



The River Arts Center is an approximately 24,000 square foot community arts center serving the Sauk Prairie area. The River Arts Center was constructed in 2000 as a joint project between the Sauk Prairie School District, River Arts Inc (a local arts non-profit), and the Sauk Prairie Community. Owned and operated by the Sauk Prairie School District, the River Arts Center seeks a balance between school district and community events, and is available for public or private rentals.

The facility includes a 492 seat proscenium theater with a full fly space stage, orchestra pit and all technical equipment required for a variety of events from lectures and movies to theatrical performances. In addition to the theater, an approximately 2,400 square foot multi-purpose space serves as an art gallery, meeting room, and green room. With separate access from Sauk Prairie High School, from which it is attached, the River Arts Center is easily accessible for events at any time.

The user manual provides a list of the policies and procedures for all users of the River Arts Center, and should be thoroughly reviewed by everyone involved in use of the facility. It is the responsibility of all users to know the policies of the River Arts Center and how they impact their events. If you have any questions about the user manual, please contact the Managing Director.



River Arts Center User Manual & Policy Guide

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These policies do not supersede any policies of the Sauk Prairie School District.



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1. Making Reservations:

- I. All reservations and scheduling for use of the River Arts Center (RAC) are made via the reservation forms available at riverartscenter.org. A special form is available for school district events and may be requested from the Managing Director.
- II. The RAC will not consider a Usage Agreement unless received and approved by the RAC not less than ten working days prior to the first day of an event.
- III. No advertising of an event shall be made until a Usage Agreement, certificate of insurance, and deposit has been received by the RAC.
- IV. The River Arts Center will hold a date for 10 days from the date of initial inquiry, after which the date will be released unless an application has been received by the RAC.
- V. Usage Requests will be reviewed by the Managing Director.
 - A. Sauk Prairie School District (SPSD) and RAC have the right to refuse any organization or individual a Usage Agreement.
 - B. If the request is denied, a written explanation will be sent.
 - C. If approved, the renting organization will receive a Usage Agreement with the estimated rental charges, a copy of the RAC user manual, and a bill for a deposit, which must be paid by the stated deadline.
- VI. A security deposit of up to 25% of the total estimate of rental may be required in advance and will be applied to the final invoice.
 - A. For estimates less than \$100, the total estimate will be required as a deposit.

2. Policies for Scheduling:

- I. The RAC calendar year is September 1st through August 31st.
 - A. Scheduling for most events opens May 1st
 - B. Events are scheduled on a first-come, first-serve basis
 - C. Early scheduling windows exist for some events and users
 1. Annual events, which have occurred in the same time slot for more than two consecutive years may be blocked out by the managing director before January 1st.
 - a) Deposits and contracts for annual events must be received by July 1st. After July 1st, any dates blocked for unconfirmed annual events will be available for open booking.
 2. СПSD events may be scheduled at any time following the blocking of annual events.
 3. River Arts, Inc. (RAI) may schedule up to 6 single-day events starting January 1st, pending 5 school days notice to all СПSD employees to claim need for the date for СПSD events. Additional RAI scheduling opens April 15th.
- II. All dates are tentative until the approved Usage Agreement and deposit are received.
- III. Closed Prep/Performance Time (CPP) shall be the time designated for performing groups (Users) to have exclusive use of the stagehouse. CPP is permitted as follows;
 - A. Dramatic Theatrical groups: twelve (12) calendar days previous to the opening performance day.
 - B. Musical Theatre Groups: nineteen (19) calendar days previous to the opening performance day.
 - C. Musical groups: the day previous to concert day and concert day.
 - D. Dance & Variety groups: five (5) days previous to the opening performance day.
 - E. Other groups are at the discretion of the Managing Director.
 - F. The Managing Director upon request may grant additional CPP as it is available and appropriate.
 - G. Any additional use of the theater during CPP time must be approved by the user group in CPP.
 - H. Use of the scene shop may be granted to other groups when the group in CPP is not in need of the shop.
 - I. All set pieces left in the RAC prior to CPP must be approved by the Managing Director and:

1. Must have casters, be easily removable to the scene shop.
 2. Be of a size that does not interfere with class activities in the stagehouse or scene shop.
 3. Be stored in a place that does not interfere with other scheduled events in the RAC.
- IV. Set construction is to occur in the scene shop and outside. Minimal construction is allowed on stage only when necessary and approved in advance by the Managing Director.
- V. The RAC was founded through a joint effort of the community and the school district. Usage will be generally on a first-come, first-serve basis. Should a conflict arise, the Managing Director and/or the RAC board will evaluate the circumstance.
- VI. A balance of use by academic, performing & visual arts, civic, charitable, social, commercial and other educational groups will be sought with consideration to the overall benefit of the usage and the target audiences.

