

DRAFT

Pending Review



Center for the Arts

Booking Packet & Application for Use



August 2010



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Center for the Arts

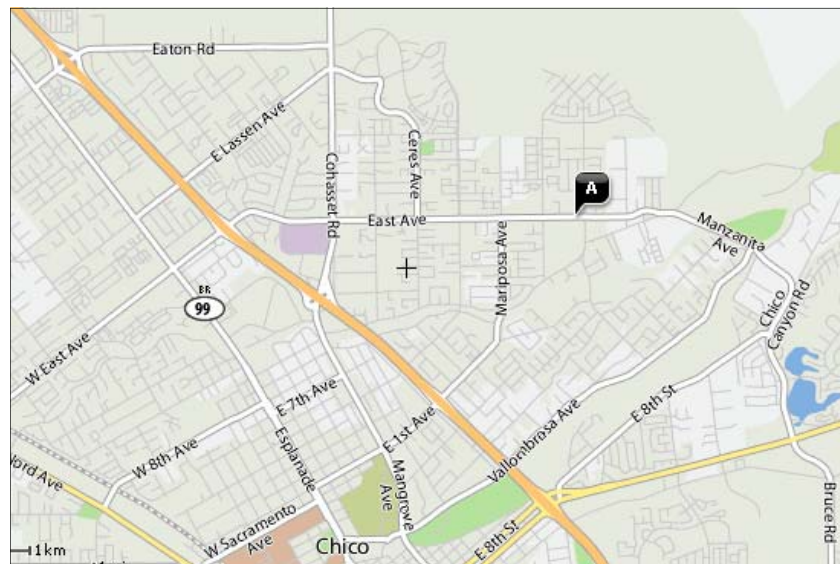
GENERAL OVERVIEW

Thank you for your interest in the CUSD Center for the Arts. Please find the booking packet and application enclosed.

The Chico Unified School District (CUSD) Center for the Arts is a multi-use complex comprised of a theater, lobby and box office.

The theater seats 484 people and is fully ADA (American Disability Act) compliant. It features an orchestra pit that seats 24 or it can be covered for an extended stage area. The complex also includes a lobby area with a box office and outdoor patio area. The backstage area consists of a green room, storage mezzanine, dressing/makeup rooms and accessible restrooms.

The CUSD Center for the Arts is located at the Pleasant Valley High School campus at 1475 East Avenue, Chico, California.



USE OF CENTER FOR THE ARTS

The CUSD Center for the Arts is an asset for the entire School District and the Chico Community to utilize. Per the School Board policy 1330: *“The Governing Board recognizes that District facilities are community resources whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities and is subject to District policies and regulations.”*

Any persons applying for the use of the Center for the Arts on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

BOOKING PROCESS AND REQUIREMENTS

APPLICATIONS

Applications are located within this packet or on the district website and may be downloaded at <http://www.chicousd.org>

The Maintenance & Operations Department is responsible for approving/denying applications for use of the Center for the Arts. The Maintenance & Operations Department will verify the availability of the Center for the Arts for the date(s) requested, approve or deny the application, schedule the event and forward the approved application to the applicant. Along with the approved application, the Maintenance & Operations Department will provide the applicant with a confirmation of services and expected charges. Appeal of denied applications may be made in writing to the Superintendent or his/her designee within 30 days of the receipt of use denial.

PLEASE NOTE: All events are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules and regulations of the Board, the event is subject to immediate cancellation. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation. Productions containing inappropriate content as determined by Chico Unified School District, in its sole discretion, will not be permitted in the Center For the Arts.

RESERVATIONS

Reservations and applications for use of the Center for the Arts are processed through the Maintenance & Operations Department at:

2455 Carmichael Drive
Chico, CA 95928
Phone (530) 891-3095
Fax (530) 891-3190

The Center for the Arts may be reserved according to the following schedule and event priorities:

For the 2010/2011 school year, Priority Reservation/Applications will be accepted for the Center for the Arts during these dates:

CUSD Secondary Performing Arts	August 23-September 15, 2010
CUSD Secondary Schools at large	September 16-30, 2010
CUSD District at large	October 1-15, 2010
Community events	October 15-29, 2010

Applications will also be accepted throughout the year for dates not taken during the Priority Reservation/Application period.

Beginning with the 2011/2012 School year

CUSD Secondary Performing Arts	May 1-15 of preceding school year
CUSD Secondary Schools at large	May 15-31 of preceding school year
CUSD District at large events	June 1-15 of preceding school year
Community events	June 15-30 of preceding school year

If multiple requests are received during the Priority Reservation/Application period for a specific date, a random lottery will be held. All applicants will be notified of the status of their application within one week of the application period closing.

Annual re-occurring reservations will not be accepted at this time.

