

**GUIDELINES FOR SCHOOL USE OF
THE FREEPORT PERFORMING ARTS CENTER**

RSU5 Policy KF-R1 states:

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

Note: Whenever FPAC is confirmed-booked by a non-school client, that client may elect to book the Concessions Area as an add-on feature thereby making it unavailable for school use at that time

A. Booking – Day / Night / School / Non School

Users (anyone who requests or requires use of any facilities included with the FPAC at any time of day) should review the FPAC Master Calendar on the RSU5 website for availability. A request for use should then be made to the FPAC Coordinator.

The FPAC Coordinator will be responsible for scheduling and managing usage of the Freeport Performing Arts Center facility and equipment for school activities during the school day and for evening school music events. FPAC Coordinator will coordinate all daytime school use of the facility with the building administrator.

The FPAC Coordinator will be responsible for scheduling and managing usage of the Freeport Performing Arts Center facility and equipment during non-school hours.

B. Order of Prioritized School Use of FPAC:

The FPAC Management Team, in order to attain the highest and best use of the facilities, will consider the following order of prioritized use when scheduling. This order of use acts as a guide, with any disputes resolved and final decisions made jointly by FPAC Management and the RSU5 Superintendent.

With the exception of FHS Performing Arts Classes, all uses assume the need for a minimum of 100 seats.

1. FHS Performing Arts Classes
2. FHS Performing Arts Curricular Event (Band/Choral concerts, Drama Class presentation)
3. FHS Performing Arts Co-Curricular Event (Musical, One Acts)
4. FHS Performing Arts Rehearsal (week of show/concert only)
5. FHS Curricular Assembly or Auditorium Use (Senior Projects, school-wide assemblies, Candlelight, etc.)
6. RSU Performing Arts Curricular Event (Band/Choral concerts)
7. FHS Co- or Extra-Curricular Assembly or Auditorium Use (JMG Induction, awards assemblies, Guidance events, etc.)
8. RSU Performing Arts Co-Curricular Event
9. RSU Curricular Assembly or Auditorium Use (school-wide assemblies)
10. RSU Co- or Extra-Curricular Assembly or Auditorium Use (awards assemblies, guidance events, etc.)
11. FHS School-Related Performing Arts Events (events sponsored by boosters, parent groups, etc.)
12. RSU School-Related Performing Arts Events (events sponsored by boosters, parent groups, etc.)
13. FHS School-related Assembly or Auditorium Use (events sponsored by boosters, parent groups, etc.)
14. RSU School-related Assembly or Auditorium Use (events sponsored by boosters, parent groups, etc.)

C. Bumpable:

The term ‘bumpable’ means that an already-scheduled event can be displaced according to certain guidelines. This practice is only used in an effort to “attain the maximum and highest and best use” of the FPAC facilities. Once an event has been scheduled, any event is considered ‘bumpable’ with the exception of Uses 1, 2 and 3 above. In order to be considered ‘bumpable’ however, the following criteria must be met:

- Student needs are always considered first in the request to ‘bump.’
- The event proposing to bump an already scheduled event must supersede the scheduled event on the Order of Prioritized Use above.
- The event proposing to bump an already scheduled event must require a minimum of 100 seats.
- The event proposing to bump an already scheduled event must make the request at least 60 calendar days prior to the requested date.
- FPAC Management Team must be able to secure another facility within RSU5 facilities to adequately and appropriately accommodate the bumped event.

Any event that requests to bump Uses 1, 2 or 3 will be considered ONLY if:

- Student needs are considered first priority.
- All teachers affected are included in the discussion of the request.
- Appropriate alternate teaching and/or performance space can be secured for the affected students and teachers.
- The event creating the ‘bump’ provides necessary manpower to move, set, and then reset all required equipment necessary to continue uninterrupted curricular and student/teacher needs.

D. Use of 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.

The School Coordinator will consult with each User during the booking process to help select and schedule appropriate House-Tech(s).

House Techs and Financial Responsibilities

All Users (anyone either school related or non-school related) are required to secure appropriately trained and certified house techs to run their event. Contact the FPAC Coordinator for assistance in securing a house tech.

E. User fees

User Fees - House Tech and Janitorial Fees – may be charged as noted below. House Tech and Janitorial fees will be charged based on currently published rates.

The following school-related users will NOT be charged any user fees:

- FHS Performing Arts Classes
- FHS Performing Arts Curricular Events
- FHS school-day events
- RSU5 Professional Development activities

The following school-related users MAY be charged house tech fees:

- FHS evening Co-Curricular and Extra-Curricular events.
- FHS Non-PA evening Curricular Assembly or Auditorium Use
- RSU5 Performing Arts Curricular Events

The following school-related users MAY be charged house tech and janitorial fees:

- All other uses not included above.

F. Use Restrictions

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

- Events 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.)
- Removing anything already affixed to the walls or the stage.
- 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.

G. Booking Summit – by May 1st

All RSU5 events wishing to receive priority booking must be submitted to the FPAC Coordinator for inclusion on the FPAC Booking Calendar by May 1st of the school year preceding the event. The FPAC School Coordinator will attend the RSU5 administrator's calendar summit.

Administrative Procedure Approved: 10/2/12

Revised: 10/10/17