3. Facility rental fees and labor:

- I. All income derived from the use of the facility including, but not limited to, ticket sales, merchandise sales, novelty sales, concession sales, royalties, registration fees, collections, donations, etc. may be subject to current percentage fees. The User is responsible for reporting all such income to the Managing Director. If an agent other than the User handles novelty sales, it is the responsibility of the User to inform both their agent and the Managing Director.
 - A. Sales figures must be delivered to the Managing Director within 7 calendar days of the end of the event.
 - B. Unreported sales figures will be estimated. If corrected information is received following the 5 business day window, an additional 10% will be charged on top of actual commissions.
- II. All facility time, labor and equipment must be included on the Usage Request Form and in the approved Usage Agreement. Last minute requests for additional time and labor may not be possible, nor may additional equipment be available. Please check the inventory of lighting, sound and soft good materials and the labor needs before you return the Usage Agreement.
 - A. Equipment may be committed to other events inside or outside the RAC based on the initial usage request.
 - B. Usage time for the theater is based on the type of use and number of individuals present
 1. Any scheduled performance or any hour where more than 25 individuals are present in the house will be billed as audience time.
 - a) Audience time is billed until the last audience member has left the RAC and the front main doors are locked to the public.
 2. Any scheduled rehearsal or any hour where any individuals are rehearsing in the theater will be billed as rehearsal time.
 3. Time spent preparing for an event or striking an event after audience members have left the RAC will be billed as preparation time.
- III. The renting organization must submit a deposit and a Certificate of Liability Insurance with RAC named as Co-Insured and loss-payee for use of the theater. General public liability and property damage liability insurance in the amount of \$1 million, combined single limit bodily injury and property damage liability shall be required before use of the premises is permitted. User shall be responsible for providing insurance at its own cost and naming RAC as an additional insured on the User's policy with respect to use of the premises as outlined in this Agreement.
- IV. The User shall not do or permit to be done anything in or upon any portion of the premises, or bring or keep anything therein or thereupon which will in any way conflict with the conditions of any insurance policy upon the building or buildings or any part thereof or in any way increase the rate of insurance upon the building or on the property kept therein.
- V. A RAC Employee (Facility Manager) must be present at all times of theater occupancy. The cost will be billed to the renting organization.



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- A. A list of RAC Employees is available from the Managing Director
 - B. If an RAC employee is hired directly by the user, they may serve as the "Facility Manager" without additional charges as long as they accept responsibility of the "Facility Manager" position.
 - C. Gallery or lobby events do not require a RAC employee so long as the event occurs when the high school is open to the public.
 - 1. Any SPSD employee approved by the Managing Director may supervise gallery or lobby events.
 - D. Rehearsals and preparation time during "normal office hours" of the managing director will not be billed.
 - 1. "Normal office hours" is defined as non-SPSD-holidays Monday - Friday, 9AM - 5PM.
 - 2. House Manager hours will be billed for any audience hours regardless of time or day.
 - E. The operating personnel of the RAC shall be determined solely by the RAC.
- VI. All items are billed by rounding up to the nearest full hour, day, or week.
- VII. RAC Labor:
- A. The Facility Manager's call will begin one-half hour before any other individual arrives.
 - B. All billed labor has a four (4) hour minimum.
 - C. All labor is billed in increments of one (1) full hour.
 - D. All staff will receive overtime pay for any time above 40 hours per week for an event.
 - 1. Overtime pay is based on hours working a single event. Overtime does not include hours worked for other unrelated events or other duties in the RAC or SPSD.
 - E. Meals and breaks must be scheduled into work calls. Ten-minute breaks must be given in a call longer than three hours. Meals must be at least 30 minutes, and must be included in a call six hours or longer. Additional fees will apply for missing required break periods. Breaks require all personnel to vacate the RAC unless other RAC personnel are present or food is provided.
 - F. For all SPSD holidays, users will be charged any Labor Fees at time and a half. Weekday observances of the holidays shall be determined by the superintendent. Applicable overtime rates will be charged at double time for holidays.
 - 1. SPSD holidays are Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and Independence Day.
- VIII. Final sales reports must be provided to the Managing Director within 7 calendar days of the final day of the event. A final invoice will be provided by the RAC within 14 calendar days of the event and is due within 30 days.
- A. Usage will be estimated if not received within the allotted time. Any corrections will be subject to an additional 10% fee.
 - B. If any rents, charges, fees or costs payable hereunder are not paid when due, the User shall be responsible for interest thereon at the rate of 1 ½ percent monthly, (18%) per annum from the date due until paid in full.
- IX. Notwithstanding the foregoing, RAC shall be entitled to seek recourse to all remedies available under the law or equity to obtain enforcement hereof and shall have the right to recover its reasonable attorneys' fees pursuant to such enforcement.
- X. The User shall not post signs or affix banners to the building without the prior consent of the Managing Director. No items may be attached or mounted to the physical structure.
- XI. Rate Tiers designate pricing based on many factors.
- A. The River Arts Center is funded through local tax revenue. In recognition of this, lower rental rates are available to groups recognized as supplying tax funding to SPSD or made up primarily of individuals doing so. Local rates apply to groups or individuals with a primary physical address inside the borders of SPSD.
 - 1. Group 1 is defined as local registered not-for-profit organizations.
 - 2. Group 2 is defined as non-local registered not-for-profit organizations.
 - 3. Group 3 is defined as local individuals or for profit businesses.