The Center for the Arts **will not be reserved** until an application, insurance certificate with endorsement page and deposit are received by Maintenance & Operations Department.

(*Note: Certificates of Insurance must be on file at the Maintenance & Operations Office, 10 days prior to the event). Group A users are exempt.

APPLICATION FEE

A non-refundable application fee of \$25 will be assessed for each application. Group A users are exempt.

DEPOSIT

A security deposit equivalent to 50% of the total facility charge, which will be estimated by the Maintenance & Operations Department, is required. This deposit will serve to hold the reservation and will be applied to the balance due on the final invoice. The entire fee may be required with the contract at the discretion of the District. Group A users must provide an account code to be charged for event.

CANCELLATIONS/RESCHEDULING

An applicant can reschedule **more than 90 days** prior to the reserved date with a \$100.00 postponement fee. Cancellation or rescheduling **less than 90 days** from the reserved date is considered a *cancellation* and a charge of 25% of the total facility fee will be retained by CUSD.

PARKING

User Organizations must abide by all campus parking/traffic requirements including, but not limited to, passenger and equipment loading/unloading regulations, and observance of authorized parking locations. There are 444 parking spaces in the Pleasant Valley High School parking lot with American Disability Act (ADA) compliant spaces available. User Organizations must understand that parking for events at the CFA may be in competition with other campus activities including the gymnasium, tennis courts, football field or other sports fields. User Organizations do not have exclusive use of the parking lot and may need to utilize side streets to accommodate parking for events. Payment of parking citations or towing fees is the sole responsibility of the user organization and their guests.

GROUP CATEGORIES

Group	Examples
Group A District/School Activities	School Performance School Events District Events/Meetings
Group B Activities oriented towards community youth that are sponsored by non-profit organizations that are directly affiliated with the school/district.	Auxiliary Organizations (e.g. PTSA, Booster Clubs) Recognized School Clubs
Group C Other community activities sponsored by recognized non-profit organizations or public agencies.	Tax Supported Educational Institutions Community Non-Profit Organizations Church Services Fundraising Activities
Group D Activities and events that are sponsored by for-profit organizations.	For-profit business <i>CUSD reserves right to negotiate promotional contracts terms.</i>

Fee Schedule

Rates are subject to change at any time

	Group A School/District Users (after 4pm)	Group B Auxiliary Groups/ School Clubs	Group C Non-Profit/Tax Supported	Group D Community
Lobby, Gallery, Theater (includes basic sound/lights, Theater Operations Manager)	\$155 per hour * (1 hr min.)	\$155 per hour * (2 hr min.)	\$155 per hour * (6 hr min.)	\$2,000 per day * Plus \$50 hr utilities
Lobby, Gallery Only (Includes Theater Operations Manager)	\$74 per hour * (1 hr min)	\$74 per hour * (2 hr min)	\$74 per hour * (6 hr min)	\$150 per hour *
Band Classroom	\$50 per hr * (1 hr min)	\$50per hr * (2 hr min)	\$50 per hr * (6 hr min)	\$200 per hour *
Vocal Classroom	\$37 per hr * (1 hr min)	\$37 per hr * (2 hr min)	\$37 per hr * (6 hr min)	\$150 per hour *

**Custodian (2 hr min.) billed separately, plus any additional charges listed on Equipment/Services Worksheet*

RULES REGARDING USE OF THE CENTER FOR THE ARTS (CFA)

1. The facility is owned and operated by the Chico Unified School District (CUSD). The school facilities shall not be used for non-school purposes any time which will interfere with the curricular or co-curricular programs of the school. Access to the facility may not begin before 4:00 pm Monday through Friday, when school is in session.
2. No outside organizations will be allowed to perform during school hours without the written permission of the Maintenance & Operations Department.
3. The Center for the Arts Theater Operations Manager, or Technical Director must be on site during all uses.
4. All technicians must be certified and approved by the CUSD Theater Operations Manager or Technical Director . A CUSD certified technician or technicians must be present whenever the sound, lighting or rigging systems are being used.
 - a. Call times for technicians will be made for a time suitably prior to a rehearsal/ performance to allow for set-up and preparation.
 - b. All labor charges will be for a two-hour minimum.
 - c. All staff will receive overtime pay for any time above 40 hours per week or 8 hours per day.
 - d. Unscheduled labor may not be available.
 - e. Extra charges may be assessed for custodial overtime, audio-lighting personnel, school district owned equipment and general crowd supervision as determined by the district.
5. Each group using the facility shall provide adult supervision to ensure proper and careful use of the facility. School District officials reserve the right to judge the apparent adequacy of such supervision and failure to provide such supervision will be grounds for immediate cancellation. Each group maintains exclusive responsibility for managing its employees, its agents, invitees or any other person during the rental agreement. This responsibility cannot be transferred to CUSD.
6. CUSD will provide a clean and unobstructed area for the event. It shall be the responsibility of the user organization to maintain and restore the area to such condition. If necessary, additional CUSD custodial or technical costs associated with maintaining and restoring the area will be billed to the group.
 - a. Any special technical requirements (including scenery load-ins, lighting plots, advance set-up etc.) will be at the cost of the user organization and prearranged in a timely fashion.
 - b. Any changes that have been made to the standard CFA house set-up must be restored at the cost of the user organization.
 - c. If the orchestra pit cover or choir shell is used for an event, the cost of removal and installation will be billed to the user organization.

