

El Cerrito High School Performing Arts Theater
Usage Policy
(Revised 09/2013)

This usage policy agreement outlines policies and procedures for usage and rental of the El Cerrito High School Performing Arts Theater. Additional policies and procedures may apply as outlined in the WCCUSD Facilities Use Manual. Whenever possible, El Cerrito High School Theater makes its facilities available to the community for events, productions, lectures, performances, etc. El Cerrito High School or WCCUSD reserves the right to deny any request for use of its facilities that may conflict with the Theater's primary mission of school use and/or district use of the theater (see Appendix B). As follows, policies and procedures become effective once the Facilities Use Permit for the theater is signed by the User, Site Administrator(s), Theatre Manager, and Facilities Management.

Theater Contact Information:

- **Theater Manager:** Kevin Little
- **Contact:** (510) 593-1923 or El Cerrito HS at: (510) 231-1437, ex. 26411
- **E-Mail:** klittle@wccusd.net

Additional Contacts:

- **Site Administrator:** Principal David Luongo (510) 231-1437 ext.11565
- **Department Chair:** Keith Johnson (510) 231-1437 ext.26418
- **Facilities:** Rina Prasad at (510) 231-1113 or rprasad@wccusd.net

A.) Rooms/Facilities Included in Usage Agreement:

Renters of El Cerrito High School facilities agree upon an “**as is, where is**” policy (see Appendix F), and are expected to accept the facilities in the condition existing at the start of the permit and return them to this condition upon the end of permit. No food or drinks shall be allowed in the theater at any time (including: house, stage, or agreed facilities); smoking or alcohol is not permitted in any WCCUSD facilities, school grounds, or adjoining buildings.

Permits for usage of the ECHS Performing Arts Theater include the:

- House (400 seat capacity)
- Balcony (200 seat capacity to be used if agreed upon by Theater Manager (see Appendix J))
- Front Lobby
- Concessions
- Ticket Booth
- Green Room
- Dressing Rooms/Make-Up Labs
- Theater Classroom A115
- Scene/Loading Gallery

Rental of the El Cerrito High School Performing Arts Theater does not include any other facility, classroom, or adjoining space without written consent from the site administrator.

B.) Rental Availability and Scheduling:

Any renter of the El Cerrito Performing Arts Theater can make requests by following the guidelines noted below:

The theater is available for rental during the days and hours of:

Sunday – Thursday: 4:00pm – 10:00pm

Friday: 4:00pm – 11:00pm

Saturday: 8am – 11:00pm

*District Holidays and summer hours can change to accommodate additional production requests

First priority will always be given to El Cerrito High School programs. All other groups requesting usage of the ECHS Performing Arts Theater will be scheduled on a first come, first served basis. In an unlikely event, WCCUSD reserves the right to revoke permits without prior notice in **extreme circumstances** when the need of the facilities is required by El Cerrito High School and/or WCCUSD. Advanced notice will be given to the user as soon as possible. El Cerrito High School reserves the right to use its spaces and facilities during rentals of the Theater provided that such use does not unreasonably interfere with the events, productions, and/or performances in the Theater.

- Please fill out a Facilities Usage Permit and bring it with you to your consultation (see Appendix C) for the ECHS Performing Arts Theater.
- Permits are available online at www.wccusd.net or on-site in the El Cerrito High School main office.
- Facilities Usage Permits must be completed and submitted to the ECHS Theater Manager eight (8) weeks prior to the requested rental date(s).
- All Facilities Usage Permits must be accompanied with technical requests (i.e. lighting, sound, custodial, special support services) for consideration.
- Applicants will be notified of date availability during their theater consultation (see Appendix C).
- After the requested date(s) have been cleared with the Theater Manager, the permit request will be sent to the Site Administrator(s) and then the WCCUSD Facilities Use Office for cost estimates and final approval.
- An approved copy of the Facilities Usage Permit will be sent to the person of interest listed on the permit.