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4. Group 4 is defined as non-local individuals or for profit businesses.
 5. Group 5 is defined as SPSD curricular or administrative events.
 6. Group 6 is defined as SPSD extracurricular or co-curricular groups.
 7. Group 7 for River Arts Inc events.
 8. Group 8 is for local community theatre groups (Sauk Prairie Theatre Guild).
- XII. The Facility Manager shall complete a daily report of activity, services rendered, and equipment used.
- XIII. Any vendors other than the User must be jointly approved by the User and the Managing Director. Vendors are subject to all policies and rates and must sign a "Vendor Contract" to be allowed to sell items at the River Arts Center.

4. Cancellation of events:

- I. If the event is canceled, the RAC will retain a percentage of the total estimate of rental charges to cover costs.
 - A. If canceled at least 7 days prior to the event, the RAC will retain 10% of the estimate plus any associated costs due to cancellation.
 - B. If canceled within 7 days of the event, the RAC will retain 30% of the estimate plus any associated costs due to cancellation.
 1. Cancellation of an event by the RAC for safety based on the negligence of the user or it's agents will result in billing of all use plus 30% of estimated use for the remainder of the event.
- II. During inclement weather the school, and the RAC, may be closed regardless of any Usage Agreements.
 - A. In the event of a school cancellation, the Managing Director will work with district administration and the user to determine if the RAC will be open for events.
 1. Due to the safety of the public and its employees, SPSD administration has final say over the operation of the RAC.
 2. If SPSD closes the RAC any rental charges will be eliminated for that day.
 3. For events occurring on days where school is closed, additional labor may be required due to normal staff not being present.
 - B. If the school is open during inclement weather, it is the responsibility of the renting organization to determine its use of the space.
 1. Cancellation of events by the user may be subject to cancellation charges in section I above.
 - C. Rental charges will be billed if required to cover the RAC's costs of equipment rental, labor, etc.
 - D. RAC or SPSD shall not be liable for any loss of income due to inclement weather, public emergencies, acts of nature, or from any other reason whatsoever. In the event any fault or neglect by the RAC or its failure to satisfy any obligations under the Usage Agreement, the liability of the RAC shall be exclusively limited to the refund of any amounts paid by the renting organization.

5. Legal and Safety Policies:

- I. By accepting a Usage Agreement, the User accepts responsibility for the school building and property assigned while the Usage Agreement is in effect and agrees to observe all federal, state and local laws and regulations, and all rules of the Sauk Prairie School Board
 - A. Any damage to RAC facilities, equipment, artwork, or other property will be billed to the renting organization.
 - B. Any fines against the RAC for violation of safety laws or codes that are fault of the renter will be billed to the renting organization.
 - C. The User agrees to be responsible for the conduct of its representatives, performers and workers while in the RAC. Any behavior deemed inappropriate by the RAC staff or in violation of SPSD

Policies and/or Procedures will be grounds for termination of the event and the Agreement without refund or payment of any kind to the User.