7. All applicants **must** meet with the Center for the Arts Theater Operations Manager or Technical Director at least two weeks prior to their event. At that time, all facility time, labor and equipment required for your event must be identified on the application for use agreement and will be finalized. Meeting last minute requests for additional time and labor may not be possible nor will the District guarantee that additional equipment will be available. Please check the Supplemental Equipment /Services Request form for options.
8. All staging, electric and sound plots must have prior approval by the Theater Operations Manager or Technical Director. Any setup deemed unsafe by the Theater Operations Manager or Technical Director shall be modified to the satisfaction of the District as determined by the Theater Operations Manager or Technical Director . The cost of any such modification shall be borne by the user organization.
9. All scenery, wagons, scenic shift items, and/or equipment (lighting, sound, special effects, etc.) must be approved by the Theater Operations Manager or Technical Director before they may be used in the facility. All scenery will arrive intact and ready for assembly during a prescheduled load-in. The user organization will be responsible for the strike and removal of all scenery items as well as the rental of necessary trash dumpster(s). All stage props must be completely fireproof.
10. No modification of the rigging system will be allowed. Any items to be flown or to otherwise utilize the rigging system must be approved in advance by the Theater Operations Manager or Technical Director . Absolutely no unsafe or questionable items will be hung or flown in the facility.
11. No removal, relocation or alteration of the stage curtains will be allowed. Requests regarding curtain hang changes must be made in advance to the Theater Operations Manager or Technical Director .
12. Any equipment required for a scheduled event other than equipment listed in the CFA inventory must first be requested in writing prior to the finalization meeting. In the event any equipment on the CFA inventory should become unavailable, the Theater Operations Manager or Technical Director will inform the user organization on a timely basis.
13. The user organization shall follow all applicable fire and life safety codes, including the use of flame resistant materials for scenic or design purposes..
14. The CFA lobby and all public exits shall remain free of obstructions and must conform to all applicable fire and life safety codes. For more information on these codes, contact the Chico Fire Department at (530) 897-3400. Any tables or displays placed in the lobby shall be approved by the Theater Operations Manager or Technical Director prior to set-up.
15. Any use of open flame or pyrotechnics is strictly prohibited. No helium balloons, candles, glitter or confetti are allowed in the facility under any circumstances. Smoke or chemical fog, hazers, etc must have prior approval from the Theater Operations Manager or Technical Director before use.

16. The user organization shall not post signs or affix banners to the building without prior consent of the Maintenance & Operations Department .
17. No items may be attached or mounted to the physical structure without prior approval. No holes may be drilled or other modifications made.
18. Third party sponsors will not be allowed to distribute materials, place objects bearing sponsor's name or highlight their product or services without prior approval of the Theater Operations Manager or Technical Director. If contemplated, please submit sample materials in advance to the Theater Operations Manager or Technical Director.
19. Advance notice of intent to sell non-food items in the lobby must be made and approved by the Theater Operations Manager or Technical Director. There will be no outside vendors at performances without authorization from the Theater Operations Manager or Technical Director.
20. Parking for trucks or vans at the CFA loading zone is limited and must be coordinated prior to the event. No vehicle may stay in the loading zone unattended. Once the vehicle is loaded, it must move to the designated parking lot.
21. While it is the group's sole responsibility to establish safe sound levels, the final sound output of any recorded or live performance may be monitored by the Theater Operations Manager or Technical Director, who shall have the authority to adjust the levels, if required, during a performance or presentation. This includes any sound or AV equipment used in or around the CFA area.
22. Any broadcasts, telecasts, recordings, etc., require prior written consent of the Theater Operations Manager or Technical Director. No filming/recording will be allowed according to theatrical rights and royalty bylaws.
23. The user organization is responsible for all licensing rights for the performance and novelty sales.
24. It is the responsibility of the user organization to remove all equipment, scenery, costumes, etc. immediately following the said rental, clean the dressing rooms and check the hall to secure all property belonging to the user. Any items to be returned will be sent C.O.D.
25. Custodial services estimate will be provided to the applicant during the application process. A \$100 minimum custodial charge will be assessed.
26. The user organization is required to inform all of their participants of the CFA house rules, particularly concerning food, drink, tobacco and housekeeping. This includes but is not limited to, Production Company members, volunteers, parents and others observing rehearsals, and any other groups and/or individuals associated with or peripheral to the rehearsal and event.
27. No painting is allowed without prior approval of the Theater Operations Manager or Technical Director. Glitter and/or glitter-like materials are prohibited in the CFA.

