

# **DENTON ISD**

# **FINE ARTS CENTER**

# **FACILITY GUIDE**

# **2023-2024**

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## **PART I Guidelines For Fine Arts Facilities Rental or Reservation**

### **Introduction**

Please read the *Fine Arts Facility Rental Information* or *Fine Arts Facility Reservation Information* on the Denton ISD Fine Arts website under *Fine Arts Center Information* to refer to procedures and documents needed for Facility Usage. Every rental or reservation will require a designated event Contact Person responsible for communication with the FAC Manager.

### **30/60/90**

Both rental and reservations follow a ninety (90) day request date, sixty (60) day confirmation/deposit payment schedule, and thirty (30) day paid in full rental/post reservation payment schedule. Anyone reserving or renting must do so after the start of the school year and before the last day of the school year. Fine Arts Center Managers do not work days in the summer unless they are contracted to do so with Extra Duty Pay.

### **Facility Priorities**

The Fine Arts Centers were developed and designed to ensure state of the art instructional spaces for fine arts student learning in Denton ISD. Developing the yearly usage calendars, Denton ISD FAC Managers are encouraged to guide teams in following prioritization guidance, which is intended to ensure spaces maximize instructional use for fine arts learning.

Denton ISD Fine Arts facilities are instructional spaces and are not available during the school day for non-Denton ISD events. The Fine Arts Center Managers will work within the Denton ISD District Calendar. We do not schedule on holidays. Weekend events are up to FAC Manager's discretion. The scheduling *Fine Arts Center Priority Codes* are listed in a document on the *Fine Arts Center Information* page.

### **Agreements/Acknowledgements**

When completing the Laserfiche, the Contact Person agrees to the terms of Denton ISD Risk Management. By signing you are agreeing to all terms and conditions of Denton ISD; including Fine Arts Center Care.

### **Fees/Quotes**

There is a three hour minimum for rentals and fees for additional hours. FAC Managers will work with the Contact Person to ensure the quote is accurate to minimize additional fees. Usage beyond 15 minutes after the paid hour will result in billing an additional full hour. It is up to the FAC Manager to assign all charges for required employee services (technicians, custodians, staff, etc.). Based on the variety of events held in Fine Arts Facilities, it is necessary to determine the amount of rehearsal and preparation required to ensure a safe working environment and efficient production experience for the group hosting the event and the technical crew. All rehearsals should be scheduled through the Fine Arts Center Manager. The scheduled events are included in the quote.

- I. Security Officers are contracted through the local Police Department and are paid directly through them. Though the district is not directly paid, it is the responsibility of the Contact Person to show proof of Police Department reservation for outside of Denton ISD groups or when the event size is at least 500 attendees.

- II. Student Technicians are employees of Denton ISD. Student technicians will run all technical elements/equipment, and have the authority to restrict access to the control room, catwalk, and backstage areas as needed.
- III. Custodians are required for each event and are hired through the district to ensure restrooms and general use areas are cleaned during and following the event. It is required to have one custodian per 250 expected attendees.
- IV. Fine Arts Center Managers can meet and work during their assigned FAC Manager planning time within the school day. After hours meetings require Extra Duty Hours added to the Rental Quote.

### **InTouch for Non-District Rentals**

Please reference the *InTouch Online Payment Portal Instructions* to log into the InTouch payment system. Once logged in you will click on the High School that hosts your Fine Arts Center Rental (Braswell High School, Denton High School, Guyer High School, Ryan High School). Then click on Fine Arts- Facility Rental. You will then add the amount of payment listed on your quote. Follow the prompts to enter your credit card information to make your payment. You will make a deposit payment at the sixty (60) day mark and a payment in-full at the thirty (30) day mark.

### **Ticketing**

Groups are strongly encouraged to use an online ticketing software program and assign Ushers to scan attendees into an event on a Denton ISD campus. Denton ISD reserves the right to access the attendee list if needed.