- II. All use of the River Arts Center is subject to rules and regulations of the Sauk Prairie School District (SPSD) and the River Arts Center (RAC) and the user agrees to conform to those rules and regulations and be bound thereby. Applicable policies exist in the RAC User Manual, the RAC Contract, and SPSD policy documentation.
- III. It is the responsibility of the renting organization/User to:
 - A. Accept full responsibility for obtaining all necessary licenses and rights to use any of the material involved in the performance. The User agrees to pay all license, copyright, royalty or other fees relating to the performance. The User agrees to hold the SPSD and RAC harmless from any and all claims or obligations relating to copyright, royalty or other performance based fees.
 1. Conflicts between RAC policies and performance agreements must be addressed before signing the RAC rental agreement with the Managing Director.
 - a) The RAC is not responsible for penalties or costs incurred due to conflicts with RAC policies.
 - B. Pay any state and county tax on sales.
 - C. Report all income to the Internal Revenue Service.
 - D. At the conclusion of an event/usage, submit written finalized information to Managing Director.
- IV. RAC and/or any agent or employee shall not be liable for damage to, or loss of property belonging to, or in the care of the renting organization while engaged in the use of the facility.
- V. The inside and outside of the RAC is under video surveillance. Video surveillance is controlled by SPSD.
- VI. The User is responsible for the conduct of all persons (including audience members) associated with the event.
- VII. RAC reserves the right to hire security for an event. All charges for security will be billed to the User.
- VIII. Alcoholic beverages and tobacco are not permitted anywhere on the premises. Use of tobacco products must occur off of school property, across 9th Street or Oak Street. The user is responsible for ensuring all individuals are aware of this policy.
 - A. SPSD policy 7434 includes "vapor" devices in their tobacco policy
- IX. For safety and security, the propping open of locked doors is prohibited. RAC staff members may unlock doors upon request.
- X. The user is responsible for ensuring all fire codes and safety rules are observed.
 - A. Fire exits may not be blocked at any time
 - B. The backstage hallway must have 36" of clear walk space at all times
 - C. A minimum of 36" straight and unobstructed must remain clear between:
 1. Gallery/HS doors and exits
 2. Theater doors and lobby emergency exits
 - D. Electrical panels are marked with their required 36" of clearance.
- XI. User shall not, without prior expressed written consent of the RAC, put up or operate any engine or motor or machinery on the premises or use oils or other flammables such as camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes, nor use any other agent for heating or illuminating premises except that provided by the RAC. User shall not set off or exhibit on or over said premises or bring onto said premises any fireworks or explosives and shall not use any agent other than electricity for illuminating such leased premises.
- XII. RAC will provide a clean and unobstructed area for the event. It shall be the responsibility of the User to ensure continued safety, cleanliness, and access according with all RAC policies, local, state, and federal laws and applicable codes.
- XIII. The User is responsible for keeping the premises neat and orderly and the floors swept or dry mopped. An additional cleaning fee will apply for non-compliance per space in addition to hourly personnel charges.
- XIV. The User is responsible for supervision of minors involved with an event at all times. Minors are not allowed in the scene shop or theater without direct supervision.

- XV. The RAC shall furnish light, heat, air-conditioning, water and ventilation. Any special lights or lighting fixtures, other than those in ordinary usage, shall be provided by the RAC and paid for by the User unless otherwise agreed to by written agreement with the RAC Managing Director.
- XVI. Animals are allowed in the River Arts Center only in accordance with Sauk Prairie School District policies.
 - A. Service Animals are allowed in accordance with District Policy 9160B
 - 1. Service Animals must adhere to fire code requirements where aisles are required to remain clear. RAC personnel will make reasonable accommodations to ensure patrons can find a safe place for themselves and their service animal.
 - 2. Patrons may not be charged for extra seating for their service animal
 - 3. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go. (District Policy 8405A)
 - B. Non-service animals are not allowed in the River Arts Center unless approved by the Managing Director for the purpose of a performance or presentation provided that:
 - 1. The animal is not venomous or vicious.
 - 2. Reasonable consideration is made to allergies and patrons are notified of potential allergy issues.
 - 3. Proper examination/immunization has been done by a qualified veterinarian.
 - 4. Arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt other events in the RAC or neighboring school buildings
 - 5. Rules have been established and understood regarding when and how the animal is to be treated by patrons.
 - C. Users are responsible for all care and cleanup of any animals in the RAC.
 - 1. Users will be billed actual cost of any additional cleaning or repair required due to animals under the responsibility of the user.

6. Parking and entrances:

- I. Parking in school district parking lots falls under SPSD policy. Street parking is recommended during school hours.
 - A. Parking on school days is not allowed in the south lot (bus lot) between the hours of 7:30am and 8:30am, and 3:00pm and 4:00pm.
 - 1. School days with early release may affect these times
- II. Parking for trucks or vans is limited to one vehicle at the RAC loading dock at a time and must be coordinated prior to the event. No vehicle may stay in the loading zone unattended. Once the vehicle is unloaded, it must move to the designated parking lot.
 - A. Access to the stage from the receiving bay overhead door is through the scene shop. Groups needing to use the receiving bay for load-in must notify the Managing Director at least one week in advance to allow access to be cleared.
- III. Performers, crew, and staff should be directed to enter doors S-10 off the south lot. Front entrances will not be unlocked for rehearsals.
- IV. The RAC Front Entrance (E-5 and E- 6) is locked unless there is an event in the theatre. Please direct your guests to use the Garden Entrance (E-3) on the North side of the RAC.
- V. Lobby doors will generally open 1 hour before the scheduled curtain time
- VI. The gallery garden entrance (E-3) unlocks on a time delay on school days from 8am-8pm.
- VII. Vestibule doors should be closed during the winter months. Emergency exits (E-2, E-4, and S-7) should remain closed and locked unless there is an emergency.

