

# Charlotte Performing Arts Center

## General Regulations and Usage Policies

1. All parties interested in using the Charlotte Performing Arts Center must submit the usage request for to the CPAC Manager. The rental fee is determined on a per room basis, and rentals are tentative until application, contract, deposit, and insurance rider are received, and all required signatures are obtained. No advertising or promotion is allowed until application contract is complete and approved. The district reserves the right to request payment of estimated fees in advance.
2. The CPAC staff will check events and dates requested for conflicts, appropriateness of events, and ability to meet the needs of the events. The facility may be rented during the times that the CPAC staff determines it is available. The use of the facility may be denied when such use would interfere with necessary repairs or general maintenance.
3. The contract will be returned to the organization seeking facility use for the confirming signature. The signed form then should then be sent to the Manager for final processing. As soon as possible thereafter, the organization seeking use should forward a set-up diagram for all activities for use by CPAC staff.
4. Any extraordinary equipment requests must be submitted with application. We will attempt to honor same and renter will be charged accordingly.
5. Nothing shall be sold, displayed, or given away without the prior, express, written permission of the Manager.
6. No unauthorized method of obtaining funds, including any form of gambling, is permitted in District buildings or on district grounds.
7. The Manager and/or custodial staff will be on duty throughout each and every CPAC event. The number of stage hands and other facility attendants necessary shall be determined by the manager. The renter will be charged for each staff member in accordance to the attached rate schedule
8. All electrical and mechanical equipment shall be used and operated by school personnel or competent designee as approved by the manager.
9. Set and scenery should arrive ready to hang and/or set up. Any use of the scene shop, etc. for set building shall be conducted under the supervision of the manager and invoiced accordingly. Pinning any decorations or scenery is strictly prohibited.
10. The use of open flames, such as candles, is prohibited, and fire resistant materials shall be used whenever possible.
11. Set removal must occur no later than 24 hours after the final performance, or sooner if required by the manager.
12. Only the rooms or designated areas granted in the original request shall be used. All rooms or areas are to be left in an orderly condition after usage. Final inspection will be completed by CPAC staff and/or custodial staff to determine if additional fees will apply.
13. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways or aisle ways.
14. All groups agree to accept liability for damages, and must submit an insurance rider which documents liability coverage for injury, as well as \$500,000 combined single incident liability. Replacement or repair charges will be added to the original bill in the event damage occurs. CPAC will accept no responsibility for lost or stolen items, nor will it bear any liability as a consequence of permitting access to this facility.
15. All groups must have a designated, responsible, and approved non-student adult in charge who will take the total responsibility of discipline, protection of school property, etc. Facility users are solely responsible for the conduct and behavior of their groups. The building will not be opened until the groups supervisors are on duty.
16. No food or beverage, of any kind are, will be allowed in the theater or on stage.
17. No smoking, alcoholic beverages, or illegal drugs are permitted on the premises at any time.

18. Parking for events must be limited to black top areas only.

19. Under no circumstances will organizations be able to sublease CPAC.

20. The manager may cancel any contract for misrepresentation and/or violation of policies of the contract. The use of the CPAC may be cancelled due to inclement weather subject to Charlotte Public School District policy.

21. All of these guidelines / regulations shall be incorporated by reference in the contract agreed to and signed by the group.

## **Guidelines for Concessions**

Any group, who wishes to sell concessions, must have prior written approval of the Manager of all items to be sold.

Approval will be granted if the following guidelines are followed:

1. Beverages
  - a. Renter must purchase all beverage items to be sold from the CPAC approved vendor. Group may purchase directly through the vendor or through CPAC staff.
  - b. If beverage is to be given away, group is free to purchase beverages from own source.
  
2. Food
  - a. Events that sell tickets to the public must follow the CPAC Food Procedure.
  - b. All food served at CPAC must be prepackaged or prepared in an Eaton County Health Department licensed kitchen.
  - c. Food preparation will not be allowed in CPAC concessions area. Group must arrange to utilize Cafeteria if preparation is required.

No food or beverage, of any kind are, will be allowed in the theater or on stage. Adherence is the responsibility of the facility user. Any violation of this policy could result in the denial of requests for future use of the facility.