### **Purchase Order for District Reservations**

Denton ISD programs reserving a Fine Arts Center may need Advanced Lighting/Sound/Curtain Usage, or require student technicians due to events outside school hours. If it is determined that the event will have costs associated, the FAC Manager will create a Quote that will have a confirmation signature by the Contact Person reserving the Fine Arts Center. The reserving campus or department will develop a purchase order for payment. The FAC Manager will send an invoice following the event with the budget code listed for all Fine Arts Center payments. The campus or department should make the payment for the facility usage within thirty (30) days following the event.

## **PART II Fine Arts Facility Care**

The contact person for any event should ensure the following facility usage instructions are reviewed with all involved ushers, sponsors, chaperones, performers, and stakeholders involved in the event. It is suggested to designate a minimum of four (4) ushers to prevent food or beverages from entering the Auditorium, and to ensure proper audience behavior and care of the facilities.

Groups may only inhabit officially reserved areas and are restricted to access to any non-reserved portions of the facilities. The group Contact Person is responsible for the behavior of any group in the FAC area and will be responsible for any damage due to misuse, unauthorized use, or vandalism by any of their group participants.

- Adult supervision must be provided by the group at all times.
- Food and drink are not allowed in any Denton ISD Auditoriums (except water).

- No signage or adhesive material should be used on any Denton ISD Fine Arts Center wall.
- Nothing shall ever be taped, stapled or pinned to the curtains in the FAC.
- Student technicians have the authority to restrict access to the control room, catwalk, and backstage areas as needed.
- Student technicians will run all technical elements/equipment.
- Use or possession of any pesticides or chemicals on District property is prohibited.
- All events require a minimum of one custodian hired to be on duty to clean restrooms, general use areas, and empty trash following the events.
- Areas outside the Fine Arts Center are restricted access.
- Nothing may be nailed, screwed, or stapled to the stage floor.
- Do not touch stage drapery. Hand oils remove flame retardant.
- Glitter and hay are not allowed in Denton ISD FAC's.
- Do not tamper with or block emergency/fire protection equipment on stage.
- Contact Person (Sponsor) is responsible for the behavior of the group in the Fine Arts Center area and that person's campus/ department will be responsible for any damage due to misuse, unauthorized use, or vandalism by any of their group participants.
- The use, sale, or possession of any weapon, firearm (including concealed handguns without specific authorization), illegal drugs, alcoholic beverages, and pyrotechnics (including fireworks) and the use of tobacco products on any Denton ISD property are prohibited.
- The use of the facility requested will be restricted to the areas designated and approved for the reservation and to the individuals associated with the organization in order to maintain security.
- Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.

## **PART III Facility Usage**

### **Technical Services Form**

If a reservation or rental needs Advanced Lighting/Sound/Curtain Usage, the Contact Person will receive a Google Form link to complete the campus *Fine Arts Center Technical Services Form*. This form outlines the needs for the event beyond the basic level offerings for lighting and sound. The FAC Manager can assist in ensuring the correct information is collected through a phone call or meeting during their FAC Manager planning time. The *Technical Services Form* will be sent and completed prior to the sixty (60) day Quote deadline.

### **Prop Use**

The group/organization will be responsible for setting up and removing any props used for the event. Props should be removed immediately following the event. If a prop requires hanging it must be approved at least three days in advance by the FAC manager, and hung outside of the rehearsal time by a trained crew member under the supervision of the FAC Manager.

### **General AV Use**

- It is recommended that sound be recorded as immediately cued for playback.
- Cue Sheets should be provided in advance to ensure specific timing is met.
- Microphones should not be tapped or blown into as that damages the filaments.
- Mic cords should be rolled by a trained technician.
- The projector must be turned off after use to prevent burnout of the bulb.

