

# LAGO VISTA ISD

## LAGO VISTA ISD – Performing Arts Center FACILITY USAGE FEES – Non-Profit Community Organizations

### Definition of Non-Profit Community Organization:

1. Youth sports, youth sports camps/clinics, community theatre and other organizations having a recognized 501(c)3 status and desiring to use District Facilities for educational, recreational, and civic activities.
2. A copy of the 501(c)3 status from the Office of Secretary of State must be provided. **District insurance requirements will apply.** All rentals are subject to a complete Facility Request & Reservation form, and walk through with a Facilities Coordinator.

### Rental of Facility:

- Full Day Rental (12 Hours): \$250 per day
- Partial Day Rental (5 hours): \$150 per day
  - Rental of Facility includes the use of the dressing rooms, hallway, full stage & wings area, auditorium and front lobby. Rental also includes the use of microphones\* (wireless handheld or wireless lavaliers and headsets), sound board, stage lighting, light board\*\*, two hours of custodial at the end of performance days, and a district employee to unlock and lock up the facility at the beginning and end of each rental day.
- Spot Light Rental: \$45 per day
- Additional equipment or usages to be discussed as needed.
- Sound & Lighting Technician Rate: \$25/hour, minimum 3 hours.

\*LVISD Performing Arts Center Sound Board and Facility is wired to handle up to 10 microphone channels. Additional receivers may be brought in to be used with LVISD microphones, at the expense of the Renting Organization.

\*\* If the Renting Organization will be using Sound and Lights, the use of an LVISD approved technician will be required.

### Additional Information:

- Fees for damage will be assessed and may result in loss of further use of District facilities.
- Payment in full is required no later than 5 days prior to the event. For extended rentals, monthly payments are required in advance.
- Sound & Lighting Technician fees will be invoiced to LVISD. LVISD will invoice the Renting Organization. Once funds are received from the Renting Organization, LVISD will issue a check to the technician(s).
- Non payment of any fees will result in immediate suspension of building use privileges and loss of future facility use.
- If a fire alarm is pulled without due cause, there will be \$75 fee assessed to reset the alarm system.
- Use of microphones and any A/V equipment will be included in the rental fees. Renting organization will sign off on the specific items being used, with the Facilities Coordinator. All equipment will become the responsibility of the renting organization. Renting organization is responsible for any damages incurred during the rental period.

## **Long Term Use**

Organizations will be limited to a nonrenewable one-year maximum contract for school use. A contract extension or renewal may be granted at the discretion of the Superintendent. All outside signs/banners must be removed immediately after the conclusion of the scheduled meeting. Fees for long term use are negotiated on an individual basis.

## **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 Lago Vista ISD named as an Additional Insured and Certificate Holder with a minimum of \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. The insurance requirements may be waived for school sponsored or school related groups such as PTO or Booster Clubs.



LAGO VISTA ISD

LAGO VISTA INDEPENDENT SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES – PERFORMING ARTS CENTER (PAC)

TO RESERVE A PERFORMING ARTS CENTER, COMPLETE THIS FORM AND RETURN TO:
LVISD FACILITY RESERVATIONS DEPARTMENT, 8039 BAR-K RANCH ROAD, LAGO VISTA, TEXAS 78645
TELEPHONE (512) 267-8300 FAX (512) 267-8304
EMAIL: holly\_jackson@lagovista.txed.net

Today's Date:
Group/Organization Information:
Name of Organization:
Address:
City/State/ZIP:
Signature:
Name of Contact Person:
Phone Number:
E-Mail Address:
Fax:
Lago Vista ISD Group
Non-Lago Vista ISD Group

Event Information:
Event Name:
Number Expected:
Please check desired level for PAC rental.
Level 1 Rental:
Level 2 Rental:
Requested Event Date(s):
Alternate Event Date(s):
Additional Set-up Date:
Requested Rehearsal Date(s):

All events must comply with current Lago Vista ISD facility use policies, guidelines and restrictions. Availability of the Performing Arts Center (PAC) may be limited by previously scheduled events. The PAC will not be available for use during the day for non-school-related activities. All Lago Vista ISD groups and Home-Campus Groups must submit this form at least three (3) weeks in advance of the first date of requested use. Non-Lago Vista ISD groups must submit this form at least two (2) months in advance of the first date of requested use.

Return this completed form to the Lago Vista ISD Facility Reservation Department to initiate rental of a PAC facility. The group/organization must designate a "Contact Person" who will be responsible for ensuring the proper care of the facility. In order to reserve the facility, non-Lago Vista ISD groups may be asked to furnish a deposit. Rental fees will be charged based on the group/organization's Rental Level (1 or 2), and personnel charges as applicable. Rental fees will be charged if the event is canceled less than two weeks in advance. Groups/Organizations will only have access to services designated on the PAC Rental/Technical Services Request form which will be completed by the Contact Person and the PAC Facilities Coordinator during a Consultation Session. Groups/Organizations should not assume that additional services, rooms, times, or dates can be provided after this event has been approved.