Only local calls are permitted from CFA phones.

29. No one is allowed to operate any CFA equipment, unless previously approved by the Theater Operations Manager or Technical Director.
30. No one is allowed on the catwalks or in the sound or follow-spot booths without approval of the Theater Operations Manager or Technical Director.
31. Report any problems, including any loss or injury, in the CFA immediately to the Theater Operations Manager or Technical Director.
32. Only the school district may pay its employees for services rendered. The office of the CFA will, in turn, bill the user organization for all salaries and fringe benefit payments. At no time shall any salary be paid directly to the employee. The school district, or its representatives, will stipulate the number of school district employees that are to be on duty for each activity.
33. No costumes or makeup are allowed in the CFA house or seating areas without prior approval of the Theater Operations Manager or Technical Director. Any additional cleaning and/or custodial time made necessary by this or any other activity will be billed to the user organization.
34. All groups performing tap dance must provide a removable dance floor. Installation and removal of the floor must be performed by user group under the supervision of the CFA stage crew. Tap dancing (performance and/or rehearsal) will be permitted only on the installed dance floor. All tap shoes will be properly maintained and in good working order. Damage repair made necessary by the tap shoes in any other area of the facility will be at the cost of the user organization.
35. No animals are allowed on the premises except service animals.
35. All outside performance groups/organizations are required to supply proof of insurance, even if the event is arranged or hired by a CUSD entity. Verification will be required at final meeting.

RULES REGARDING FRONT OF HOUSE

1. The user organization will have the authority to determine when to open doors at their discretion.
2. Ushers are the responsibility of the user organization. Groups must provide a minimum of six ushers for each performance. Ushers are to be instructed to strictly enforce the *“no food or beverages inside the lobby or theater”* policy. A list of names must be provided to the CFA Theater Operations Manager or Technical Director at the finalization meeting. If you are unable to meet this requirement, ushers can be supplied by the District. See the Equipment/Services Request Sheet for details.
3. CUSD reserves the right to hire security for an event. All charges for security will be billed to the user organization.

4. The posted seating capacity may not be exceeded in any circumstance (Fire Code).
5. Food and drink of any kind (including bottled water) is not permitted in the lobby, theater and on stage at any time.
6. If the event is during a holiday break or during a holiday time that is recognized by CUSD, there is an additional fee as well as the pay rate. Holiday rentals are at the discretion of the Theater Operations Manager or Technical Director.

Failure to comply with any of these rules may result in the loss of future booking privileges.

INSURANCE REQUIREMENTS/LIABILITY

1. Commercial General Liability on an occurrence form with a minimum limit of \$1,000,000 each occurrence/ \$2,000,000 general aggregate from an insurer with a financial rating of A7 or better. Liability deductible not to exceed \$2,500.
2. Additional Insured Provision: The Chico Unified School District, its elected or appointed officials, employees, agents and volunteers shall be named as additional insured under the general liability policy, by endorsement to the Certificate. A separate endorsement attached to the Certificate of Insurance evidencing the additional insured coverage is required.
3. Primary Insurance: Applicants insurance shall be primary insurance as respects to the Chico Unified School District, it's elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Chico Unified School District, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

CLEANING

A custodial services estimate will be provided to the applicant during the application process. A **two (2) hour minimum** cleaning charge will be assessed.

Groups, organizations or persons using the Center for the Arts shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of the Center for the Arts.



Chico Unified School District
1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy: #1330

Section: 1000 Community Relations

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USE OF SCHOOL FACILITIES

The Board of Education recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with educational use school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. aid, encourage and assist groups desiring to use school facilities for approved activities;
2. preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary; and
3. ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

Fees

The Board shall grant the use of school facilities or grounds without charge to Chico Unified School District affiliated organizations whose activities are directly related to the benefit of Chico Unified Schools provided that those activities are scheduled on regular school days during hours not to exceed one hour before the start of school until one hour after school, or when district employees are normally working.

If Chico Unified School District affiliated organizations schedule activities for times other than those stated above and/or admission fees are collected or donations solicited, the Chico Unified School District affiliated organization shall be charged at least direct costs.