## Stage Use

- Food or drink (except water) is not allowed on stage. The exception is a performance that requires a food prop with the permission of the FAC Manager. Any food dropped or spilled must be cleaned immediately.
- All items must be removed immediately following the performance. Any item left after strike will be disposed of.
- Nothing shall be nailed, screwed, or stapled to the stage floor.
- Performers/participants are to be instructed not to touch the stage draperies, cyclorama or scrim. Natural oil in the hands can damage the curtains and shorten the life of the flame retardant. These instructions are extremely important for the cyclorama (white curtain). It is very expensive and cannot be cleaned. A hand touch can create an oil spot that dirt will stick to, causing a stain that cannot be cleaned off.
- Unauthorized personnel are never allowed in the grid area. FAC Manager approval is required for entry to these areas.
- Do not tamper with or block emergency/fire protection equipment on stage (fire curtain release, manual smoke door releases, fire extinguishers, emergency exits, etc.).
- All technical support elements are to be used only by trained technicians/faculty employed by Denton ISD (including student technicians).
- Do not touch, tamper with, or attempt to operate the motorized battens. These are to be operated by trained personnel only. If a call of Head's Up is given, please move off the stage.
- The use of fog/haze or any special effects is to be approved by the FAC Manager. If a strobe light is used, a warning sign must be placed clearly in the lobby for audience members to see.
- No scenery, props, furniture, platforming or any items may block the fire curtain pathway to lower all the way to the ground.
- The use of any pyrotechnics, flame (including candle, matches, etc.) and any liquid combustible such as lamp oil, kerosine, or gasoline is strictly prohibited unless written approval has been obtained from the fire marshal, the FAC Manager, and the campus principal.
- Prop weapons must be pre-approved by the campus SRO in writing at least thirty (30) days in advance. Prop guns are required to have an orange tip. All prop weapons, including plastic, must be locked in a case, checked out right before use on stage, and immediately following use must be checked back in to be locked up.

## Dressing Room Use

- Dressing rooms must be cleaned and left in an orderly condition after each rehearsal/performance/and strike. All areas must be cleaned and items cleared out.
- Do not remove or tamper with any lighting, mirrors or electrical outlets.
- Do not remove any chairs or the handicap bench from the dressing room.
- Each group is responsible for supplying their own towels for the dressing rooms and removing the towels immediately after each rehearsal/performance. Damp towels should never be left in the dressing rooms.

### Classroom Use

- All spaces used must be cleaned and left in an orderly condition after each rehearsal/performance/and strike. All areas must be cleaned and items cleared out.
- Do not remove, use, or tamper with or move any items/furniture/technology in a classroom space.

### Lobby Use

- The lobby must be monitored prior to the start of the show, at intermission, and following the show by four attendees assigned by the group. During the run of the show two attendees should remain in the lobby to monitor, and two attendees may watch the show in the house.
- Groups may not post any signage on district property except at the facility during the scheduled date and time of the reservation. All signage must be submitted to the campus principal for review and approval at least thirty (30) days prior to the event. Signage must be immediately removed at the end of the reservation time.
  - Ushers must ensure:
    - No food or drink enters the house of the Auditorium.
    - Orderly conduct occurs in the Lobby and Auditorium.
    - Any suspicious or disruptive behavior is reported to the event contact person, Police Officer or FAC Manager.
    - The four ushers should walk the house following the event and pick up any unwanted items left in the house

### Rehearsal Use

In the case of rehearsals, where an audience will not be present, the organization is expected to have an adult representative who has been background checked stationed at a single door to meet and identify participants. Participants not on the list for rehearsal should not be allowed entry. It is encouraged to have a sign in sheet or electronic check in process upon entry and exit from scheduled rehearsals. It is required to have a specified arrival window in which the single door designated for entry is monitored by a background checked adult. All additional doors must remain locked at all times. No doors should ever be propped open.

## PART IV Personnel

### Student Technicians

Student Technicians apply to work for Denton ISD as a Part-Time Fine Arts Tech Support through Denton ISD's ApplicantHQ Job Posting on the Denton ISD Human Resources Page [Job # 1932](#). Once students have applied, the Fine Arts Center Manager must list the student on the [FAC Approved Jobs List](#) for recommendation to hire. Once students have gone through the Human Resources process for hire they can work reservation and rental events. It is up to the FAC Manager to determine the student's training, skill level, experience, and proficiency to work an event. Students are considered Advanced Student Technicians when they can run an event on their own or operate the lighting, sound, and counter weight system for an advanced production needing Advanced Lighting/Sound/Curtain Usage. Student Technicians work under the supervision of the FAC Manager or the Advanced Student Technician to ensure a successful event. It is determined by the FAC Manager the number of Technicians needed for an event.

