

## **GUIDELINES FOR THE FREEPORT PERFORMING ARTS CENTER**

### **A. Management Overview**

FPAC is to be steered, directed, and cared for by the following three entities: The FPAC Advisory Committee, the RSU5 Superintendent, and the FPAC Management, (these three entities together hereinafter referred to as FPAC Team.)

1. FPAC Advisory Committee:  
FPAC Advisory Committee's purpose is to offer vision, knowledge, and support to the FPAC mission. It is a semi-formal and flexible self-directed committee chaired by the FPAC Management
2. RSU5 Superintendent
3. FPAC Management including:  
FPAC Manager  
FPAC School-Coordinator

### **B. Booking**

FPAC's bookings and day-to-day operations are conducted in such a way as to attain the maximum and highest-best usage of the facility. Management will coordinate RSU5 use efficiently, maximizing the remaining available time to be used for community and income-producing events.

All bookings of FPAC (The Theater, Backstage Music Room, Lobby, and Box-Office/Concessions) will be scheduled in a way that makes FPAC available for use in the following order of priority:

1. Freeport High School events
2. Other RSU5 School events
3. Non – RSU5 Events

### **C. Use, Maintenance, and Repair**

Each use shall be restricted to the areas contracted for that use, and for the purpose described in the use agreement.

Users\* are responsible for moving equipment and personnel in and out of the FPAC in accordance with their contracted time slots. Users are responsible for removing all equipment, stage props, other materials and debris not belonging to the FPAC immediately following the use of the facility unless some other prior arrangements have been made.

Clean-up costs beyond the normal cleaning covered by the standard booking agreement necessitated by a group's use of the FPAC will be the financial responsibility of the User.

Repairs to any FPAC property beyond normal wear and tear will be the financial responsibility of the User. RSU5 reserves the right to determine such costs and seek timely reimbursement from the User and/or the User's insurer.

\*Note: Groups who have booked the FPAC are hereinafter referred to as "User."

**D. Technical Systems**

FPAC, including all technical systems (sound, lights, etc.) must be under the control of qualified personnel (Approved House-Tech(s)) at all times. Technical expertise required will vary from event to event depending on the particular needs. Management will consult with each User during the booking process to help select and schedule appropriate House-Tech(s).

**E. Safety and Use Restrictions**

School authorities must have access to all places in the FPAC at all times and shall reserve the right to revoke permission for use of the facility should such action be deemed necessary and in the best interest of the school system and general public.

Possession, sale, consumption or distribution of alcoholic beverages or tobacco products are prohibited.

All national and state laws, local ordinances, and rules of the police and fire departments will be complied with.

The following activities are to be permitted **only with express permission** of Management:

- Public performances to continue past 11pm.
- Any signs or posters to be hung anywhere in the FPAC including the lobby area and on the entry-doors.
- Set construction or painting
- Altering the default settings and positions of FPAC equipment such as sound and lighting gear.
- Affixing anything to the walls or the stage (i.e. screwed or nailed sets, posters, etc.)
- The use of theatrical stage-weapons. A written safety plan for the use of theatrical stage weapons will be required of the User in advance and approved by FPAC

Management. Management/designee must be in attendance when theatrical stage weapons are in use.

- The use of open flames (including candles) or other incendiary or other pyrotechnic devices only in rare cases when there is no possible alternative. Approval for any such use will require a written safety plan to be created in advance by Management with oversight by the Freeport Fire Chief. Management/designee must be in attendance when these devices are in use. The User must provide a certificate of insurance in the amount of \$5,000,000 naming RSU5 as an additional insurer.

**G. Insurance**

Any non-RSU5 group must provide a certificate of insurance between \$1,000,000 and \$3,000,000, depending upon extent and conditions of use naming RSU5 as an additional insurer. Management may consider bookings as “tentative” or “bumpable” until such proof is provided by the User.

**H. Rates**

The booking policy and rate structure allows Users to book event(s) for a single price, adding extras as needed. FPAC can handle anything from a simple rehearsal under the work-lights to a full production. This method works for most Users and “typical” events, but events that requires something different, should contact Management.

**Standard Events:**

- 3 hours or less of public (audience) time
- 2 hours of extra time for setting / rehearsing; load out
- Basic Sound System (board, Several mics/stands, house system, 4 stage monitors)
- Rehearsal Piano
- Lighting System (using standard default settings)
- Basic Custodial Service (for extraordinary mess, extra fee will apply)

Note: You must secure qualified personnel to operate systems (sound/lights) and to care for the theater. Events during non-school hours also require lobby-supervision staff.

**Within RSU5 Communities**

Custom pricing and agreements deviating from the published rate-schedule may be negotiated by the FPAC Team with approval of the Superintendent. Facility use may be granted without rental charge as per Policy KF. Deposits and/or complete payment in advance will be required to secure a booking. All such payments and deposits are non-refundable.

Failure to abide by any of the following rules and regulations may result in denial of future use of the FPAC and/or additional costs for returning the FPAC facilities to their previous condition.

Qualifying Non-Profit Groups

Monday - Thursday \$150 per Event

Friday - Sunday \$225 per Event

All Other Groups

Monday - Thursday \$250 per Event

Friday - Sunday \$325 per Event

**Non- RSU5 Area**

Qualifying Non-Profit Groups

Monday - Thursday \$200 per Event

Friday - Sunday \$275 per Event

All Other Groups

Monday - Thursday \$300 per Event

Friday - Sunday \$375 per Event

**Standard Events Exclusions:**

**-House Technical Personnel** - TECHNICAL SYSTEMS MUST BE UNDER THE CONTROL OF QUALIFIED PERSONNEL AT ALL TIMES

These costs will vary depending on the technical needs of your show AND the abilities of YOUR professional and/or volunteer staff.

**-Extra Custodial Fees** to clean up extra-ordinary mess

**-Extra Time** needed for rehearsal or tech (rates to be negotiated)

**-Extras** as listed below

**EXTRAS:**

Note: For your community groups, we can sometimes bundle your extras into an adjusted single-event price.

**-Music Room / Backstage** - The Freeport High School Band/Music Room. This is just behind the stage back wall and was designed to serve as a backstage area when appropriate to do so. This space can be rented as an add on to an FPAC booking.

Alternately, it may be available to be rented as a stand-alone booking. This room may be available to community groups free of charge or at a reduced rate on a “bumpable” or “if-available” basis

\$25

**-Projection** - Our video projector and screen.  
\$20

**-Concert Piano (currently Steinway B)** - This piano is available as an add-on to any booking OR, as a stand-alone booking for rehearsal, practice or recording.  
\$75 (Pre-event tuning is available for an additional \$125)

**-Concessions** Concession stand in the lobby. Selling anything more than tickets at your event will require booking the concession area.  
\$30

**-Choral Risers for up to 120 performers:**  
\$30 - \$80 depending on your capacity needs.

**-Headset Communication System**  
\$25

- director's podium (\$5)
- director's stand (\$5)
- music stands (\$1 ea.)
- stereo (\$5)
- rehearsal piano in music room (\$5)
- small PA - speakers and 6-channel head (\$20)
- TV with DVD player on rolling cart (\$15)
- LCD projector with screen in backstage area (\$20)

Administrative Procedure Adopted: 9/20/11  
Revised: 10/10/17