

USE OF BUCKSPORT MIDDLE SCHOOL
CULTURAL ARTS AUDITORIUM
POLICY

Purpose:

The Bucksport Performing Arts Center belongs to the Bucksport School Department, the Town of Bucksport, and the people of this community. Funding of this facility was made possible as part of the Bucksport Middle School Construction Project with additional local funds approved at a referendum vote (\$500,000 from the Town and \$168,000 from the School Department) to expand the facility to a 500 seat auditorium in order to provide unique cultural and educational experiences for the entire Bucksport student body and the larger community.

The Bucksport School Department and its associated programs have first priority of use. In addition, the School Board and the Town Council wish to make the auditorium available to organizations, municipal groups or individuals within the town who wish to sponsor appropriate cultural, educational, or governmental activities as long as these activities do not interfere with the conduct of the school program and are in the best interest of the school system and community. It is expected that the facility will be utilized by the school department during the regular school day (7:30 a.m. to 5:00 p.m.). Exceptions may be made for unique events and or situations. After regular school hours, approximately 50% of time will be reserved for school and school related activities with the other 50% dedicated to community and other activities. In an attempt to assist both the Town and School, Tuesday evenings will be set aside for Town events while Friday evenings will be scheduled for School events. With advance notice and mutual agreement, special events of either body may be scheduled on these days. While all final scheduling will be done by the Middle School principal or his designee, it is expected that the school department will approve all school system related activities while a committee (currently the Bucksport Area Cultural Arts Society) appointed by the Town Council will approve all non-school activities. Once any application for use has been approved, schedule and rental obligations met, the booking is considered secured.

An Advisory Committee composed of three members selected by the School Board and three members selected by the Town Council along with the Superintendent of Schools will meet annually to review all aspects of facility use, make recommendations and report back to the Bucksport School Board.

The Bucksport School Board is the ultimate authority in all matters relating to the use and rental of the facility.

Application Process:

Applications may be obtained at the Bucksport Middle School office, Town office, or at the BACAS website (www.BACAS.org).

Completed applications and deposits, made payable to the Bucksport School Department, should be mailed to: Bucksport Middle School, Auditorium Manager, P.O. Box 910, Bucksport, Maine 04416.

All requests for facility use must be made at least two weeks in advance of the event.
(Describe Application Process)

All requests will be addressed to the auditorium manager.

The auditorium manager will refer all non-school related requests to the appointed committee (currently BACAS) for initial approval.

Insurance

The administration has the sole right to determine the amount of insurance coverage required for each event. Lessees will provide a copy of their certificate of insurance covering the period under contract, naming the Bucksport School Department as an additional insured, if required by the administration. Generally, a certificate of insurance will be required if a fee is charged for public entertainment which is provided by a producer not affiliated with a local school department or municipal government.

Deposit:

A rental deposit of 25% of the total fee is required for non-profit and for-profit organizations. (See fee schedule) The rental contract must be submitted with a copy of the certificate of insurance. The balance of rental fees and any additional fees must be paid at least one week before the scheduled event unless special arrangements have been made.

Damages:

The lessee will be financially responsible for any damages to the facility and or equipment.

Custodial Services:

Custodial services are required for all events. The basic service provided will be to unlock doors, turn on and set house lights, and clean and secure the facility after use. (See fee schedule)

Theater Technician:

If more elaborate sound, lights or other equipment is needed, a theater technician must be employed. (See fee schedule)

Ushers:

The lessee must provide ushers in a ratio of one for every 100 people in attendance. Ushers must remain in the auditorium during the performance and intermissions. They will insure that members of the audience behave appropriately and do not abuse the facility or detract from the performance.

Security:

The administration has the sole right to determine the level of security required for each event. Security expenses are the responsibility of the lessee.

Fire and Safety Regulations:

The use of any pyrotechnical stage devices or any open flame must be approved in advance by the auditorium manager. Any electrical equipment that does not belong to the school must be inspected and approved for use in the facility.

Cancellation of an Event:

The Bucksport School Department administration has the sole authority to determine whether the building should be closed for reasons of public safety and will be held harmless in this situation. Notification to the lessee will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

Any event canceled by the lessee must be done at least 30 days in advance or the 25% deposit will be forfeited.

**Bucksport Performing Arts Center
Rental Fee Schedule**

	Bucksport School Department & Municipal Government	Non-profit organizations /For-profit educational services within Bucksport	Non-profit organizations located outside Bucksport	For-profit organizations
Rental Rates:				
Auditorium	No charge	\$100/\$300 performance	\$400 performance	\$800 performance
Services:				
Custodian	***	***\$20 per hour	***\$20 per hour	***\$20 per hour
Security (if required)	\$20-\$40 +/-hr.	\$20-\$40 +/-hr.	\$20-\$40 +/-hr.	\$20-\$40 +/-hr.
Technician	***	\$25 per hour	\$25 per hour	\$25 per hour
Tech Interns	\$10 per hour	\$10 per hour	\$10 per hour	\$10 per hour

*** Actual charge to be determined by any increased use of services. Cost of services will be responsibility born of lessee.

Other:

Piano tuning: At lessee's expense

Other Equipment rental: Negotiated as available

Additional Charges: Use of the facility includes the lobby, audience restrooms, ticket booth, seating (500), stage, basic stage lights (one setup), and house sound (preset PA with microphone and stand). Additional equipment, setup, or personnel services need to be negotiated in advance with the auditorium manager (see fee schedule).

Rules of Use:

- The school lighting and sound equipment will be operated only by authorized technicians. The lessee may supply operators but the light booth will not be available without the services of an authorized theater technician.
- School authorities have access to the auditorium at all times and may cancel or terminate an event at any time if, in their opinion, the event represents a danger to the facility or public safety, or if it is considered unacceptable for a public performance.
- School authorities and/or ushers have the right to remove unruly persons.
- School authorities and/or ushers have the right to enforce all building rules.
- No sales of any kind are permitted without permission of the administration.
- The lessee will have access only to those areas of the building which are under contract.
- Set construction or painting is permitted only with advance permission and only in approved areas.
- No nails, screws, or tape may be attached to the walls or floors without advance permission. Spike or gaff tape is the only tape that will be approved for use on the stage floor.
- No school property may be removed from the auditorium without advance permission.
- All sets, props, and costumes must be removed from the premises within one day after the last performance under contract. Some storage may be allowed by special permission of the administration. The school accepts no responsibility for articles left on school property by the lessee.
- Photographing, videotaping, filming, and recording are permitted only by special permission of the administration and should be unobtrusive and in a designated area.
- **FOOD, BEVERAGES, AND CHEWING GUM ARE NEVER PERMITTED IN THE AUDITORIUM.**
- The use of controlled substances, alcohol possession or consumption, and use of tobacco products are prohibited on school property.
- The possession of firearms on school property is prohibited except by authorized security personnel. The use of any weapons as stage props must be approved in advance by the administration.
- The school will not take responsibility for any equipment shipped to the lessee unless prior arrangements are made.