School-sponsored programs, including student body activities and meetings, parent/teachers' associations, parent booster clubs, school employee organizations and school advisory councils may use district facilities at no charge except for the cost of other employees (custodial, food services, or other) who might be needed during that organization's use.

The use of Chico Unified School District facilities and grounds are non-exclusive and open to the public. Regardless, the Board believes that use of school facilities or grounds should not result in costs to the district.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students, as required by Education Code 38134.

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

38130-38138 Civic Center Act: use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities



Chico Unified School District
1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy: #1330

Section: 1000 Community Relations

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COURT DECISIONS

Good New Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.AttyGen. 90 (1999)

79 Ops.Cal.AttyGen. 248 (1996)

Management Resources:

CDE LEGAL ADVISORIES

1101.89. School District Liability and "Hold Harmless" Agreements, LO: 4-89

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CUSD Board Policy 1330

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CUSD Administrative Regulation 1330

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CUSD Administrative Regulation 1330



Center for the Arts
Application for Theatre Use

Draft

Name of Organization: _____

Address: _____
Street Address

City State Zip

Billing Address (if different from above):

Street Address

City State Zip

Person Submitting Request: _____

Phone: _____ Cell Phone: _____ Email: _____

Primary Contact (Event Coordinator): _____

Phone: _____ Cell Phone: _____ Email: _____

Type of Organization (Check one):

_____ School or district organization Account Code to Charge _____

_____ Non-profit organization (with proof of non-profit status)

_____ Other organization

Insurance Carrier _____ (CUSD Schools Exempt)

Event Schedule

Table with 3 columns: Date, Start/End Times, Set Up/Rehearsal/Performance? and 4 rows.

Is program content appropriate for all age levels? Yes/No

Will items be sold at the event? Yes/No

Description of Event:

Four horizontal lines for describing the event.

Will admission or registration be charged or a donation requested? ____ Yes ____ No

Audience Information: Anticipated Audience Size _____

Event will be attended primarily by : ____ CUSD Students, parents and staff
____ Community audience

Equipment/Services information: Please attach supplemental *Equipment/Services Request* form.

The applicant agrees to abide by the rules, regulations and policies formulated by the Chico Unified School District regarding the use of its facility, agrees to pay expenses incurred and billed by the District, agrees to be responsible for careful and prudent use of the district facility, and to be responsible for any damages which may occur. The undersigned agrees to defend, indemnify and hold harmless the Chico Unified School District, its elected or appointed officials, employees, agents and volunteers, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, regardless of cause , that may arise in anyway from or be alleged to be caused by the undersigned’s use or occupancy of district facilities, furniture or equipment. The undersigned further agrees to provide a satisfactory certificate of insurance for liability coverages.

In the event any fault or neglect by CUSD or its failure to satisfy any obligations under the Use Agreement. The liability of CUSD shall be exclusively limited to the refund of any amounts paid by the user organization or due under the agreement.

Authorization for use of the school facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purpose they represent.

The undersigned states, that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means; The organization on whose behalf he/she is making application for use of school property, does not, to the best of his/her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence or other unlawful means, and that, to the best of his/her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury. (Education Code Section 38136)

The CUSD is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, sex, handicap, disability or other basis prohibited by applicable fair employment laws or regulations.

I have read and agree to abide by the rules and policies regarding use of the Chico Unified School District Center for the Arts and will be present for the entire event.

Event Coordinator: _____
Signature Date

Return completed application, Equipment/Services Worksheet and certificate of insurance to:

Maintenance & Operations
2455 Carmicheal Drive
Chico, CA 95928

OFFICE USE ONLY

Date Received _____
Date Approved _____
Estimated Fee _____
Notice of Estimated Fee sent _____
Proof of Insurance received _____
Meeting with CUSD Rep _____
Event Schedule to Site _____

Exp. Date _____

Total Fee Due _____
Deposit Amount _____
Final Payment Due _____

Date Received _____

Date Received _____

Notes:



Center for the Arts
School Site Application for Theatre Use
8am-4pm usage

Draft

Name of School Site: _____

Person Submitting Request: _____

Phone: _____ **Cell Phone:** _____ **Email:** _____

Primary Contact (Event Coordinator): _____

Phone: _____ **Cell Phone:** _____ **Email:** _____

Event Schedule

Date	Start/End Times	Set Up/Rehearsal/Performance?

Is program content appropriate for all age levels? Yes/No

Description of Event:

Will admission or registration be charged or a donation requested? Yes No

Audience Information: Anticipated Audience Size _____

Event will be attended primarily by : CUSD Students, parents and staff

Community audience

Equipment/Services information: Please attach supplemental *Equipment/Services Worksheet*.

Account Code to Charge _____ *(estimate will be provided if charges applicable)*

I have read and agree to abide by the rules and policies regarding use of the Chico Unified School District Center for the Arts and will be present for the entire event.