- A. Use of doors E-2 may cause damage to artwork due to wind, humidity, and temperature exposure. Any damage to artwork caused by use of the emergency exits will be billed to the user.

7. Policies for use of the Gallery:

- I. The Gallery is a unique 56' x 44' space which hosts art exhibitions, meetings and performances. Because it is a multi-use space, it requires special guidelines.
- II. The gallery is open to the public on school days from 8am-8pm. The gallery does not close due to scheduled meetings. Be aware that while rare, there may be visitors to the gallery during any meetings or events.
- III. During the school day, the gallery doors into the school must remain secure at all times.
- IV. Because of heavy usage and the desirability of quick turnarounds, only time requested on a Usage Request form may be honored.
- V. Gallery etiquette requires that users not touch artwork, frames, pedestals or cases, unless approved by the artist. The User is responsible for enforcing this policy.
- VI. Food, tables and chairs should be kept a minimum of 5 feet from artwork. Garbage and recycling receptacles are to be kept away from all art, pedestals, frames or cases. The user is responsible for enforcing this policy.
- VII. During an art exhibit, the Gallery can comfortably accommodate 60 people if tables are used or 100 people without tables. The Managing Director and the Chair of the current exhibition may allow this number to be exceeded under special circumstances.
- VIII. In the rare instance that artwork needs to be moved, specially trained technicians will be paid to move, store, and rehang the work, and User will be billed.
- IX. Setup of tables, chairs, and available audiovisual equipment is provided by the RAC. The Usage Request Form provides space for instructions for your setup. Some setup may be subject to hourly personnel and rate charges.
- X. The Gallery is an emergency exit for the high school. Clear walkways must be maintained for all outside exits.
- XI. The Gallery connects the high school and the theatre. Every attempt should be made to leave a walkway along the west wall to provide access to the backstage area.
- XII. Events or exhibits may use the loading bay on the south side of the building; the stage door (S-10) or the overhead door in the scene shop to load-in. Groups needing to use the scene shop for load-in must notify the Managing Director at least one week in advance to allow access to be cleared. Vehicles may not park on the sidewalk when the RAC is open for events or exhibits, or during school hours.

8. Policies for Use of the Kitchen:

- I. The kitchen facility is designed as a serving kitchen and not for preparation work.
- II. Upon completion of use, the facility must be cleaned and garbage disposed of according to the posted requirements. Facility dishes must be washed or placed in the dishwasher and before leaving.
 - A. Any time required cleaning dishes will be billed to the user.
- III. Use of a caterer is permissible providing that the User accepts all responsibilities for the actions of the caterer while on premise. User must provide name and contact of caterer one week prior to event.
- IV. The User is responsible for replacement of any consumables.
- V. All food items need to have a name and date of purchase/creation. Items unlabeled will be disposed of. Food items not in the refrigerator or the cupboards marked for food will be disposed of.
- VI. The kitchen is not secure and may not be locked due to access to key-stations and an emergency telephone. Any items stored in the kitchen are stored at your own risk.
 - A. Some areas are designated storage for RAC staff. Use of items in RAC staff areas is not allowed without permission.

