

# AGREEMENT FOR USE OF VHS PERFORMING ARTS WING (PAW)

## Vashon Island School District #402



In general, access to User Groups is available starting at 5pm Monday - Friday during the school year (See Conditions of Use, #1). Use of VHS Performing Arts Wing (PAW) is cancelled when the building is closed by emergency, i.e. school closures due to snow. Adult supervision of all activities is required. *Initial* \_\_\_\_\_

Name of person making application \_\_\_\_\_ Phone \_\_\_\_\_

Organization represented \_\_\_\_\_ Mailing address \_\_\_\_\_

Primary contact \_\_\_\_\_ Contact cell phone \_\_\_\_\_

Activity for which PAW will be used \_\_\_\_\_ Facility requested (circle) Theater / Band Room

Requested date(s) to include initial load in, construction and strike activities (attach additional sheets as needed):

Date(s): \_\_\_\_\_ From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Person(s) responsible for supervision (ratio: 1 adult/10 youth): \_\_\_\_\_

**AGREEMENT:** The undersigned hereby makes application to VISD #402 for use of the VHS Theater and/or Band Room, as indicated above, and certifies that the information given in the application is correct. The undersigned states that s/he has the authority to make such application and agrees that the organization for which application is made will observe all rules and regulations of the School District's Board of Directors, administration, Principal/Director of Facilities and Theater Manager. The applicant/organization acknowledges that the rules and regulations include, but are not limited to, those provided with this Agreement. The applicant/organization is responsible for clean-up after use. If additional clean-up is required by school personnel due to the applicant's/organization's use additional fees will be charged. If any vandalism, theft, or other damage occurs to the facility as a result of the applicant's/organization's use all costs shall be billed to the applicant/organization. *Initial* \_\_\_\_\_

**HOLD HARMLESS:** In consideration of Vashon Island School District's permission to use school facilities for non-school activities, the applicant/organization assumes all risks normally associated with the activity. The applicant/organization agrees to hold the Vashon Island School District, its employees, agents, representatives and volunteers harmless from any and all liability, actions, cause of action, debts, claims or demands of any kind and nature whatsoever, which may result from such risks. The terms herein shall serve as a release and assumption of risk by all parties engaged in the sponsorship of and participation in the activity, as certified by the undersigned. It is the applicant's/organization's responsibility to make sure each member using the facility is aware of this Hold Harmless Agreement and all rules for use of Vashon Island School District facilities. *Initial* \_\_\_\_\_

**FEES/APPLICATION:** Applicant/organization acknowledges that the charges, as outlined below, are due and payable when billed. User groups have exclusive use of the space during their scheduled use (with VHS student use taking priority until 5pm on school days). Failure to leave the facility in the condition received will result in custodial charges of \$35/hr, two hour minimum. *Initial* \_\_\_\_\_

### FEE SCHEDULE

*Rates: all rates are billed minimum 1 hour unless noted.*

Theater Hourly Rate (after 5pm school days plus all non-school days)	<b>15.00/hr not to exceed 100.00/day</b>
Band Room ONLY	<b>10.00/hr not to exceed 50.00/day</b>

### REQUIRED PERFORMING ARTS WING DEPOSITS

Damage deposit	<b>300.00</b>
Key card deposit	<b>100.00/ea</b>
Equipment reset charge (if sound and light boards are used)	<b>30.00</b>
<b>PIANO TUNING RESPONSIBILITIES</b> Theater user groups who deem tuning of the theater's baby grand or upright pianos necessary shall assume financial responsibility for the professional tuning charges incurred. Tuning must be undertaken by agreement with both the Theater Manager and the District. The District will have the pianos tuned once per year.	

