



Bellevue School District Performing Arts Center's

Theater Expectations (in addition to Building Use Application agreement and conditions of use)

The District assigns a technician and a site supervisor the day of the show that will provide you information on all theater issues. They will be available to your organization at any time and should be able to resolve key issues that come up. Your organization and all representatives are responsible for following the guidelines put forth by the District. If these guidelines are not abided to the satisfaction of the site supervisor, it is possible your organization could be denied future use of facilities or charged additional fees.

Scheduling and Safety

Organizations/users must stick to contract schedule.

In the case of an emergency schedule calling for school closure, any event scheduled on the same day is canceled. In the event that a school closure is called on a Friday, all events for that day and the following weekend are canceled. School 'late starts' are not closures, so events scheduled on 'late start' days will go on.

At any given time, particularly at the high schools in spring and fall, there may be limited to no parking. You can check with the Facilities Use Coordinator at 425-456-4500. **Absolutely no parking on the school fire lanes.**

As in any situation, common sense and prudence go a long way in theatre safety. Unfortunately, accidents do happen.

Telephones are located in the ticket booth and Audio/Visual Control Booth. Dial "9" to get an outside line. (i.e. - 9 – 911).

All "EXIT" doors shall be properly accessible for emergency exits, including all backstage doors and stairways. No form of additional/portable seating is permitted. Except for performers during a show, there is to be no sitting or standing on the ramps to the stage.

We strongly encourage you to provide your own safety equipment and first aid supplies. The theater has the most basic of first aid and does not provide ice or ice packs.

Smoking and alcohol are not permitted anywhere in or on School District property.

Technical Equipment

An Equipment form is due before your application can be processed completely. Most equipment listed requires a technician for the set up and operation during your event. The number of technicians required is based on the amount of equipment requested. Technicians are not included in PAC cost.

We are not a professional theater organization. We are a school district with facilities for rent. Our equipment is limited as is the knowledge of that equipment. The equipment is used daily for classes. On occasion upon entering the theater we find some of the equipment listed on the form may not be working properly. We try very hard to avoid these types of issues, but it happens.

We are in the early stages of having light plots at all the theaters. This means the stage should have a general white wash however this may not be the case every time. As a school, students may move lighting instruments for educational purposes. Also Instrument lamps burn out on occasion causing dark spots. Upon request and at a separate cost we can provide technicians, not designers, who can work on the lighting for your event in the time available. There are several lighting instruments designated as specials that may be refocused as you see fit. All other lights can't be moved and are checked by the lighting tech after every event. Users must provide their own gels however they may use whatever is left over in the instruments the day of their event (do not depend on this to happen).

Only approved staff and supervised students that have taken or are in a certified production class are allowed to operate theatre technical equipment. Ignoring this may result in being unable to rent the PAC's in the future and additional fees. If you would like to bring in an outside technician to operate the equipment they are required to meet the PAC Coordinator and pass a knowledge test. Scheduling this meeting is the responsibility of the client.

Musicians or crew only in orchestra pit. Crew and approved visitors only, allowed in control booths and technical rooms.

HOUSE RULES

There is no sitting, standing or dancing in aisles. **Children are not allowed to hang/play on aisle railings.** It is the renter's responsibility to monitor all guests for their event. Failure to do so may limit your ability to rent the PAC's in the future.

Unless it is part of the production's staging, there is no running allowed in the theatre; house, backstage or wing areas. Make use of the stairs/ramps to access the stage from the front-of-house. There is no jumping and/or climbing from stage to house and vice versa allowed. **Horseplay is strictly prohibited.**

An adult must accompany performers under 14 years of age when they are not onstage. It is recommended that one adult be responsible for no more than 8 – 10 young people.

No eating or drinking in the auditorium or onstage. Food and beverage props are permitted on set for production purposes, under the supervision of your stage manager. You are responsible for all damages and cleaning due to the violation of this rule. Violation of this rule could expel you from future District facilities use.

Do not tape, staple, pin or otherwise attach anything to a painted wall, surface, or curtains. You will be charged for any and all damage resulting from a violation of this rule.

Use approved low tack spike tape on the stage (**do not use painters tape on the stage.**) Remove all tape completely after your event. Only professional grade painter's tape (blue), gaff tape, spike tape, and glow tape are allowed in the theatre. **ABSOLUTELY NO DUCT TAPE & NO MASKING TAPE ALLOWED.**

No nails or screws into any surface. **ABSOLUTELY NO "DRY WALL" SCREWS ALLOWED.**

Dressing/Classroom room furniture is not to be removed from its location, or to be used as props. NO EXCEPTIONS. No school props are allowed to be used by out-of-district users.

THEATER RESTORATION

It is the responsibility of the user to restore the Theatre, house, backstage area, green room/dressing rooms to a reasonable condition before vacating the premises. Should staff be required to undertake unusual time and effort to clean and restore the facility then the user will be billed for the service.

NOTE: Remove everything that belongs to you. Security cannot be guaranteed for items left behind without specific written arrangements prior to load in.

STAFFING

Staff require a break every 4 hours and 1 meal break for every 8 hours. Plan according

Breaking any of the theater rules may result in being unable to rent the Performing Arts Centers in the future and/or additional fees.

Applicant agrees by their signature below that they have read and agree to abide by the expectations stated above

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Facility Department Approval