



# **FACILITIES RENTAL INFORMATION**

## **PERFORMING ARTS CENTER**

WYLIE HIGH SCHOOL  
4502 Antilley Rd  
Abilene, Texas 79606

Christopher Shoemake  
Wylie High School  
[cshoemake@wylie.esc14.net](mailto:cshoemake@wylie.esc14.net)  
325-690-1181 x2020

Created 3/18

# Wylie ISD Rental Policy

*The Wylie Performing Arts Center is an educational venue available for outside rentals that provides opportunities for students seeking performing arts development and enrichment opportunities for the community of Wylie; however, such use of District facilities shall not be permitted when it interferes with the education program of any campus or District scheduled activities, including facility maintenance and/or repair projects.*

*Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.*

*Wylie ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, nonprofit organizations, for-profit organizations, and civic groups) in establishing the length of time that a facility may be used or the fee charged. All organizations/ groups within the same category shall be offered fair and equal access to District facilities.*

*Any misrepresentation by an organization and/or individual, any abuse of District property, and violation of state, local or federal law and/or any violation of any District policy, rule or regulation may result in 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises, and/or 3) the denial of the organization's and/or individual's request for future use of the premises.*

# Wylie ISD Performing Arts Center

## Building Usage Guidelines, Rules, and Procedures

Sponsors of organizations which use the Wylie ISD Performing Arts Center (PAC) are responsible for reading the following rules and communicating them to their performers, staff, students, parents, and audience members as appropriate. Please **INITIAL** each area as indicated, **SIGN** on the page where designated at the end of the form and **RETURN** a copy with all relevant documents to the PAC Manager. Retain a copy for your records.

### GUIDELINES

1. Wylie ISD Performing Arts Center Facility Information packet must be completed sixty (60) days prior to the event. This rental packet, \$250 deposit, proof of insurance and proof of non-profit status must be on file with the PAC before a rental agreement can be prepared and booked on the facility calendar.
2. Any changes to the signed contract must be made no later than 5 days in advance of the scheduled event.
3. The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated.
4. At least one approved WISD PAC Administrator will attend the event, will be actively supervising and will be easily accessible throughout the event. This individual will be responsible for locking and unlocking doors and will arrive 15 minutes prior to the time listed for the event.
5. The sponsoring organization is liable for remaining within the safe occupancy limits. Fire code dictates that **no more than 1026 people** occupy the seating area of the auditorium. The aisles shall be used only as passage ways and shall be kept unobstructed at all times. No standing or sitting in the aisles during an event. Once the maximum occupancy limit is reached we will no longer admit anyone into the auditorium.
6. 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. Children shall be supervised at all times and remain in their assigned areas.
7. The sponsor must remain on site until **all** guests and participants have left the PAC. This includes all rehearsals as well as performances.
8. The sponsoring organization is responsible for providing chaperones for students or participants under the age of eighteen, actively supervising, not in audience, or directing students on stage.

