

Fine Arts Center (FAC) In-District Reservation Request Information

All Denton ISD campuses, organizations, groups, and programs can use the In-District Reservation Request Form to reserve a High School Fine Arts Center. Events could include but are not limited to campus-based events including Campus High School Performing Arts, Contests, Competitions, Festivals, Clinics, Technical Rehearsals, Administrative Events, Organizations, Clubs (theatre, choir, band, orchestra, dance, UIL, counselors, principals, school organizations/awards), and district-based events including Middle School Performing Arts, Contests, District Wide Elementary Performances, District Wide Non-Fine Arts Activities, Professional Development, Meetings, PTA, and (theatre, choir, band, orchestra, dance, UIL, district organizations, awards). All campus events have first priority of the facility use and may cancel any agreement of any facility prior to the event if the District determines it must use the facility for a function directly related to the operation of the campus/district. Campus and district events hold priority to non-district events.

Fine Arts Center Facilities

Each comprehensive high school has a Fine Arts Center and the FAC Manager will coordinate the event after the submission of the In-District Reservation Request on Laserfiche. The reservation is not confirmed until you receive the In-District Reservation Confirmation as an email from Laserfiche (approve or deny) and a Technical Services Quote (*if applicable*).

Braswell High School, FAC Manager Michelle Greene | mgreene@dentonisd.org

Denton High School, FAC Manager Kerri Peters | kpeters2@dentonisd.org

Guyer High School, FAC Manager Chris Crotwell | ccrotwell@dentonisd.org

Ryan High School, FAC Manager Scott Thompson | sthompson@dentonisd.org

Reservations

90/60/30 Schedule

Reservations follow a 90/60/30 schedule. Reservations forms are due ninety (90) days prior to the event. The FAC Manager will return the In-District Reservation Confirmation and Technical Services Quote sixty (60) days prior to the event. An event with an Invoice will need a PO in place (*if necessary*) and coordinated with the FAC Manager thirty (30) days prior to the event. All technical services must be coordinated by the FAC Manager. Facility Reservation Requests are not valid until confirmation from the FAC Manager is provided.

LEVEL A

This reservation includes general house lighting, two microphones, podium and the use of basic projection.

LEVEL B

This reservation requires technicians and includes lighting or sound changes, moving curtains, and technical support. There are additional fees for technicians.

LEVEL C

This reservation requires rehearsals, cue sheets, technicians, and light/sound programming. There are additional fees for technicians and advanced lighting/sound/curtain usage.

Crew Fees

All Levels are required to pay for custodial fees unless waived by the FAC Manager. Fine Arts faculty, staff, or administration can supervise an event in Level A, but trained Fine Arts Faculty are required for Level B/C with extra-duty pay for events outside school hours. Extra-duty police officers are required for events with large crowds as determined by the FAC Manager and campus administration.

Fine Arts Center Care

- 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.
- 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.
- 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.

IN-DISTRICT FACILITY USAGE

TECHNICAL SERVICES FEES

Denton ISD has the final determination on the number and types of staff necessary to operate and event using district facilities.

<p>CAMPUS RESERVATIONS</p> <p><i>Including Campus High School Performing Arts, Contests, Competitions, Festivals, Clinics, Technical Rehearsals, Administrative Events, Organizations, Clubs (theatre, choir, band, orchestra, dance, UIL, counselors, principals, school organizations/awards)</i></p>	<p>Level A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Requires trained Event Leader (Fine Arts Faculty Member or trained administrator/counselor) from the campus. <input type="checkbox"/> No technicians or rehearsal required during the event. <input type="checkbox"/> Use of two handheld microphones controlled through the SM Console <input type="checkbox"/> General House lights and presets controlled through the SM Console's Touch System. <input type="checkbox"/> Non-moving curtains. <input type="checkbox"/> Projector & screen use for presentation. <p>Level B</p> <ul style="list-style-type: none"> <input type="checkbox"/> One technician or trained Event Leader. <input type="checkbox"/> One technical rehearsal may be required by the FAC Manager. <input type="checkbox"/> Use of more than two microphones <input type="checkbox"/> Lighting changes beyond the SM Console preset (1-4 light cues). <input type="checkbox"/> Control booth use. <input type="checkbox"/> Traveling curtains. <input type="checkbox"/> One or more sound cues using the SM Console. <input type="checkbox"/> Projector controlled through the SM Console. <p>Level C</p> <ul style="list-style-type: none"> <input type="checkbox"/> Multiple technicians required. <input type="checkbox"/> Required technical rehearsals determined by FAC Manager. <input type="checkbox"/> Use of more than three microphones. <input type="checkbox"/> Required cue sheet. <input type="checkbox"/> Lighting changes requiring programming. <input type="checkbox"/> Traveling, flying curtains, and/or scenery. <input type="checkbox"/> Sound Cues requiring opening the booth and using the SM Console. <input type="checkbox"/> Video/Projector Cue(s) through SM Console. <input type="checkbox"/> Use of special effects such as fog, hazers, etc. <input type="checkbox"/> Using follow spots. <p><i>LEVEL C: Complete TECHNICAL SERVICES FORM sent by FAC Manager for itemized quote aligned with FAC Manager Handbook.</i></p>
<p>DISTRICT RESERVATIONS</p> <p><i>Including Middle School Performing Arts, Contests, District Wide Elementary Performances, District Wide Non-Fine Arts Activities, Professional Development, Meetings, PTA (theatre, choir, band, orchestra, dance, UIL, district organizations, awards)</i></p>	

Event Space only. Extra Fees may apply.

