

# **Seguin I.S.D.**

## **Seguin High School Performing Arts Center**

### **Policies & Procedures**

Updated: September 2019

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**Seguin ISD – Fine Arts Department**  
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## **Facility Request Procedures:**

- All reservations for the PAC should be submitted by **May 15th** the school year preceding the request.
- Reservations should be submitted on the SISD PAC Reservation Form.
- Please submit PAC reservation paperwork to either:
  - Lydia Robles: SHS Theatre ; [lrobles@sequin.k12.tx.us](mailto:lrobles@sequin.k12.tx.us)
  - Jason Adam: Seguin ISD – Coordinator of Fine Arts; [jadam@sequin.k12.tx.us](mailto:jadam@sequin.k12.tx.us)
- Reservation of a facility is confirmed once e-mail confirmation is received from the PAC manager.

## **Scheduling Priority Codes:**

- 1. Seguin ISD District Administrative Events** (Ex. Convocation, etc.)
- 2. High School Campus Fine Arts Contests** (Ex. UIL, TMEA, etc.)
- 3. High School Campus Fine Arts Performances** (Ex. Concerts, Plays, etc.)
- 4. Middle School Fine Arts Competitions** (Ex. UIL, TMEA, etc.)
- 5. Middle School Fine Arts Performances** (Ex. Concerts, Plays, etc.)
- 6. High School Campus Administrative Events** (Awards Ceremony, etc.)
- 7. High School Fine Arts Rehearsal Events** (Dress Rehearsals, Etc.)
- 8. High School Campus Department Events** (Ex. NHS induction, HOSA, Festival hosting, etc.)
- 9. Other Seguin ISD Requests** (Ex. Elementary Arts Events, etc.)
- 10. Non-Seguin ISD Events** (Outside performing groups, Community events, etc.)
- 11. Requests received after the deadline for submission**

### SHS Performing Arts Center: Per Hour Rental Rates (Up to 8 Hours)

Area of Use	Rental (Adult Org)	Rental (Youth Org)	Overtime Adult	Overtime Youth
Main Theatre	\$125	\$100	\$100	\$80
Black Box Theatre	\$80	\$65	\$50	\$40
*Other Rooms	\$75	\$60	\$50	\$40
Entire PAC	\$250	\$175	\$150	\$100

- Other Rooms Includes:
  - Dressing Rooms, Make-Up Room
  - Green Room
  - Star Dressing Room

### Staff Rates:

Staff	Hourly Rate (Min. 4 Hours)
Administrator	\$25.00
Security	\$25.00 (each)
Technicians	\$15.00 (each)
Custodians	\$25.00 (each)

- The number of staff required will be based on the number of participants and technical requests.
- Staff rates will be charged double-time for events falling on a School Calendar Holiday.

### PAC Furnishings and Equipment:

- The following equipment can be provided as selected on the usage application:
  - Lectern
  - Choir Risers
  - Platform Risers
  - Acoustical Panels (<10)
  - Steinway Model D Grand Piano
  - Overhead Projector and Screen
  - Audio equipment
  - Lighting

**Facility Expectations:**

- Any organization using the facility must have an adult(s), director(s), or sponsor(s), etc. present before, during, and after an event.
- The facility will be made available for use as scheduled and agreed upon in the PAC application.
- No food or drink is allowed in the auditorium or Black Box Theatre.
- Any damage to the facility may be the financial responsibility of the organization utilizing the facility.
- Each audience member must be seated in a fixed chair prior to the start of the performance. Audience members may not be seated in the aisles.
- Renters of the facility must provide adequate security and ushers.
- ONLY Gaffer’s tape and spike tape may be used in the PAC building.
- The rental period shall begin one hour prior to the arrival of the party that is utilizing the facility and terminates one hour after the party has vacated the facility to allow for set-up and clean up.
- Rental rates shall be the same regardless of facility function (set-up, rehearsal, performance, etc.)
- Staff requirements for an event shall be at the discretion of the PAC manager based on the needs of the event.
- Technicians must be employees or students of Seguin ISD trained in the usage of the equipment.
- Fire, pyrotechnics, candles, or open flames of any type are prohibited.
- The use of glitter, whether loose or in make-up or spray, is prohibited.
- The use of Mylar balloons inside the auditorium is prohibited.
- Performances lasting longer than 90 minutes should have an intermission of at least 10 minutes.

**Renter / Renter’s Agent:**

**Date:**

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**In District Usage:**

- All facility expectations listed above also apply for in district use with the exception of facility rental expense.
- Technicians / event staff, if required, will be at individual program expense.
- District personnel are responsible for their own set-up and tear down for events.

## SEGUIN INDEPENDENT SCHOOL DISTRICT SHS Performing Arts Center Usage Request

Facilities Requested: (Check the box / boxes)

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Main Auditorium   | <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Make-Up Room |
| <input type="checkbox"/> Black Box Theatre | <input type="checkbox"/> Green Room     | <input type="checkbox"/> Other _____  |

Organization Name: \_\_\_\_\_  
 Purpose of Rental: \_\_\_\_\_  
 Est. Number Attending: \_\_\_\_\_ Approx. % of participants residing in SISD \_\_\_\_\_  
 Adult Responsible: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ (Work/Home/Cell) Phone: \_\_\_\_\_ (Work/Home/Cell)  
 Will admission fees or donations be collected for this event? (Yes or No) \_\_\_\_\_

Date of Event:	Day of the Week:
Start Time:	End Time:
Facility Unlock Time:	Facility Lock Time:
Total Hours Use of Facility:	Administrator Needed? (Yes or No):
Security Needed? (Yes or No):	Custodian Needed? (Yes or No):
A / V Technicians Needed? (Yes or No):	Utilities (Circle):    A/C    HEAT

**PAC Furnishings / Equipment Needed** (Please Indicate Number):

Lectern: _____	Rectangular Tables: _____	Platform Risers: _____
Chairs: _____	Acoustical Panels: _____	Grand Piano: _____
Music Stands: _____	Choral Risers: _____	

**PAC Tech Equipment** (indicate Item / Number Needed):

Audio (Circle): CD    USB    Bluetooth	Wireless Headset Microphones: _____
Wired Microphones: _____	Lighting: _____
Wireless Hand Held Microphones: _____	Projector w/ screen (Circle): Yes    No
Wireless Lapel Microphones: _____	Other: _____

<p><b>Fine Arts Office Use:</b>                  DATE SUBMITTED: _____ PRIORITY CODE: _____ APPROVAL INITIAL: _____ DENIED: _____</p>
<p><b>SHS Office Use:</b>                  CC: FILE, TIJERINA (AC/HEAT), SPD, ROBLES, ADAM, CUSTODIANS                  COPIES FORWARDED BY: _____                  EVENT DATE ENTERED ON CALENDAR BY: _____</p>