*User/Sponsor Initial:* \_\_\_\_\_

9. The sponsoring organization's Director/House Manager is responsible for the following:
  - a. Indicating when the house is ready for a performance to begin
  - b. Supervising house personnel during the entire event
  - c. Indicating intermission times
  - d. **Clearly communicating** with PAC staff and technicians throughout the process
10. The PAC student technicians are responsible for operating lighting, sound, and stage equipment in the PAC. Organization sponsor concerns should be directed to the PAC Administrator. Sponsors will only be admitted into the Control Booth if permission is given by the PAC Administrator.
11. Events that are scheduled for multiple hours **must allow** the PAC technicians a 15 minute break every two hours and a 30 minute break every four hours.
12. Prior approval must be given by the PAC office before signs, banners, etc. are erected, and they shall not deface the property. If tape is needed to mark stage, appropriate stage tape must be used.
13. All props must be constructed prior. Groups must bring their own extension cords, power strips and all office supplies. No access is allowed to the PAC shop area.
14. The facility must be empty and lights out by 11:00 P.M. on a school night, midnight on a non-school night. Any event lasting consecutive days must have a minimum of 8 hours between one evenings end time and the following mornings begin time.
15. Contract time limits shall be strictly observed. Any equipment, instruments, scenery, props, costumes, or other event related items must be removed from the premises by the final stated facility lock down time or additional rental fees will be assessed.
16. If the audience behavior is deemed inappropriate by the PAC staff, it is the responsibility of the user/sponsor to stop the performance and address the issue, or remove offending persons. Reasonable security arrangements, as determined by the school district, shall be provided, at the renter's expense, appropriate to the type of event for which the facility has been contracted.
17. Organizations shall comply with all federal, state, and local laws, regulations, policies, and licensing requirements.
18. All content and information (music, text, dialogue, other) presented must be "radio edit" clean, and reflect the district standards of propriety as per policy.
- 19. Smoking or tobacco use, alcoholic beverages, or drugs is strictly forbidden on all school District property.**
- 20. Wylie ISD events will have priority over any outside event and may cancel any agreement on any facility by giving notice twenty-four hours prior to a requested contract period if the district determines that it must use the facility related to the operation of the District.**

*User/Sponsor Initial:* \_\_\_\_\_

## **CARE OF THE FACILITY**

1. **Food, drink (other than bottled water), and gum are NOT allowed** in the main auditorium at any time. Ushers are to remain at each door to remind guests of this.
2. If tape is needed to mark the stage, appropriate stage tape must be used. No tape is allowed on walls or doors.
3. 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.
4. Thrown glitter, confetti, or any similar item is **NOT** allowed in the facility.
5. Hazer, fog, or smoke machines are **NOT** allowed to be used in the facility.
6. Open flames (e.g. pyrotechnics, candles, matches, or lighters) are strictly prohibited.
7. Groups are responsible for assisting in the cleanup of the facility and the removal of all materials that they bring into the facility. Event organizers should confirm with PAC Administrator that the building is in a neat and orderly condition before leaving.

## **INSURANCE**

The organization requesting the use of a District facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Wylie ISD named as an Additional Insured and Certificate Holder with a minimum \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. Access to the facility shall not be permitted until the Application and Insurance have been screened and approved. Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District. Access to the facility shall not be permitted until the all rental information and insurance has been screened and approved. The insurance requirement may be waived for school sponsored groups such as PTO or Booster Clubs.

## **DEPOSIT**

A \$250 deposit is required for all rentals and shall be refunded/credited at the conclusion of the event provided the facility is returned to normal school operating conditions and no damage has occurred.

## **CUSTODIAL REQUIREMENTS**

Organizations requesting the use of a District facility will be required to hire District custodial staff to provide custodial services. Fees for custodial services will not be included in the rental fees. Custodial charges will include time after the event to thoroughly clean the area and 30 minutes before the event to prepare for the rental. Custodial charge will be \$22 per hour with a two hour minimum. The number of custodians required will be based on the number of participants and attendees.

## **SAFETY and SECURITY**

All rental agreements are subject to safety, security and emergency management review and approval. **For the safety of the rental groups and district facilities, all rental activities are subject to camera surveillance.**

## **BILLING**

**User must have paid full invoice 5 days prior to the event date.**

*User/Sponsor Initial:* \_\_\_\_\_

## **CANCELLATION**

Cancellation of a contract must be received in writing no less than 48 hours prior to the event. Cancellation of a long-term contract must be received in writing no less than 30 days before the final date of use of the facility. The deposit will not be refunded if written notice of cancellation is not received.

Event organizers will be notified of infractions and given opportunity to correct issues. However, the WISD 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, the PAC Administrator is authorized to end the event. **Billing will continue until all event equipment, personnel, and audience members have left the facility.** It is the responsibility of the event organizer to interact with their guests with any issues of reimbursement or restitution.