- Student technicians take direction from the Contact Person and the FAC Manager. If a participant wants to give direction to a Student Technician it should come through the Contact Person.

- If a Student Technician behaves inappropriately, the FAC manager or Contact Person should be notified immediately.
- Student Technicians will be allowed a fifteen (15) minute paid break every three hours.
- Student Technicians are trained to guide responsible and safe behavior in the facility.
- Student Technicians have the authority to restrict access to the control room, catwalk, and backstage areas as needed.

### **Fine Arts Center Manager**

Fine Arts Center Managers are responsible for the safe running of the facility and training & scheduling of technician crews to work events. If a FAC Manager is needed for an event they will complete the [Extra Duty Pay](#) paperwork through Denton ISD. Rental and Reservations are invoiced for FAC Manager work done outside Denton ISD Theatre Director contract hours/days. The Fine Arts Center Manager stipend covers the work that a FAC Manager completes to host and organize the events for their campus or zone, and to schedule, care for, and organize the event space.

### **Event Leader**

Campus Fine Arts Faculty member, campus counselor, campus administrator who has been trained by FAC Manager to use SM Console to lead Denton ISD hosted events. Event Leaders are eligible for Extra Duty pay when they are needed to supervise an event outside of contract hours or for non-district events when the FAC Manager is unavailable to supervise an event. The Event Leader will complete the [Extra Duty Pay](#) paperwork through Denton ISD.

## **PART V Legal**

Denton ISD shall have the authority to prohibit any performance, activity, or entertainment that does not meet community standards as approved by the campus principal.

Use or sale of any alcoholic beverages, illegal drugs, pyrotechnics, firearms, and the use of tobacco products is prohibited on Denton ISD District property (including parking lots). Use or possession of any herbicide or pesticide on Denton ISD property is prohibited by law. Please see [GKA Legal regulations](#). Violations will result in immediate suspension of use of the facility.

### **Insurance Policy (from GDK Local Board Policy)**

Rental users shall sign a Rental Agreement and shall furnish evidence of liability insurance coverage. Any organization using District school facilities shall be required to provide an original Certificate of Insurance, with DISD named as the Certificate Holder, indicating a minimum \$1,000,000.00 in combined single Limit for Bodily Injury and Property Damage Liability coverage. In addition, DISD shall be named as an additional insured on the policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, DISD reserves the right to determine the acceptability of a carrier regardless of its rating. If user requires more than one facility, then a Certificate of Insurance will be required per structure. The insurance requirement may be waived for organizations that exist for the improvement of educational opportunity in the District, subject to approval by the superintendent or designee. (Examples: school organizations, service organizations primarily made up of students for the promotion of student and youth activities.)

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Superintendent or designee. (Examples: school organizations, service organizations primarily made up of students or for the promotion of student and youth activities).

**Group/Organization's Agreement**

As the officially designated Contact Person for the group/organization, I understand that failing to comply with the Denton ISD Fine Arts Center Facility Rentals and Related Fees may result in the cancellation of a current event and the loss of future facility use privileges. Upon completion of the Rental Request and the Fine Art Center Manager's determination of the technical services necessary for the event, I understand that an invoice cost of the event will be determined and communicated to me as the Contact Person for the group/organization. A Deposit of half or 50% of the invoice total is due sixty (60) days prior to the event. The event must be paid in full thirty (30) days prior to the event. I understand that the group/organization will be responsible for the replacement/repair of any District Facility equipment due to accidents, misuse, neglect, and/or vandalism on the part of any individual associated with the group/organization. It is also the group's responsibility to provide proof of insurance at the time of the rental request ninety (90) days prior to the event. I have read and understand the Denton ISD Fine Arts Center Guidelines and will abide by and help in the enforcement of said guidelines/restrictions.

**Hold Harmless Agreement and Facility Use Acknowledgement**

To the extent permissible by the Constitution and laws of the State of Texas, the user of a District facility agrees to protect, indemnify and hold free and harmless, Denton 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, Denton ISD or the user herein, its or their 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.