Event Coordinator: _____

Signature

Date

For Office Use Only

Date Received by M&O Office _____ Date Mailed to Applicant _____ By _____

Equipment/Services Worksheet

DRAFT

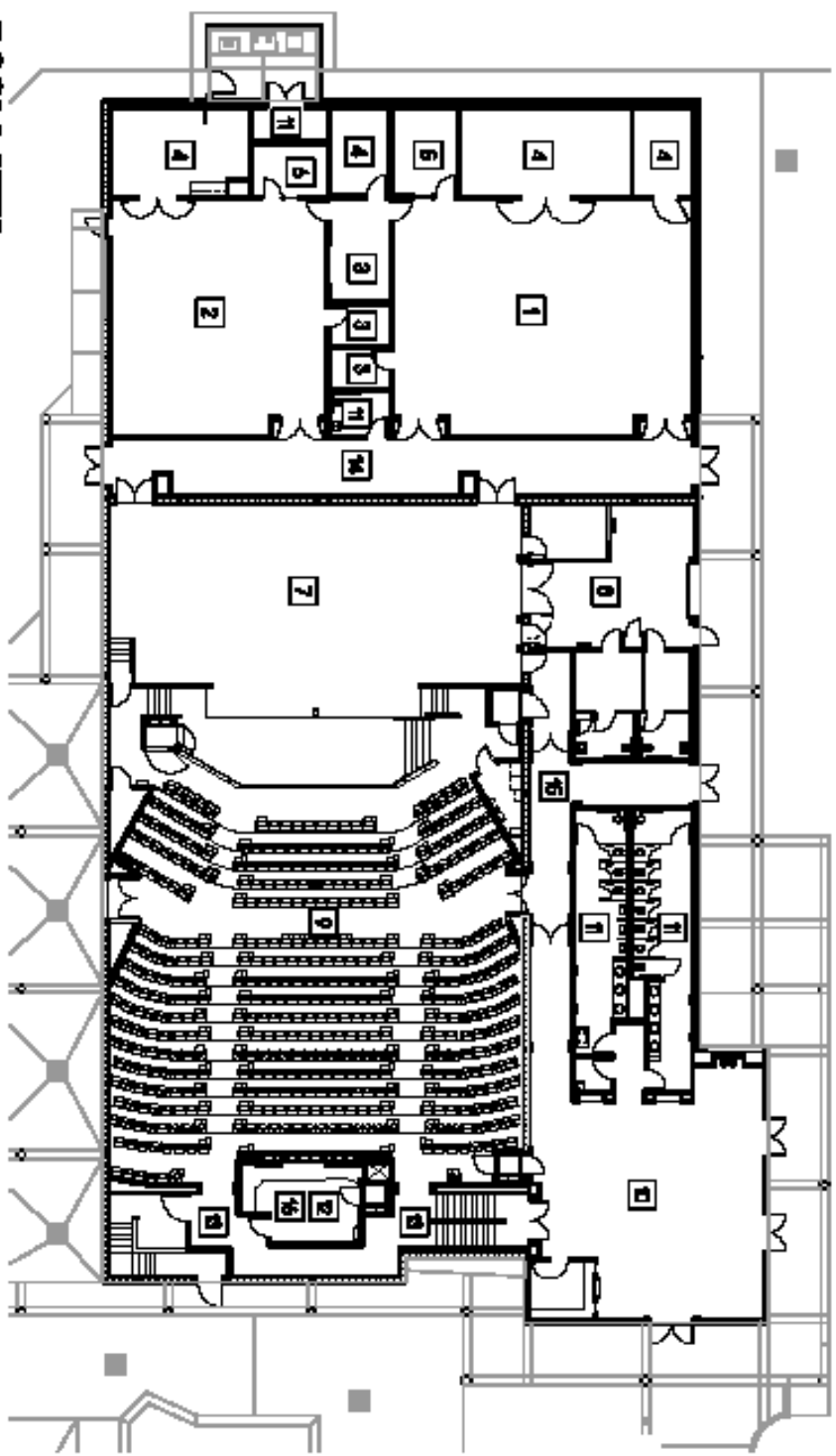
Please check all items required for your event.