The building shall be left in a neat and orderly condition. 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.

*User/Sponsor Initial:* \_\_\_\_\_

# Wylie ISD Performing Arts Center

## Facility Pricing Guidelines

### **AUDITORIUM FEES**

(Includes lobby and dressing room)

**Nonprofit Organizations:** (Must provide state non-profit certificate – 501(c)(3))

Deposit	\$250.00
Facility Rental Fee	\$250.00 per hour
Custodial Fee	\$22.00 per hour

**For-profit Organizations:**

Deposit	\$250.00
Facility Rental Fee	\$325.00 per hour
Custodial Fee	\$22.00 per hour

### **ADDITIONAL FEES**

(Minimum 2 hours)

WISD PAC Manager	\$35.00 per hour
Stage Manager	\$15.00 per hour
Sound Board Operator	\$13.00 per hour
Light Board Operator	\$13.00 per hour
Fly Rail Operator	\$13.00 per hour
Student Ushers	\$10.00 per hour
Student Ticket Personnel	\$10.00 per hour
Custodian	\$22.00 per hour
Additional Rooms	\$100.00 per room/day
(Choir Room / Black Box)	

**The renting organization agrees to and will pay in full, all charges on the pricing list above five days prior to the event.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Wylie Independent School District**

Wylie High School Performing Arts

4502 Antilley Rd.

Abilene, Texas 79606

325-692-4353

### **ACKNOWLEDGEMENT OF RENTAL INFORMATION**

**I have read and agree to abide by the Wylie ISD Performing Arts Center Guidelines, Rules, and Procedures and to all provisions contained herein. I understand that misusing the facility may cause my organization to not be able to make future reservations and to forfeit a portion of or all of my deposit.**

**I agree to make payment in full no later than 5 days before the event date. I understand and agree to pay any additional fees which may be incurred.**

\_\_\_\_\_  
Organization Sponsor Printed Name

\_\_\_\_\_  
Organization Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PAC Administrator or Designee

\_\_\_\_\_  
Date



# Wylie ISD Performing Arts Center

## APPLICATION AND EVENT INFORMATION

**Organization Name:** \_\_\_\_\_

Event Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

---

**Contact / Submitter Name:** \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

---

Event Web Address: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

### REHEARSAL/SET UP INFORMATION

### PERFORMANCE INFORMATION

Date(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Facility Unlock Time: \_\_\_\_\_

Facility Unlock/Set Up Time: \_\_\_\_\_

Rehearsal Begin Time: \_\_\_\_\_

Performance Begin Time: \_\_\_\_\_

Rehearsal End Time: \_\_\_\_\_

Performance End Time: \_\_\_\_\_

Facility Lockdown Time: \_\_\_\_\_

Facility Lockdown Time: \_\_\_\_\_

---

### FACILITIES REQUESTED:

\_\_\_\_\_ Main Stage / Auditorium

\_\_\_\_\_ Foyer / Lobby

\_\_\_\_\_ Dressing Room

\_\_\_\_\_ Choir Room (Add'l fee)

\_\_\_\_\_ Black Box (Add'l fee)

---

### EQUIPMENT NEEDED

#### MICROPHONES:

# \_\_\_\_\_ Wireless Hand Held Mic (2)

# \_\_\_\_\_ Wireless Lapel Mic (2)

# \_\_\_\_\_ Wireless Headset (2)

# \_\_\_\_\_ Microphone Stands (2)

User/Sponsor Initial: \_\_\_\_\_

**PERFORMANCE CHAIRS:** # \_\_\_\_\_

**MUSIC STANDS:** # \_\_\_\_\_

**CHORAL RISER:** # \_\_\_\_\_

**SPEAKERS PODIUM:** \_\_\_\_\_

**SOUND:**

- \_\_\_\_\_ No music needed
- \_\_\_\_\_ Pre-show music played while audience enters/exits
- \_\_\_\_\_ Will bring music we want played on CD, computer, or electronic device