C.) Consultation:

- A consultation with the Theater Manager will be required for all groups requesting usage to go over all areas of the ECHS Performing Arts Theater in regards to date availability, scheduling, technical needs, fees, terms of use, and to make sure there is a complete understanding by both parties.
- There will be a **\$50 non-refundable** fee for the consultation.
- Additional technical expertise may be required for certain types of events. In such case, the Theater Manager will require a joint consultation with an outside technical expert. All fees associated with additional technical support must be paid by the user group. There is an additional \$50 non-refundable fee for this consultation to be paid in advance. The Technical Consultant will evaluate services requested and quote the cost for technical support from the WCCUSD approved technician. The ECHS Performing Arts Theater will operate within its technical capacity and will not go beyond reasonable accommodation of the facility.
- WCCUSD (at their discretion) may require additional security at the applicant's cost depending on the type and scope of the event.
- **At the end of the Facilities Usage Permit date and when the production, event, or performance has closed, a walkthrough conducted by the Theater Manager or Site Administrator will be completed to ensure the compliance of policies and procedures have been followed.**

D.) Usage Fees:

- There is a 4-hour minimum for rental of the PAC.
- Load in and breakdown time included in the 4-hour rental.
- All Fees must be paid ten (10) days prior to the event to avoid event cancellation.
- A minimum of (30) days is required for cancellation of any event in order to be eligible for a refund (see Appendix N).

Community User Groups: *Renter is required to pay for the following by the hour (4-hour minimum) during the operating hours of the theater.*

Hourly Theatre Rates:

Monday-Thursday: \$180

Friday-Sunday: \$220

District Holiday: \$250

**Hourly theater rate includes site supervisor, custodial, and maintenance costs*

**Discounts available with proof of 503(c)Non-profit AND by providing direct benefit(s) to WCCUSD students. Please ask for further details.*

Additional Technicians per request:

- **Lighting Technician:** \$25
- **Sound Technician:** \$25
- **Fly/Rig Technician:** \$25
- **A.V. Technician:** \$25
- **House Management:** \$10
- **Student Stagehand:** \$8

Commercial User Groups: *Renter is required to pay for the following by the hour (4-hour minimum) during the operating hours of the theater.*

- **Hourly Theater Rate:**

Monday-Thursday: \$300

Friday -Sunday: \$320

District Holiday: \$350

**Hourly theater rate includes site supervisor, custodial, and maintenance costs*

Additional Technicians per request:

- **Lighting Technician:** \$25
- **Sound Technician:** \$25
- **Fly/Rig Technician:** \$25
- **A.V. Technician:** \$25
- **House Management:** \$10
- **Student Stagehand:** \$8

E.) Proof of Insurance:

The West Contra Costa Unified School District requires a Certificate of Insurance and a copy of the Policy Endorsement from your insurance carrier naming WCCUSD as additionally insured and certificate holder. The WCCUSD name and address must appear on the Certificate of Insurance and the Additionally Insured Endorsement.

Liability: \$1,000,000

General Aggregate: \$2,000,000

Personal Injury: \$1,000,000

Fire Damage: \$100,000

Medical Expense: \$5,000

F.) Condition of Theater:

- Approved usage of the El Cerrito High School Performing Arts Theater allows renters to use the facilities on an “**as is, where is**” basis and are expected to accept the facilities in the existing condition.
- Failure to leave the stage as found may result in non-approval of future requests, additional fees to the group renting, and/or cost of removal of items left behind.
- The backstage corridor, dressing rooms, green room, front lobby, ticket booth, and loading gallery must remain clean and free of clutter during the entire length of the permit for the facility.
- For groups with minors, a monitor or supervisor must be provided backstage for all events. The name of the designated supervisor(s) must be made available to the Theater Manager prior to the scheduled event.
- Depending on the time of year, school programs may have props or equipment on the stage, which shall not be moved without the approval of the Theater Manager. **In most cases**, the stage will be clear of such items and should be left in the condition it was found.

G.) Facilities and Equipment Alterations:

- Under **no circumstance** should the El Cerrito High School Performing Arts Theater be altered, designed, built, or changed in any way. This includes and is not limited to: painting walls, nailing/screwing structures into the walls or floors, moving lighting instruments, audio equipment, taping, and/or control booth equipment.
- There shall be no alterations or changes to the orchestra pit, house seating, house walls, balcony, windows, dressing rooms, bathrooms, or green room.
- School equipment including classroom chairs, desks, music stands, and/or classroom materials are not permitted to be used without express permission of the theater manager. Such use will be advised during the consultation.
- Any and all painting and/or building of sets must be arranged prior to moving into the Theater unless expressly permitted by the Theater Manager.