	Hrs/qty		Cost		Total
Building					
Theater, Lobby		x	\$	per hr	
Lobby only		x	\$	per hr	
Band Room		x	\$	per hr	
Choral Room		x	\$	per hr	
Sound					
Basic Sound <i>(Controlled from stage)</i>			Included		
Full Sound		x	\$500		
Handheld mic		x	\$10		
Lavalier mic		x	\$10		
Lighting					
Basic Lighting			Included		
Full Lighting		x	\$300		
Gels		x	\$7		
Follow Spot (2 available)		x	\$20	per hr	
Staff					
Theater Operations Manager			Included		
Additional Technician		x	\$25	per hr	
Custodian (\$100 min)		x	\$36	per hr	
Usher		x	\$10	per hr	
Uniformed Security		x	\$19	per hr	
Furniture					
Folding Chairs		x	\$1		<i>No charge for CUSD</i>
Choral Chairs		x	\$3		<i>No charge for CUSD</i>
Tables (8 ft)		x	\$8		<i>No charge for CUSD</i>
Choral Risers <i>(1-4 step available)</i>		x	10		<i>No charge for CUSD</i>
Stage Risers		x	10		<i>No charge for CUSD</i>
Music Stands		x	1		<i>No charge for CUSD</i>
Acoustical Shell		x	\$100		<i>No charge for CUSD</i>
Orchestra Pit cover removal		x	\$500		
Podium/Lectern		x	\$20		<i>No charge for CUSD</i>
Equipment					
CD Player/MP3		x	10		
Video Projector		x	30		
Projection Sreen		x	\$20		
Overhead Projector		x	\$30		
PowerPoint equipment		x	30		
Instruments					
Bass Drum		x	\$30		<i>No charge for CUSD</i>
Timpani		x	\$30		<i>No charge for CUSD</i>
Chimes		x	\$30		<i>No charge for CUSD</i>
Concert Grand Piano		x	TBD		<i>No charge for CUSD</i>
Upright Piano		x	\$75		<i>No charge for CUSD</i>
Piano tuning-Day of Event			\$125		

For Office Use Only

	Total			
Application Fee		+	_____ \$25	
Grand Total			_____	
Required Deposit			_____	Date Received _____
Estimated Balance Due			_____	Date Received _____

Rates subject to change without notice



ROOM KEY

1	BAND	882 SQ. FT.	7	STAGE	284 SQ. FT.	13	NORTH HALL/MAIN STAIR	84 SQ. FT.
2	CHOIR	695 SQ. FT.	8	STAGE CREW	721 SQ. FT.	14	SOUTH HALL	724 SQ. FT.
3	PRACTICE ROOMS	342 SQ. FT.	9	AUDITORIUM	590 SQ. FT.	15	WEST HALL	822 SQ. FT.
4	STORAGE	108 SQ. FT.	10	LOBBY	784 SQ. FT.	16	FOLLOW SPOT (ARONS)	225 SQ. FT.
5	BAND OFFICE	88 SQ. FT.	11	ACCESSORY	104 SQ. FT.			
6	CHOIR OFFICE	82 SQ. FT.	12	SOUND BOOTH	303 SQ. FT.			
			TOTAL SQ. FT.		1480 SQ. FT.			



CHICO UNIFIED SCHOOL DISTRICT
PERFORMING ARTS CENTER AT PLEASANT VALLEY HIGH SCHOOL

CLIENT/OWNER: CHICO UNIFIED SCHOOL DISTRICT
 ARCHITECT: NICHOLS, WELBURG AND ROSSETTO
 1475 EAST AVENUE CHICO CALIFORNIA 95926



Center for the Arts

Chico Unified School District

U					2	HC			
T				10	8	6	4	2	2 TA
S	16	14	12	10	8	6	4	2	
R	18	16	14	12	10	8	6	4	2
Q	18	16	14	12	10	8	6	4	2
P	18	16	14	12	10	8	6	4	2
N	18	16	14	12	10	8	6	4	2
M	18	16	14	12	10	8	6	4	2 TA
L		16	14	12	10	8	6	4	2
K	18	16	14	12	10	8	6	4	2
J	18	16	14	12	10	8	6	4	2
H		16	14	12	10	8	6	4	2
G	10	8	6	4	2	HC			

U													
T	101	102	103	104	105	106	107	108	109	110	111	112	113
S	101	102	103	104	105	106	107	108	109	110	111	112	113
R	101	102	103	104	105	106	107	108	109	110	111	112	113
Q	101	102	103	104	105	106	107	108	109	110	111	112	113
P	101	102	103	104	105	106	107	108	109	110	111	112	113
N	101	102	103	104	105	106	107	108	109	110	111	112	113
M	101	102	103	104	105	106	107	108	109	110	111	112	113
L	101	102	103	104	105	106	107	108	109	110	111	112	113
K	101	102	103	104	105	106	107	108	109	110	111	112	113
J	101	102	103	104	105	106	107	108	109	110	111	112	113
H	101	102	103	104	105	106	107	108	109	110	111	112	113
G	101	102	103	104	105	106	107	108	109	110	111	112	113