**LIGHTING:**

- \_\_\_\_\_ Basic house lights and stage lighting (lights on/off)
- \_\_\_\_\_ Colorful lights
- \_\_\_\_\_ Prerecorded light cues (requires setup and rehearsal)
- \_\_\_\_\_ Spot Lights (2 available)

**PROJECTIONS:**

- Do you need the projector for a presentation or video that will be shown?
- \_\_\_\_\_ No projections
  - \_\_\_\_\_ Yes, I would like to use the projector and your computer
  - \_\_\_\_\_ Yes, I would like to use the projector and will provide my own computer

---

<b><u>PERSONNEL REQUESTED (see fee table):</u></b>	# _____	1	PAC Administrator (required)
# _____	Stage Manager	# _____	Usher
# _____	Sound Board Operator	# _____	Custodian
# _____	Light Board Operator	# _____	Security
# _____	Fly Rail Operator	# _____	Police
# _____	Ticket Booth	# _____	Police w/Patrol Car

---

**ADDITIONAL NOTES FOR PAC MANAGER:**

---

---

---

***Questions or concerns about the available equipment please contact:***

**PAC Manager**  
Christopher Shoemake  
[cshoemake@wylie.esc14.net](mailto:cshoemake@wylie.esc14.net)  
325-690-1181 x2020

*User/Sponsor Initial:* \_\_\_\_\_

## **DISTRICT RELEASE OF LIABILITY**

In consideration of its use of the WISD facilities, the organization agrees to pay the required rental fees. It also agrees that the Wylie Independent School District, its Board of Trustees, Agents, Employees and Representatives shall not be liable to the organization for damage to person or property regardless of whose negligence or acts of omission cause such injury or damage. The rental organization agrees to indemnify and save harmless the Wylie Independent School District, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, claims, expenses, including attorney's fees and damages of any character, type of persons or property rising out of or occasioned by the use of the premises used by the organization, its Agents, Patrons, Visitors, Guests, Representatives, Employees, or other persons allowed on premises by the organization during the time set forth on the attached forms. The rental organization hereby waives all defects that may exist on the premises to be used by the organization. This release of liability is null and void if altered in any way.

\_\_\_\_\_  
Printed Name of Organization Representative

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Representative's Title

\_\_\_\_\_  
Day Time Telephone

\_\_\_\_\_  
Organization's Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
City, State, Zip

**NONPROFIT CHARITABLE ORGANIZATION EXEMPTION FORM**

**Wylie ISD**

**This addendum must be completed by all nonprofit charitable organizations in Groups 1 and 2 who are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code of 1986, and notarized prior to submission of application.**

I, \_\_\_\_\_, as an authorized agent of \_\_\_\_\_, the rental organization, hereby certifies that the above-named organization,

1. is exempt from federal income tax under Section 501(c)3 of the Internal Code of 1986; and,
2. is a nonprofit corporation, foundation, community chest or fund organized and operated exclusively for one or more of the following purposes; charitable, religious, prevention of cruelty to children or animals, youth sports, youth recreational, promotion of social welfare or educational (excluding private, primary or secondary schools, alumni associations, and related on-campus organizations); and,
3. dedicates its assets to the achievement of the organization's stated purposes; and,
4. normally receives more than one-third (1/3) of its support in any year from private or public gifts, grants, contributions or membership fees; and,
5. does not engage in activities which are not furtherance of one or more of the above specific purposes; and,
6. does not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and,
7. does not allow any part of its assets on dissolution of the organization to inure to the benefit of any group, individual, or shareholder.

FOR: \_\_\_\_\_  
(Name of Organization)

BY: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Title of Authorized Representative)

\_\_\_\_\_  
(Date)

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN to and before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

Notary Seal

Notary Printed Name: \_\_\_\_\_

