behind the main curtain may not be used by any other organizations.

2. **The stage is not a construction area. Sets will be built and painted elsewhere and brought in for final assembly and “touch-up” painting at the beginning of the 14 day exclusive use period. The sponsoring organization is responsible for insuring that no paint gets on the floor, chairs, curtains, or walls of the stage.**
3. **The stage must be “struck” within 24 hours after the final performance. Nothing may be left on the stage, in the band or choir rooms. Sets, props, costumes, and trash must be properly stored or disposed of as part of clean up.**

G. Musical Ensembles

1. **The music departments of the Montague Area Public Schools will be permitted to hold rehearsals on the stage for one week (7 days) prior to, and including the date of the performance. The set-up may be left intact during this period. If space permits the stage area in front of the main curtain may be used by other organizations during this period when these groups are not rehearsing.**
2. **Other music organizations wishing to perform in the Center for the Arts will be guaranteed at least one undisturbed rehearsal session. More time may or may not be available. It is the sponsoring organization’s responsibility to arrange rehearsal times with the manager of the *Center for the Arts*.**
3. **No musical equipment and/or furniture may be borrowed without the prior consent of the band or choir director.**

H. Special Privileges for Montague Area Public Schools

Montague Area Public Schools reserves the right to deny use of the Center for the Arts to any group or organization sponsoring an event that is determined to be inappropriate or unsuitable for our school or community.