9. Policies for use of the theater:

- I. Before load-in, the Managing Director must approve all staging, electric and sound plots. Any setup deemed unsafe by the Managing Director shall be modified to the satisfaction of all parties. The cost of any such modification shall be the responsibility of the User.
- II. Any lighting, masking, or sound plot that has been hung for the duration of the event must be restored to the house plot at the cost of the User.
 - A. Additional time required to restore house plots will be billed to the user.
- III. Food is not allowed in the theater. Beverages in covered containers are allowed.
 - A. Food and drink is allowed in the gallery, back hallways, dressing rooms, and scene shop.
 - B. The user is responsible for cleanup of any spills.
- IV. Only individuals involved in the production are allowed on stage at all times.
- V. Fastening into the stage floor may be permitted with advance approval of the Managing Director but the User must patch and sand the area after the event to the satisfaction of the Managing Director.
- VI. The final output of our sound system may be monitored by the RAC staff, which shall have the authority to change the levels, if required, during a performance.
- VII. Provisions for larger removable set pieces shall be made with the permission of the Managing Director only. Larger set pieces left without permission of the Managing Director will be disassembled and removed from the building at the expense of the User.
- VIII. The RAC reserves the right to handle all overhead rigging. All overhead rigging must be approved in advance by the Managing Director.
- IX. The User shall follow all fire code regulations regarding public performance, including the use of flame resistant materials for scenic or design purposes.
 - A. Theater aisles must remain clear of all obstructions including patrons, bags, bottles, walkers, and wheelchairs. This includes mezzanine steps and the front-of-house aisle.
- X. Any use of firearms, weapons, open flame, pyrotechnics, smoke or chemical fog is restricted and subject to approval by the Managing Director. If any of these materials are used, the RAC staff shall have the right to discontinue the performance until the items are extinguished and/or removed from the stage.
- XI. Fire detection in the theater is done by heat-rise sensors, which allow the use of fog and haze without setting off the fire alarm. Particulate sensors exist in the scene shop, dressing rooms, gallery, and lobby. Fog or haze in those areas can set off the fire alarm.
- XII. Any broadcasts, telecasts, recordings, etc. require prior written consent of the Managing Director.
- XIII. It is the responsibility of the User to clean the dressing rooms and check the hall to secure all property belonging to the User. Any items returned will be sent freight collect.
- XIV. Any equipment required for the event other than what is listed in the RAC inventory is the responsibility of the User. Any equipment on the RAC inventory may become unavailable if unrequested in the initial request, at which time the Managing Director will inform the renting organization and a solution will be arrived at to the satisfaction of both parties. It is the user's responsibility to designate if any specific equipment is required for an event.
- XV. Some special equipment has special limitations:
 - A. The RAC rubber dance floor may not have any items with sharp edges on it, or have any items dragged across it or wheels rolled across it.
 - B. The Steinway Model B grand piano is a very expensive and fragile musical instrument with a value of over \$80,000 and should not be played by anyone not qualified to do so. The piano should always be moved by two or more people, and should be covered at any time it is not in use. Nothing may be set on the piano.

10. Theater events with an audience:

- I. During all public performances, a RAC House Manager must be present a minimum of one hour prior to curtain time and until all audience members have evacuated the RAC. The cost will be billed to the renting organization. Audience hours will be billed beginning at 1 hour before curtain, and end when all audience members have left the RAC.
- II. The designated House Manager must check in with the designated RAC Facility Manager at least 1 hour and 15 minutes before the scheduled performance.
 - A. House Managers are responsible for ensuring the safety of our audience including supervising the ushers.
 - B. The House Manager shall:
 1. Remain in the theater for the entirety of the performance.
 2. Ensure all ushers and audience members follow all safety rules and observe fire codes.
 3. Take a count of ushers at 15 minutes before curtain and make necessary adjustments to ensure compliance with all policies.
 4. Resolve any issues of ticketing, rule-violations, or other issues with audience members, including addressing issues of photographs or video in compliance with performance policies.
 5. Be notified of any special seating needs
 6. Ensure that for general admission seating events, that the accessible seating is left clear for those with accessibility needs.
 7. Inform the Stage Manager or production staff when the house is ready for a performance to start.
- III. Ushers are the responsibility of the User. There must be a minimum of one usher per 100 expected audience members. A shortage of ushers will result in limiting seating or cancellation of the event. Usher count is made at 15 minutes before house open.
 - A. Ushers are responsible for attending RAC usher training, usually given before the house opens.
 - B. Ushers are responsible for enforcing RAC policies including but not limited to; no food, flavored drinks or gum, handicap seating, and fire codes.
 - C. One usher or the house manager must remain by each main entrance throughout the performance.
- IV. The doors to the theatre shall be scheduled opened at least 30 minutes prior to curtain time. The house managers will have the authority to open doors at their discretion.
 - A. Late opening of house doors may result in a delay to curtain time.
 - B. Performances may not begin until the House Manager turns over the house to the Stage Manager or production staff.
- V. The House Manager must be notified of any special seating needs.

11. Ticketing:

- I. The River Arts Center does not handle any ticketing. Ticketing for all events is the responsibility of the user. Most RAC events are ticketed by River Arts Inc. Users should contact RAI about ticketing and their policies.
- II. The theater's seating capacity is 492, 531, 542, or 579 depending on seating configuration. Maximum total occupancy of the house is 600, including all RAC staff and technicians.
 - A. The Managing Director must be notified in advance for events when more than 300 audience members are expected. Reserved seating may be required.
- III. Any event charging a fee will be assessed a per audience member fee for the purpose of calculating the RAC rental.
 - A. Complimentary tickets in excess of 10% of available seats will be billed at the normal commission rate
- IV. The User will provide the house four complimentary tickets for each performance to the RAC upon request from the Managing Director.