FINE ARTS CENTER CREW & FACILITY USE

POSITION	SKILLS	COST
CREW		Per Hour Rate
Fine Arts Center Manager	Running the Facility, Training/ Scheduling Technician Crews (extra-duty pay hours)	\$50/ hr
Advanced Student Technician	Lighting, Sound, Counter Weight System Operation (required with student technicians) <i>per student</i>	\$18/ hr
Student Technician	Lighting, Sound, Counter Weight System Operation Works under the supervision of the FAC Manager and/or Advanced Technician (Freshmen Intern <i>unpaid training position</i> may be present for reservation). <i>per student</i>	\$15/ hr
Campus	Custodians (one per 250 people)	\$25/ hr
DIRECT PAYMENT		
City of Denton: Hire Extra Duty Officer 940-213-0365 Braswell High School: Sergeant St. Pe 940-369-7870		
Police	Police Officer (one per 500 audience members)	\$55/ hr
FACILITIES		
Fine Arts Center	Advanced Lighting/ Sound/ Curtain Usage Fee	\$100

Fine Arts Center (FAC) In-District Reservation Request Guidelines

IN-DISTRICT FACILITY USAGE QUOTE & RESERVATION CONFIRMATION SAMPLE

Name of Group		
Contact Person (Sponsor)	Campus/ Department	
Event Name	Number of Expected Attendees	
Event Date(s)	From	To
Rehearsal Date(s)	From	To

FINE ARTS CENTER CREW & FACILITY USE

POSITION	SKILLS	COST	QUANTITY	TOTAL
CREW		Per Hour Rate		
Fine Arts Center Manager	Running the Facility, Training/ Scheduling Technician Crews (extra-duty pay hours)	\$50/ hr		
Advanced Student Technician	Lighting, Sound, Counter Weight System Operation (required with student technicians) <i>per student</i>	\$18/ hr		
Student Technician	Lighting, Sound, Counter Weight System Operation Works under the supervision of the FAC Manager and/or Advanced Technician. (Freshmen Intern <i>unpaid training position</i> may be present for reservation) <i>per student</i>	\$15/ hr		
Campus	Custodians (one per 250 people)	\$25/ hr		
DIRECT PAYMENT				
City of Denton: Hire Extra Duty Officer 940-213-0365 Braswell High School: Sergeant St. Pe 940-369-7870				
Police	Police Officer (one per 500 audience members)	\$55/ hr		
FACILITIES				
Fine Arts Center	Advanced Lighting/ Sound/ Curtain Usage Fee	\$100		
RESERVATION TOTAL				

By signature on this agreement, I, as the contact person duly authorized to act on behalf of the department/campus, I acknowledge and agree that:

- The group has departmental/ campus administration's approval to reserve the space.
- The department/ campus agrees in payment of the quoted fees following the event for required technical services as determined by the FAC Manager.
- The contact person's department/campus 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.
- Failure to adhere to District procedures or Campus Facility care, may result in forfeiture of the current utilization and future use of the District Fine Arts facilities.

This confirmation is due to the Fine Arts Center Manager sixty (60) days prior to the event.

Reservation Signature	Date
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IN-DISTRICT FACILITY RESERVATION INVOICE

Name of Group		
Contact Person (Sponsor)	Campus/ Department	
Event Name		Number of Expected Attendees
Event Date(s)	Rehearsal Date(s)	Total Reservation Hours

FINE ARTS CENTER CREW & FACILITY USE

POSITION	SKILLS	COST	QUANTITY	TOTAL
CREW		Per Hour Rate		
Fine Arts Center Manager	Running the Facility, Training/ Scheduling Technician Crews (extra-duty pay hours)	\$50/ hr		
Advanced Student Technician	Lighting, Sound, Counter Weight System Operation (required with student technicians) <i>per student</i>	\$18/ hr		
Student Technician	Lighting, Sound, Counter Weight System Operation Works under the supervision of the FAC Manager and/or Advanced Technician. (Freshmen Intern <i>unpaid training position</i> may be present for reservation) <i>per student</i>	\$15/ hr		
Campus	Custodians (one per 250 people)	\$25/ hr		

DIRECT PAYMENT

City of Denton: [Hire Extra Duty Officer](#) 940-213-0365 | Braswell High School: Sergeant St. Pe 940-369-7870

Police	Police Officer (one per 500 audience members)	\$55/ hr		
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FACILITIES

Fine Arts Center	Advanced Lighting/ Sound/ Curtain Usage Fee	\$100		
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RESERVATION INVOICE TOTAL

In-District Facility Reservation payment is due thirty (30) days following the event. Any additional hours used in addition to the quoted total are added to the Invoice Total. It could mean your Invoice Total is more than your Quoted Confirmation. Please process the in-district transfer of funds with the information below.

Campus	Campus Contact
Budget # (one number per box for budget code)	
1944-00-00-945-75-000-5749	

Fine Arts Center Manager Signature	Date
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Fine Arts Center (FAC) In-District Reservation

FACILITY USAGE INSPECTION REPORT

Signature on the In-District Reservation Request agreed that:

1. The contact person's department/campus 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.
2. Failure to adhere to District procedures or Campus Facility care, may result in forfeiture of the current utilization and future use of the District Fine Arts facilities.

The following area conditions are reported by the Fine Arts Center Manager and/or Campus Administrator. Areas of concern require the attention of the campus/department administration supervising and hosting the In-District Reservation.

FINE ARTS CENTER MANAGER REPORT		
SPACE	DATE TIME	CONDITION REPORT
Lobby		
Ticket Booth		
House		
Stage		
Backstage Wings		
Equipment		
Booth		
Fine Arts Classroom		
Dressing Room		
Hallway		
Additional Notes		

All noted conditions are accurate and related to the care of the facilities by the In-District Reservation _____ on _____.

Fine Arts Center Manager Signature	Date
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