

**REGULATION:
RULES FOR USE OF THE CHANDLER PUBLIC SCHOOLS PERFORMING ARTS CENTER
– ADOPTED OCTOBER 2005**

1. SCHOOL ACTIVITIES WILL ALWAYS TAKE PRECEDENCE WHEN SCHEDULING USE OF THE PERFORMING ARTS CENTER.
2. FOOD AND DRINK ARE STRICTLY PROHIBITED IN THE AUDITORIUM.
3. ALL NONSCHOOL GROUPS MUST PROVIDE A CERTIFICATE OF LIABILITY INSURANCE COVERING THE DURATION OF USE OF THE FACILITY OR ANNUAL LIABILITY INSURANCE POLICY INFORMATION.
4. THE RENTAL FEE FOR USE OF THE PERFORMING ARTS CENTER (PAC) WILL BE \$200/DAY. ONE-HALF DAY (1-4 HOURS) RENTAL FEE WILL BE \$100. AN ADDITIONAL COST OF \$10 AN HOUR WILL BE ADDED IF SOUND TECHNICIAN IS NEEDED.
5. THERE WILL BE A TWO HUNDRED DOLLAR (\$200.00) REFUNDABLE SECURITY DEPOSIT REQUIRED BEFORE NON-SCHOOL GROUPS ARE ALLOWED TO USE THE PERFORMING ARTS CENTER. PAYMENT WILL BE REQUIRED FOR DAMAGES THAT EXCEED THE SECURITY DEPOSIT.
6. A WALK THROUGH OF THE FACILITY WITH A SCHOOL OFFICIAL AND THE GROUP LEADER WILL BE REQUIRED BEFORE AND AFTER USE TO INSPECT FOR DAMAGE. THIS WALK THROUGH WILL INSPECT FOR ANY DAMAGE PRIOR TO USE AND DAMAGE AFTER USE. A CHECK LIST WILL BE PROVIDED.
7. OPERATION OF THE PERFORMING ARTS CENTER'S SOUND, LIGHT, AND FLY (CURTAIN) SYSTEMS REQUIRE SPECIAL TRAINING. ONLY CHANDLER PUBLIC SCHOOL'S TRAINED FACULTY OR STAFF WILL OPERATE THE PERFORMING ARTS CENTER'S SOUND, LIGHT, AND FLY SYSTEMS. ARRANGEMENTS MUST BE MADE IN ADVANCE IF THESE SYSTEMS ARE TO BE USED.
8. CHANDLER HIGH SCHOOL IS A TOBACCO FREE CAMPUS. THE USE OF TOBACCO PRODUCTS ON SCHOOL GROUNDS IS STRICTLY PROHIBITED.
9. SIGNS MAY BE PLACED ON GLASS DOORS ONLY. NO POSTERS, SIGNS OR DIRECTIONS MAY BE AFFIXED TO THE WALLS OR ANY PAINTED SURFACES OF THE PERFORMING ARTS CENTER WITHOUT PRIOR APPROVAL FROM THE DESIGNATED REPRESENTATIVE OF THE SCHOOL. SIGNS TAPED OR OTHERWISE ADHERED TO WALLS OR OTHER PAINTED SURFACES THAT RESULTS IN DAMAGE TO THE SURFACES WILL RESULT IN ADDITIONAL CHARGES FOR RESTORATION AND REPAIR.
10. IN NO EVENT WILL AISLES, STAIRS, HALLS OR FOYERS BE OBSTRUCTED. AUDIENCES WILL NOT EXCEED THE MAXIMUM CAPACITY FOR SEATING IN THE PERFORMING ARTS CENTER.

CHECK-LIST FOR USE OF PERFORMING ARTS CENTER.

- _____ 1. ALL NECESSARY KEYS ARE SECURED BY GROUP LEADER BEFORE USE AND RETURNED AFTER USE.

- _____ 2. RESTROOMS ARE CLEAN AND PROPERLY WORKING.

- _____ 3. ALL DOORS AND WALLS ARE FREE FROM DAMAGE OR MARKS. (ANY PREVIOUS DAMAGE WILL BE NOTED DURING PRE-ACTIVITY WALK-THROUGH)

- _____ 4. ALL LIGHTING AND FIXTURES ARE FREE FROM DAMAGE AND UNBROKEN. (ANY PREVIOUS DAMAGE WILL BE NOTED DURING PRE-ACTIVITY WALK-THROUGH)

- _____ 5. THERMOSTATS ARE SET AT COMFORTABLE TEMPERATURE AND PROPERLY WORKING.

- _____ 6. ALL SEATS ARE SECURE AND UNDAMAGED. (MAKE NOTE OF ANY LOOSE SEATING, OR ANY PREVIOUS DAMAGE DURING PRE-ACTIVITY WALK-THROUGH).

- _____ 7. SOUND AND LIGHTING BOOTH ARE UNDAMAGED AND CLEAN. UNLESS SPECIAL TRAINED PERSONNEL ARE AVAILABLE, THE SOUND AND LIGHTING BOOTH SHOULD NOT BE USED.

- _____ 8. BACK-STAGE AREA IS SECURE, CLEAN AND FREE FROM DAMAGE. (ANY PREVIOUS DAMAGE WILL BE NOTED DURING PRE-ACTIVITY WALK-THROUGH).

ALL PROPERTIES BELONGING TO THE SPONSOR OR ANYONE UNDER ITS AUSPICES SHALL BE REMOVED FROM THE PERFORMING ARTS CENTER IN ITS ENTIRETY NOT LATER THAN:

DATE _____ TIME _____

_____ OK TO RETURN SECURITY DEPOSIT IN FULL.

_____ ALL OR PART OF SECURITY DEPOSIT IS TO BE PAID TO CHANDLER SCHOOLS FOR DAMAGES.
AMOUNT \$ _____ (DAMAGES EXCEEDING SECURITY DEPOSIT WILL BE BILLED AFTER REPAIRS ARE MADE)

(SIGNATURE OF SPONSOR)

(DATE)

(SIGNATURE OF SCHOOL REPRESENTATIVE)

(DATE)