U	HC	1	3	5	7	9	11			
T	1 TA	3	5	7	9	11	13	15	17	
S	1	3	5	7	9	11	13	15		
R	1	3	5	7	9	11	13	15	17	
Q	1	3	5	7	9	11	13	15	17	
P	1	3	5	7	9	11	13	15	17	
N	1	3	5	7	9	11	13	15	17	
M	1 TA	3	5	7	9	11	13	15	17	
L	1	3	5	7	9	11	13	15		
K	1	3	5	7	9	11	13	15		
J	1	3	5	7	9	11	13	15		
H	1	3	5	7	9	11	13			
G	HC	1 Comp	3	5	7					

Cross Aisle

F									
E	16	14	12	10	8	6	4	2	
D		14	12	10	8	6	4	2	
C		14	12	10	8	6	4	2 TA	
B			12	10	8	6	4	2	
A				10	8	6	4	2	

F	101	102	103	104	105	106	107	108	109	110	111	112	113
E	101	102	103	104	105	106	107	108	109	110	111	112	113
D	101	102	103	104	105	106	107	108	109	110	111	112	113
C	101	102	103	104	105	106	107	108	109	110	111	112	113
B	101	102	103	104	105	106	107	108	109	110	111	112	113
A	HC	101 COMPANION	102	103	104	105	106	107	108	109 COMPANION	HC		

F									
E	1	3	5	7	9	11	13	15	
D	1	3	5	7	9	11	13		
C	1	3	5	7	9	11	13		
B	1	3	5	7	9	11			
A	1	3	5	7	9				

Technical Specifications-Center for the Arts

The Chico Unified School District Center for the Arts at Pleasant Valley High School is a fully equipped teaching and rental facility that can be staffed by trained personnel to serve all ranges of theatrical and commercial events.

Information: Chico Unified School District Maintenance & Operations (530) 891-3095

Location: The Center for The Arts is located at the Pleasant Valley High School campus, 1475 East Avenue, Chico, California.

SERVICES AND SYSTEMS BRIEFS

Seating: The theater seats 484 people and is fully ADA (American Disability Act) compliant.

Box Office: A box office is located in the lobby of the theater, from which renting groups may sell tickets at their events (although not in advance).

Green Room/Dressing Rooms: Adjacent to the performance space are dressing rooms, restrooms and a scene shop. Also in the facility are band and choir classrooms that can double as rehearsal and/or green rooms.

STAGE

Proscenium: The 34' Main Stage Theater is a state-of-the-art, modified-proscenium theater. The covered orchestra pit extends the stage. It features significant wing space.

Rigging and Drapes: The stage has a full set of drapes, including sky cyc, two scrims (one black, one natural) and a natural seamless drop. There is both a mid-stage and up-stage traveler in addition to the main house curtain.

Floor: The plywood floor has a resilient underlayment appropriate for dance.

Orchestra Pit: Suitable for up to 24 musicians. Theater personnel reserve the right to limit the instrument and performer capacity as well as dictate the custom configuration of the orchestra pit in the interest of safety. **There is a one time fee of \$500 for the removal and reinstallation of the pit cover.**

Screen & Projection: 10'x13' front projection screen

SUPPORT SYSTEMS

Lighting: House, Standard or customized using state-of-the-art Strand lighting. Two follow spots are available.

Sound: Sound can be controlled from a rear-of-the-house booth with the in-house 24 channel Soundcraft GB4 mixer. An automix system provides simplified sound control for meeting purposes providing microphone inputs which bypass the soundboard. All spaces in the facility are linked by both a main-stage monitor system and intercom station.

Loading: Ground level loading through roll up door.

Control Booth: Control booth contains lighting controls, sound, video and access to follow spots (2 available).

PERFORMANCE REVIEW FROM THE CUSTOMER POINT OF VIEW

EVENT INFORMATION

Name of Event being reviewed: _____

Your Name: _____

Date of Event: _____

DRAFT

REVIEW GUIDELINES

Complete this review by choosing the boxes applicable, using the following scale and return as soon as possible to **Maintenance & Operations**.

- NA= Not Applicable
- 1= Unsatisfactory
- 2= Marginal
- 3= Met Requirements
- 4= Exceeded Requirements
- 5= Exceptional

EVALUATION

	(5) N/A	(4) Exceeded Requirements	(3) Met Requirements	(2) Marginal	(1) Unsatisfactory
Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Walk Through & Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources Available Equipment-Visual (i.e. flys, screen, projection, curtains,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources Available Equipment –Audio (i.e. mics, coms, monitor, CD/DVD, ect.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
“Green Room” (Dressing Rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ticket Booth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commons (area outside of theater entrance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audience Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound/Lighting Booth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Staff & Support response to requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use back side of this Review sheet for additional comments. Please be as specific as possible as we will be using this information to improve!