

Round Rock Independent School District Performing Arts Center

Facility Usage Rules and Guidelines

Sponsors of organizations which use the Round Rock ISD Performing Arts Center are responsible for reading the following rules and communicating them to their performers, staff, students, parents, and audience members as appropriate. **PLEASE INITIAL** at each area indicated, **SIGN** where designated at the end of the form and **RETURN** a copy with all relevant documents. **RETAIN a copy for your records.**

Supervisory Responsibilities of User/Sponsor:

- If the sponsoring organization is a RRISD school group, at least one campus administrator should arrive thirty minutes before performance/event start, and be present and easily accessible throughout the event. This administrator should identify himself/herself to the PAC staff on arrival, and indicate where he/she will be seated in the audience.
- Sponsoring organization's staff and administration are responsible for their students (performers) and their patrons during the entire time students or patrons are present on site.
- The sponsoring teacher(s), administrator(s) and/or organizer(s) must remain on site until **all** guests and participants have left the PAC. Students may not be left unattended after events, and PAC staff must not be left in charge of students waiting for rides home. This includes all rehearsals as well as performances.
- Participants and audience members are not to be admitted to the PAC until at least one sponsoring teacher, administrator, or organization sponsor is present.
- The sponsoring organization is responsible for providing the following:
 - Ushers (4-8 for Main Auditorium, depending on size of event; 2 for Black Box Theatre.) Students may serve as ushers, as long as there is at least one parent or other adult in charge. Ushers are to be provided for welcoming and assistance with seating, as well as to enforce house rules regarding food, drink, etc. (See **Care of Facility** below)
 - Ushers should be appropriately dressed, commensurate with the nature of the event (minimum standard would be "business casual.")
 - Ushers will wear badges labeling them as such for easy identification.
 - Chaperones for student performers while they are not performing if students occupy more rooms than directors are available (suggested minimum 20:1 – actively supervising, not in audience, or directing students on stage.)
 - Concession workers if appropriate.
- The sponsoring organization's Director/House Manager is responsible for the following:
 - Indicating when the house is ready for a performance to begin
 - Supervising ushers, concession workers, security, parking and other house personnel during the entire event
 - Indicating intermission times
 - Clearly communicating with PAC staff and technicians throughout the process
- Participation shall not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. RRISD prohibits discrimination against individuals with disabilities and events must reasonably accommodate applicants with a disability, upon request.
- Reasonable volunteer security arrangements, appropriate to the type of event for which the facility has been contracted. This is to ensure that all activities shall be orderly and safe, as well as to ensure proper audience deportment. **If the audience behavior is not appropriate, it is the responsibility of the user/sponsor to stop the performance and address the issue, or remove offending persons.**
- Organizations shall comply with all federal, state, and local laws, regulations, policies and licensing requirements
- All content and information (music, text, dialogue, other) presented must be "radio edit" clean, and reflect the district standards of propriety as per policy.

User/Sponsor please initial, signifying that the above is read and understood: _____

Safety:

- Tornado and Emergency Evacuation plans are posted in the facility. Users/sponsors must familiarize themselves and their audiences.
- Event organizers shall cooperate with PAC staff in making a good faith estimate in *professional* security needs (hired security, officers, deputies, etc...) dependent on event size and volatility. This is also to ensure that all activities shall be orderly and lawful, as well as to ensure proper audience department. PAC staff will make the final determination, and will make the necessary arrangements, while the event may be billed if necessary.
- The sponsoring organization is liable for remaining within safe occupancy limits as established by room configuration.
- The number of participants may not exceed the authorized capacity of the facility.
- Children shall be supervised at all times and remain in their assigned area(s).
- Aisles shall be used only as passageways and shall be kept unobstructed at all times.
- Nothing may be attached to the arms of the aisle seating covering the aisle lights. This is a fire hazard and creates an unsafe environment.
- No person on site may use tobacco products, possess, use, or be under the influence of any controlled substance, dangerous drug, alcohol or other intoxicant. The use or possession of physician prescribed drugs for self use is an exception.
- Vehicles shall be parked only in designated parking places. There is no parking in the circle drive in front, and unattended vehicles are subject to towing. *It is the responsibility of the Sponsor, Contact Person, and the Campus Administrator(s) to ensure that their patrons know the rules and communicate to them that violators are subject to towing.*
- Sponsoring organization must ensure that safety signage remain visible and unobstructed.