- A. No commissions will be taken from house comp tickets, nor shall they count toward the 10% limit for comps.
- V. Access to the box office is restricted to persons authorized by the Managing Director. If the User elects to use the RAC Box Office as a ticket outlet they will be responsible for all aspects. The RAC Box Office must be secure at all times.

12. Food and Beverage Policy in the Theater:

- I. The River Arts Center does allow limited food and beverage inside the theater, with some restrictions.
 - A. Only "snacks" are allowed, no "meal" items may be brought into the theater
 - B. Drinks must be in a closed, spill-resistant container.
 - C. Food and beverages are not allowed on countertops in the control booth, backstage, or near any equipment. User groups are responsible for cleanup, repair, or replacement if items are damaged by any spills.
 - D. Users are allowed to direct the House Manager that food and drink are not allowed for their performance or event.
 - E. For events utilizing only the stage and closing the house, meals as well as approved food and drink may be permitted.
- II. A commission from all groups selling concessions or collecting donations from concessions is required to help offset additional cleaning requirements. Concession sales are the responsibility of the user, and can only be sold with the user's permission.
 - A. Concessions will be subject to a 25% commission (10% for groups 5 & 6) of the actual sales price, or total donations made in connection with concessions offered.
 - B. Users are responsible for ensuring proper documentation of all sales or donations.
 - C. Users are responsible for personnel selling concessions.
 - D. The River Arts Center takes no responsibility for the security of items being sold.
 - E. All concession items must be approved by the managing director at least 10 days in advance of events.
 - F. Some events may be denied the ability to sell concessions based on cleaning time restrictions ahead of following events
 - G. Ice cream, frozen custard, or similar items are not allowed.
 - 1. Shakes, smoothies, etc in closed containers are allowed
 - H. Heavy chocolates and other sticky items such as taffy, fudge, and caramel are not allowed to be sold.
 - I. Users are responsible for ensuring that all concessions are safe and ensuring that possible allergens are communicated to patrons.
 - 1. The RAC and SPSD can have no responsibility for any illness caused by concessions.
 - J. The River Arts Center reserves the right to end concession sales of a single type, or all concessions at any time.
 - K. Concessions may be sold in the lobby, but vendors may not sell or distribute inside the theater.
 - L. Users are responsible for communicating policies to vendors, as well as arranging with vendors. Any need for power, tables, or other accommodations must be arranged at least 10 days before the event.
 - M. Alcoholic beverages are not allowed.

13. Outside Equipment Rental:

- I. Equipment owned by or in the care of the River Arts Center may be rented to eligible outside renters when it is not projected to be in use by users of the RAC.
 - A. Outside rentals should be the lowest priority of RAC users.



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- B. Rental priority is given to local community groups, other school districts, and local businesses.
- II. The Managing Director is responsible for determining if equipment is available for rental based on events scheduled in the River Arts Center.
 - A. Outside rental commitments are not be made more than 30 days in advance.
 - B. Outside rentals should not exceed 21 days without the permission of the RAC advisory board.
 - C. Any possible conflicts with existing RAC rental contracts or other users (including SPSD groups) must be addressed before outside rentals are made.
- III. Renting groups or individuals must be able to provide assurances that they have someone qualified and knowledgeable to operate the equipment.
- IV. Renters are responsible for full replacement costs or full repair costs will be assessed for any damage.
- V. The River Arts Center can not provide staffing for outside events. If any RAC or SPSD employee is present for an event using RAC equipment, they are not in the employ of the RAC and the RAC and SPSD can not be liable for any damages or liability.
- VI. For outside rentals, the Managing Director will:
 - A. Create and ensure completion of a rental contract
 - B. Document all items being rented
 - C. Check all items back in upon return
 - D. Ensure any damaged or missing items are fully reimbursed