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<b>Stage repainting fee</b> When the stage is not repainted by the user group.	<b>400.00</b>
<b>Cleaning fee</b> When PAW isn't cleaned by the user group.	<b>35.00/hr (2 hr minimum)</b>

### Conditions of Use:

1. At all times VISD use takes priority over community User Groups. The PAW is a working classroom and student use takes priority until 5pm or as stipulated by specific student needs. By agreement with Theater Manager, User Groups have exclusive use of the theater/band room during their scheduled use beginning daily at 5pm.
2. **There is no food or drink allowed in the theater. No exceptions.**
3. User Groups must have completed and on file with the District's Business Office prior to any use: VISD Agreement for use of VHS Performing Arts Wing; current Certificate of Insurance (COI) naming Vashon Island School District as "Additional Insured"; \$300 Damage Deposit on file with the District.
4. Any damage caused by the User Group will be invoiced at cost to repair/replace and will be included in the final invoice. Damages may be deducted from the damage deposit at the User's Group's request.
5. Theater User Groups must have a \$100 Key Card deposit on file with the District Office before being issued a key card. Refund will be issued upon return of your key card after your final invoice has been paid. The Key/Card is to remain in the possession of the primary key/card designee and shall not be provided to User's Group personnel. Failure to heed this condition will result in loss of key/card deposit.
6. Confirmed User Groups must provide in writing to the Theater Manager their requested schedule for access to the PAW no later than two weeks prior to the load in date. Confirmed User Groups must keep an accurate log of days and hours spent during use of the PAW, accounting for theater and/or band room use. The District will issue a final invoice for use of the space(s) (and any damages that may have occurred) within one week of the User Group's load out.
7. Use of in-house lighting is included in User Group theater rentals. User Groups must provide a lighting and/or sound designee with demonstrated expertise in the use of theater lighting and/or sound equipment in order to use the theater lighting instruments and ETC lighting console and related programming software and Mackie multitrack soundboard.
8. User Groups will provide their own expendables – set hardware, paint, tape, gobos, etc. Set construction activities **MUST** be conducted in the Scene Shop **ONLY** and are prohibited on the stage surface. Painting supplies (brushes, rollers, etc.) must **NOT** be rinsed or cleaned in the Scene Shop's sink. The existing wastewater disposal infrastructure will not support or tolerate these particular waste substances. Painting supplies must be washed and cleaned off campus.
9. The PAW is, first and foremost, a collection of classrooms and, as such, are readily accessible to all students. User groups' storage of costumes and props, whether in make-up, dressing rooms, off stage wings and/or scene shop is at the User group's own risk.
10. User Groups, having used the theater for play production activities, must restore the stage floor to its original black surface cover. The color code for the paint mix is provided in the VHS Theater Users Guide. There will be a \$400.00 repainting fee charged in cases where the stage is not repainted by the user group.
11. Animals are not allowed in the theater, band room or surrounding spaces, with the exception of service animals. Exceptions will be considered on a case-by-case occasion, based on the playwright's inclusion and intrinsic use of the animal in the storyline. When occupying the band room, all band room instruments are off limits.
12. Fees from the activation of the theater alarm systems caused by User Groups will be added to the final invoice.
13. User Groups must leave the PAW (theater, band room, makeup room, both dressing rooms, scene shop and foyer/Vashon High School Commons Hall) in the condition in which all were first received by the User Group. A \$35.00 per hour (two-hour minimum) cleaning fee will be applied at the Theater Manager's discretion.
14. User groups may not install materials (sets, floor coverings, stored items) that may adversely affect the use of the space for school related functions during the groups tenancy of the PAW wing. User Groups will be responsible for providing a remedy in cases where their use of the space is inhibiting its use by the district.
15. **Do NOT paint outside on the driveway, theater apron, or walkways. No spray painting is allowed on the stage or in the shop.** You may use spray paint in the Fbuilding. Bring your own paint and brushes. Do not leave paint behind without prior permission. There is no paint sink, so disposable brushes are recommended, or else you can wrap them in plastic and take them home to wash. **Do not use the sink in the shop or the make-up hallway or restrooms to wash brushes.**
16. When painting the set, you must protect the black curtains. You may be charged for cleaning or replacing damaged or paint-splotched curtains. **No children under high school age are allowed to paint onstage in the theater.**
17. You may not bring/consume alcohol on campus and this is a non smoking campus per RCW 28A.210.310 20 U.S.C. 7101
18. **Repeated failure to observe the conditions stated above will result in the District refusing future use by User group.** By signing this User's Agreement, you agree to observe all requirements stated in the accompanying Theater User's Guide.

**APPROVAL of application is revocable and shall not be considered a lease. The applicant/undersigned hereby**

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states that they have the authority to make this application on behalf of this organization, and further, has read, understands and agrees to all terms and conditions set forth in this Users Agreement.

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_