H.) Theater Equipment Usage:

- ECHS Performing Arts Theater equipment is to be operated only by the Theatre Manager, hired Technicians, or trained staff/students so as to protect ECHS theater property and the safety of those in the Theater.
- Lighting in the ECHS Performing Arts Theater has a standard “house-plot” that is to be used for all events, performances, and productions in the Theater. House-plot light fixtures may not be removed, however lights may be added to the existing plot and placed based on the needs of the production. All groups or renters are required to return added light fixtures to their original settings or location in a reasonable amount of time. Groups and renters will be held accountable for any broken, damaged, altered, or stolen lighting equipment.
- Sound in the ECHS Performing Arts Theater has a standard patched system that is used for all events, performances, and productions in the Theater. The Theater is equipped to handle up to 24 channels for audio/sound equipment. Groups in need of multiple channels or microphones must plan on providing their own equipment if needs exceed available equipment in the Theater. Groups and renters will be held accountable for any broken, damaged, altered, or stolen sound/audio equipment.
- Rigging/Fly use must be approved by the Theater Manager. Under no circumstance is any individual, volunteer, or group allowed to hang, operate, fly, or alter the theater rigging equipment. This also includes border curtains, leg curtains, travelers, and the cyclorama. Groups and renters will be held accountable for any broken, damaged, altered, rigging equipment or curtains.

I.) Storage:

- Student safety is the primary concern for any storage arrangement.
- Productions that take place on consecutive weekend days (Friday 4:30pm – Sunday 10:00pm) are permitted to store equipment and scenery for that weekend only.
- Scenery and equipment left on stage during an extended event, performance, or production are subject to the approval of the Theatre Manager.
- WCCUSD and/or El Cerrito High School employees, staff, administrators, students will not be held responsible for theft or damage of any sets or equipment left in the El Cerrito Performing Arts Theater.
- Scenery, equipment, props, etc. may not be left on site for storage outside of the permit period; subject of leaving such items will result in additional costs to renter for removal or storage. Loss or damage of props or equipment left on stage or on the premises is not the responsibility of ECHS or the WCCUSD employees, staff or administrators.

J.) Balcony Seating:

- The ECHS Performing Arts Theater has a seating capacity of 600; 400 on the floor level and 200 in the balcony. The balcony will not be opened or available unless the estimated attendance of a group exceeds 375 people. If expected attendance exceeds 375 people, the renter agrees to be held responsible for additional support staff.

K.) Merchandise and Concessions Sales

- Merchandise and/or sales items are not permitted during the rental of the El Cerrito Performing Arts Theater. Concessions are permitted, but must be given prior approval from El Cerrito High School. All concessions must take place inside the concessions space available.

L.) Publicity

- Groups and renters are held solely responsible for marketing and publicity of their event, performance, or production. WCCUSD and/or El Cerrito High School do not solicit materials or publications on behalf of the renter.
- Prior written consent must be agreed by the El Cerrito High School Performing Arts Theater in regards to publishing on any media, including but not limited to, print, video, television, social media, and web publishing.
- Groups or renters must not in any way alter, change, exploit, solicit, sponsor and/or affiliate the name of the facilities as reads: West Contra Costa Unified School District, El Cerrito High School, and/or El Cerrito Performing Arts Theater.

M.) Photography or Filming

- Filming or photography is not permitted at any time without prior written approval.
- If filming or photography is permitted, no student, staff, teacher, administrator and. or employee of the WCCUSD can be captured without express permission from WCCUSD.

N.) Cancellation Policy

- The group or renter may cancel its facility use permit by written notice delivered to the Theater Manager or WCCUSD at least thirty (30) days prior to the start of the permit without further financial obligation to the El Cerrito High School Performing Arts Theater or WCCUSD.
- The \$50 consultation fee is **not** refundable.
- If its reservation is canceled less than thirty (30) days prior to the permit start date, user must pay the full amounts owed.
- WCCUSD will effect a termination by delivering a written notice to an authorized representative of the group
- WCCUSD and/or El Cerrito High School will not be liable for any costs incurred by group or renter in preparing for cancelled performances or for lost profits or consequential damages arising from cancelled performances.

By initialing each page of these procedures and by the signature below I certify that I have received, read, and understand the policies and procedures provided. I understand that my signature indicates agreement to these policies and procedures and that failure to comply can result in financial recourse and/or eviction.

Date: _____
Client Authorized

Date: _____
Theater Manager

Date: _____
Site Administrator

Date: _____
Facilities