14. Policies for Use of the Scene Shop:

- I. All equipment in the scene shop is the property of the RAC and its use is at the discretion of the Managing Director.
- II. Items left in the scene shop will be removed at the cost of the user.
- III. We realize every event is unique, but we do have a list of approved hardware and fasteners. This is for safety and consistency. Items not on the approved list must be approved by the Managing Director. Items not on the list must be removed from all RAC owned materials during strike and be removed from the RAC.
- IV. All users of the scene shop are to obey all safety precautions for all tools, chemicals, or equipment being used. It is the responsibility of the user to request documentation on any tools or equipment they are unfamiliar with. Shop users must comply with all applicable laws, ordinances and policies in place by federal, state, and local governments, in addition to any applicable school district policies. Violations of the safety guidelines will result in a warning and/or loss of shop privileges.
 - A. Safety glasses are required by any individual using power tools. Power tools should not be used by individuals under 18 years of age unless under direct supervision of a qualified adult.
 - B. Advise the RAC staff immediately of any malfunctioning equipment or unsafe conditions in the shop.
 - C. Shoes/boots shall be worn in the shop and during strikes at all times.
 - D. Students must be supervised at all times in the shop. The assigned teacher or adult responsible for students is responsible for all damage, accidents, and behavior of students in the shop.
- V. All doors must remain clear and unblocked. Items should not be stored against or leaned against the exterior overhead door, sliding stage door, or standard doors at any time. 36" of clearance is required at all times.
 - A. The sliding door to the stage is a fire door and must remain clear from obstruction from closing at all times.
- VI. The scene shop uses particle sensors for the fire alarm, and may be set off by smoke including theatrical haze and fog.
- VII. The ventilation system should be used any time painting is being done.
- VIII. Construction Guidelines
 - A. All set pieces must be approved by the Managing Director. Specific set plans should be reviewed with the Managing Director prior to construction.

- B. All sets for use in the River Arts Center must be constructed with flame resistant materials where necessary. Use of flammable materials such as untreated twine, paper, or cotton balls is prohibited.
 - C. All constructed set pieces must be structurally sound. Any platforms must be properly supported.
 - D. Proper hanging hardware must be used for any pieces being flown. Consult the Managing Director on the requirements. A qualified rigger must hang all items.
 - E. All set pieces should be movable on properly placed casters. Improper construction of casters and wheels can damage the stage floor. Damage to the stage floor will be billed to the user.
 - F. No construction or painting is allowed on the stage. Oversized set pieces will be considered on a case by case basis.
 - G. Drop cloths are required for all painting, do not paint over the bare floor.
 - H. Construction is allowed outside on the loading dock or in the grass. Drop cloths are required on the pavement or concrete for painting. Spray painting is not allowed within 20 feet of the building.
 - I. The sliding door to the stage should be closed at any time construction is in progress. Protecting our curtains from dust is important for longevity as well as fire prevention.
- IX. Cleaning Requirements:
- A. Tools and work areas should be kept clean from debris at all times. A clean work space is a safe work space.
 - B. All tools should be stored properly at the end of the work day or on breaks. The floor should be swept and work spaces should be clear for facility maintenance staff to use if needed. The tool shed is to be locked at the end of each workday.
 - C. After strike, the shop should be thoroughly cleaned by the user. This includes, but is not limited to:
 - 1. Vacuuming sawdust off all tools, tables, and work spaces
 - 2. Returning all tools and reusable materials to their proper location
 - 3. Ensuring all screws, bolts, casters, etc are properly sorted
 - 4. Sweeping and wet-mopping the shop floor
 - D. All items not being retained in the shop should be removed by the end of strike, unless special arrangements are made with the managing director.
 - E. All garbage must be taken to the school dumpster (by the school custodial room) or removed from the shop by the user. If a large strike is expected, arrangements should be made with the Managing Director no less than 2 weeks before strike to order a construction dumpster. Failure to notify the Managing Director promptly could result in charges from the sanitation company being passed on to the user.
- X. Stored Items and Set Pieces
- A. Any and all items in the River Arts Center scene shop are considered property of the River Arts Center and are under the jurisdiction of the Managing Director. User groups may not store private pieces or materials in the shop.
 - 1. Labeling ownership on items does not exempt from these policies
 - B. Any set piece in the scene shop (with exceptions below) may be used for any production in the River Arts Center. This includes painting flats, platforms and other pieces as needed. No items may be modified from their current design without approval from the Managing Director, this includes shortening flats or platforms, cutting holes in pieces or removing support material.
 - C. **Some pieces may not be modified in any way due to their history:**
 - 1. (4)qty forest scene canvas flats constructed in 1906
 - 2. (4)qty wallpaper scene canvas flats constructed in 1917
 - 3. (2)qty grand drape scene canvas flats constructed in 1918
 - 4. Sphinx canvas flat constructed in 2005
 - 5. Steel bridge constructed in 2014
 - 6. Ground row pieces and small items stored in shop gallery section "A"
 - D. Only set pieces of "universal" construction will be retained. This includes standard sized flats and platforms.



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- E. Apart from measured and labeled platform legs, no lumber shorter than 4 feet will be retained. Full or half sheets of plywood, facing, or masonite will only be retained for reuse if it is longer than 4 feet. Anything wider than 4 feet will not be retained.
- F. The Managing Director has final say on the retainment of all items.