

## Facility Use - Auditorium

The facility may only be used by groups who have a user application on file with the superintendent's office. Each year in May, school groups wishing to use the auditorium will schedule their respective events on a Master Calendar. After scheduling in May, external groups may submit applications. Scheduling precedence shall be given to groups in order of their numbered classification and date of receipt of written application by the superintendent or his designee. A minimum of twenty-four hours is required for internal groups, and one week for external groups. School groups will be given first priority. Rental charges shall be levied on the following basis:

Class 1 -- No fee

Class 2 -- No fee when used on an admission-free basis on school nights.

Class 3 -- Nominal fee to cover lights, heat, etc. when used on an admission-free basis on school nights. See Table of Charges.

Class 4 -- See Table of Charges. Sectarian groups will be limited to incidental use and precluded from use on a regular, on-going basis.

Class 5 -- See Table of Charges. Profit-oriented groups will be limited to incidental use and precluded from use on a regular, on-going basis.

### Table Of Charges For Use Of Auditorium

Facility	Class 3 Use*	Class 4 Use*	Class 5 Use * (Rental Fees Plus Deposit)
Auditorium	\$100	\$100	10% of gross \$300 minimum

\*Based on each 3-hour increment of time.

This base charge includes use of stage, back stage, project room, and restrooms. Cost for rehearsal and/or a second performance in one day is ½ charge. Additional charges will be applied for custodial, lighting, sound, set-up, etc. (see application) Cost for rehearsals on a non-school day will be the equal to a minimum two hour call back rate for custodian/house manager. Category 2-4 groups may be adjusted as determined by the School District based on size of user group and amount of facility used.

### Cancellations

In the event that the district must cancel a permit to use the facility due to such things as adverse weather conditions, every effort will be made to reschedule. Except in an emergency, the district will notify the user at least one week in advance of any cancellation. All rental fees and deposits will be refunded.

In the event the user cancels an event, notification of cancellation must be submitted at least one week prior to the scheduled time of use or the deposit and full fees may be charged. All groups, including those under class 1, may be charged custodial time of two hours when failing to make cancellations within the specified time. Cancellations must be made within working hours. (Monday through Friday – 8:00 am to 4:30 pm)

**Staff**

A district employed house manager/custodian is required at all functions. There is a minimum call back for all staff of two hours.

	<b><u>Standard</u></b>	<b><u>Weekends</u></b>
Custodian	\$25 per hour	\$25 per hour
House Manager	\$35 per hour	\$35 per hour
Technician, Student	\$15 per hour	\$15 per hour

**Use of Additional Space/Equipment**

Additional facilities and equipment will be charged according to existing district fee schedule.

## Facility Use - Auditorium

### Classes 1 & 2

#### Description:

- a. School district curricular and extra curricular functions.
- b. Parent and/or teacher groups whose purpose is the advancement of education.
- c. Youth recreation groups and youth organizations (BSA, Campfire, Bluebirds etc.)
- d. Activities to benefit Cashmere Students

### APPLICATION PROCEDURE:

- a. The facility may only be used by groups who have a user application on file with the superintendent's office. Each year in May, school groups wishing to use the auditorium will schedule their respective events on a Master Calendar. After scheduling in May, external groups may submit applications. Once the Master Calendar has been established, scheduling precedence shall be given to groups in order of their numbered classification and date of receipt of written application by the superintendent or his designee. A minimum of twenty-four hours is required for internal groups, and one week for external groups.
- b. Plays and musicals will be allowed 2 weeks of exclusive use before the day of the first performance. Major set removal and surface cleaning will be completed within 2 days.
- c. School concerts will be allowed 1 week prior to the performance for rehearsal and set up and 2 days afterward to facilitate cleanup.

### RENTAL CHARGES

#### Use of Auditorium

Class 1 (No Charge)

### CUSTODIAL AND PROFESSIONAL CHARGES:

House Manager-----	No Charge
Custodial services-----	No Charge
Technician-----	No Charge

Staff: A district employed House Manager and custodian are required at all functions. A district-approved technician is required for any lighting or audio equipment use.

## Facility Use - Auditorium

### Class 3 & 4

Description:

- a. Cultural Advancement groups
- b. Municipal groups
- c. Other governmental groups
- d. Service groups
- e. Community clubs
- f. Sectarian groups
- g. Organizations
- h. Youth groups where admission is charged

### APPLICATION PROCEDURE:

The facility may only be used by groups who have a user application on file with the superintendent's office. The district assumes no liability for materials or equipment stored at its site. Nor shall the school district assume responsibility for any such stored equipment or materials, and user accepts full responsibility for any such items stored.

Each year in May, school groups wishing to use the auditorium will schedule their respective events on a Master Calendar. After scheduling in May, external groups may submit applications. The user group must have an adult representative present to complete the application. Once the Master Calendar has been established, scheduling precedence shall be given to groups in order of their numbered classification and date of receipt of written application by the superintendent or his designee. A minimum of twenty-four hours is required for internal groups, and one week for external groups. Technical and Custodial services (if needed) must be requested at that time and will be charged as follows:

### RENTAL CHARGES

Use of Auditorium based on each 3-hour increment of time.

Class 3 & 4----- \$ 100

### CUSTODIAL AND PROFESSIONAL CHARGES:

House Manager ----- \$ 35 per hour  
Custodial services----- \$ 25 per hour  
Technician(s) ----- \$ 15 per hour

This base charge includes use of stage, back stage, projection room, and restrooms. Cost for rehearsals and/or a second performance/rehearsal in one day will be ½ charge. Cost for rehearsal on non-school day will be the equivalent of a two hour call back for all staff.

Staff: A district employed House Manager and custodian are required at all functions. There is a minimum call back for all staff of two hours. A district approved technician is required for any lighting or audio equipment used.

## Facility Use - Auditorium

### Class 5

Description:

- a. Profit-oriented organizations

### APPLICATION PROCEDURE:

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Each year in May, school groups wishing to use the auditorium will schedule their respective events on a Master Calendar. After scheduling in May, external groups may submit applications. Once the Master Calendar has been established, scheduling precedence shall be given to groups in order of their numbered classification and date of receipt of written application by the superintendent or his designee. A minimum of twenty-four hours is required for internal groups, and one week for external groups. Technical and Custodial services (if needed) must be requested at that time and will be charged as follows:

### RENTAL CHARGES

Use of Auditorium based on each 3-hour increment of time.

Class 5            10% of Gross \$300 minimum plus deposit (*to be determined by the District*)

### CUSTODIAL AND PROFESSIONAL CHARGES:

House Manager-----	\$ 35 per hour
Custodial services-----	\$ 25 per hour
Technician(s) -----	\$ 15 per hour

This base charge includes use of stage, back stage, projection room, and restrooms. Cost for a rehearsal and/or second performance in one day is ½ charge. Cost for rehearsals will be the equivalent of a two-hour call back rate for any/all staff.

Staff: A district employed House Manager and custodian is required at all functions. There is a minimum call back for all staff of two hours. A district approved technician must be used for any lighting or audio equipment used.