Technical Services Information:

LEVEL 1 RENTAL: TECHNICAL SERVICES

Required Personnel:
Campus PAC Manager [required for all events – included in Level 1 and Level 2 rental fee for outside users]
Custodian [required for all events – included in Level 1 and Level 2 rental fee for outside users]
Podium
Podium Microphone
Lobby Tables (3' x 6')
Projectors & Screens
If yes, number requested

**LEVEL 2 RENTAL: TECHNICAL SERVICES**

<b>Masking/Rigging</b> <input type="checkbox"/> Grand Drape <input type="checkbox"/> Cyclorama <input type="checkbox"/> Legs <input type="checkbox"/> Borders <input type="checkbox"/> Travelers <input type="checkbox"/> Hung/Flown Scenery Briefly describe hung/flown scenery and give approximate weight:	
<b>Lighting</b> <input type="checkbox"/> General Flood (10-15 area set-up) <input type="checkbox"/> Additions to area set-up (attach light plot) <input type="checkbox"/> Follow spot(s) <input type="checkbox"/> 1 OR <input type="checkbox"/> 2	<b>Sound</b> (show items positioned on stage using the basic stage diagram. All dependent on PAC inventory – to be done with PAC Manager) <input type="checkbox"/> Microphone(s), number requested _____ <input type="checkbox"/> Microphone stand(s), number requested _____ <input type="checkbox"/> Onstage monitors: <input type="checkbox"/> 1 OR <input type="checkbox"/> 2 <input type="checkbox"/> CD Player <input type="checkbox"/> Projector: <input type="checkbox"/> Slide OR <input type="checkbox"/> Video <input type="checkbox"/> Speaker lectern with microphone: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Required Running Crew:</b> (Final Crew number will be determined by the PAC Manager. Minimum of one crewmember needed for each area requested by the performing group. A per hour fee per technician is assessed for all events.)  <input type="checkbox"/> Stage Manager <input type="checkbox"/> Follow Spot Operator(s) # _____ <input type="checkbox"/> Projectionist <input type="checkbox"/> Light Board Operator <input type="checkbox"/> ASM <input type="checkbox"/> Fly Crew # _____ <input type="checkbox"/> House Manager <input type="checkbox"/> Shift Crew # _____ <input type="checkbox"/> Sound Board Operator(s)	
Additional Notes (attach additional paper if necessary):	

**Group/Organization’s Agreement**

As the officially designated Contact Person for the group/organization named below, I understand that failing to comply with Lago Vista ISD PAC guidelines and restrictions may result in the loss of future building privileges. Upon completion of the Consultation Session and determination of the technical services necessary for the event, I understand that an estimated cost of the event will be determined and communicated to me as the Contact Person for the group/organization. A deposit is required along with this application and the estimated cost for rental (including costs for technicians, custodians, etc.) must be paid in advance of the event. I also understand that the group/organization will be responsible for the replacement/repair of any PAC equipment due to accidents, misuse, neglect, and/or vandalism on the part of any individual associated with the group/organization. I have read and understand the Lago Vista ISD PAC guidelines/restrictions and will abide by and help in the enforcement of said guidelines/restrictions.

**Facility Use Hold Harmless Agreement**

To the extent permissible by the constitution and laws of the State of Texas, by submitting this document, the user of the facility agrees to protect, indemnify and hold free and harmless, Lago Vista Independent School District, its Board of Trustees, Officers, employees and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Lago Vista ISD or the User herein, its guests, employees, supervisors, vendors and agents: (whether resulting from the performance of its obligations hereunder), or the quality or safety of the programs used and/or the equipment or property of the User herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this agreement, lessor acknowledges and agrees that:

1. Use of the facility requested will be restricted to individuals associated with their organization in order to maintain security.
2. Use or possession of any weapon, alcohol or tobacco products on any Lago Vista ISD property is prohibited.
3. No smoke or fog machines allowed.
4. No food or drink is allowed in the LVISD Auditorium or on the stage.
5. Abide by the policies of the Lago Vista ISD Board of Trustees and guidelines for use of school facilities.
6. Custodial services will be paid as required by the District.
7. Proper supervision will be provided at all times.
8. Assume responsibility for all damages to LVISD property.
9. Outside groups must submit a certificate of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate listing LVISD as additional insured prior to the event as requested.

<b>FOR FACILITIES OFFICE USE ONLY</b>  <b>Facility Use Fees</b>  Rental Fee:                      \$ _____ Custodial Fee:                      \$ _____ Extra Duty Fee:                      \$ _____ <b>Total:</b> \$ _____	Date Application Received: _____ Date Insurance Received: _____ Date Confirmed on Calendar: _____  Personnel Notified: _____
---	--