User/Sponsor please initial, signifying that the above is read and understood: _____

Timelines for Set-up, Rehearsal, Performance

- Scheduled time limits shall be strictly observed. Organizations must clear the stage and backstage area within the agreed upon hour or fees may begin to be charged.
- Technical staff must be allowed a 15 minute break every two hours, and 30 minute break every four hours.
- Any equipment, instruments, scenery, props, costumes, concessions, or other event related items must be removed from the premises by the final stated facility lock down time.
- The facility must be empty and lights out by 11:00 p.m. on a school night, midnight on non-school nights.
- Multi-day events must allow a minimum of 8 hours between one evening's end time and the following morning's open time.

User/Sponsor please initial, signifying that the above is read and understood: _____

Efficiency of Operation and Success of Event

- Groups must bring their own extensions cords, power strips, and all office supplies.
- Animals are not permitted inside the PAC except for accessibility reasons or when associated with a performance, subject to approval of the PAC Director.
- The PAC technicians are responsible for operating lighting, sound, and stage equipment in the PAC. Organization sponsors shall direct all concerns regarding student technicians to the PAC administrator on duty.

- The RRISD PAC and its staff may not be requested to provide content (music, text, other)
- Content to be presented by PAC staff (music, video, etc.) must be provided at least one full week day prior to the event or rehearsal start, with proper labeling and documentation of order. PAC staff will not be responsible for quality, accuracy, and speed of playing last minute submissions.
- Organizations needing interpreters or signers for the deaf will make their own arrangement for this service.

User/Sponsor please initial, signifying that the above is read and understood: _____

Care of the Facility

- Food, drink, and gum are not allowed in the main auditorium at any time. Ushers are to remain at each door to remind guests of this.
- The PAC is not a banquet facility or dining hall for student groups and rentals. Receptions in the lobby are permissible, as are certain approved meal events such as District Council of PTA Luncheons.
- If tape is needed to mark the stage, appropriate stage tape as approved by PAC staff must be used.. Any other type of tape may not be used without approval of the school district. **No tape is allowed on walls or doors.**
- Prior approval must be given by the PAC administrator on duty before signs, banners and/or pennants are erected, and they shall not deface the property. In no event shall signs, banners and/or pennants be in place more than one hour prior to the rental/use period, nor more than one hour after the rental/use period.
- Receptions with food must not be set out prior to the event or left unattended.
- No “red” beverages may be used for receptions or refreshments anywhere in the facility.
- Thrown glitter, confetti, or any similar item is NOT allowed in the facility.
- Helium balloons are not allowed in the main auditorium, except on stage as part of a production, subject to prior approval by the PAC Administrator on duty.
- Groups are responsible for assisting in the clean up of the facility and the removal of all materials that they brought. Event organizers should confirm with PAC supervisors that the building is in a neat and orderly condition before leaving.
- All user groups shall be held responsible for reimbursing the cost of damage, loss, or excessive cleaning charges incurred through their use of the facility. Recurring losses or damages may result in loss of use privileges by the responsible organization.
- Event organizers will be notified of infractions and given opportunity to correct the issues. However, the PAC staff is fully within its rights to refuse to continue the event until infraction(s) are corrected.
- If resolution is not reached in a timely manner, PAC staff is authorized to end the event. It is the responsibility of the event organizers/sponsors to communicate with their guests regarding any issues of reimbursement or restitution.

User/Sponsor please initial, signifying that the above is read and understood: _____

I have read the above rules for use of the Round Rock ISD Performing Arts Center, and I agree to all provisions contained therein.

Organization Sponsor / Contact _____ Date _____

Campus (or Organization) Administrator _____ Date _____