



St. Henry District High School Fine Arts Facilities Policies and Procedures

Use of St. Henry District High School Fine Arts Facilities

St. Henry District High School (SHDHS) authorizes the use of school facilities by responsible and organized groups that provide benefit to the school or the community as a whole. School facilities and grounds shall not be used by groups when such use would interfere with educational purposes. When using school facilities, groups shall be presenting appropriate material that does not exhibit performances, displays, or present materials that are offensive or against Catholic church teachings.

SHDHS may authorize the use of facilities by public members of the community for the purpose of recreation, sport, academic, literary, artistic, business or community use. SHDHS will allow access of the public to use the facilities, dependent upon the availability of staff coverage, during school and non-school hours under the following conditions:

- Regular SHDHS activities shall take first priority.
- Any non-school organization usage shall include a fee to offset operational costs, cleaning, fair depreciation, and replacement.

Groups will be granted permission to use SHDHS facilities, provided the following requirements are met:

- Requests are submitted through the Fine Arts Facility Manager and approved by the Principal.
- The Fine Arts Facility Manager or SHDHS staff shall be assigned and be present when facilities are being used.
- Events and activities shall be scheduled to end no later than 10:00 pm, unless approved by SHDHS Principal prior to signing of the rental agreement.
- Payment is made in accordance with a fee schedule approved by SHDHS.
- SHDHS shall require reimbursement for any and all expenses incurred not covered by the rental agreement, including those for operational costs, cleaning, and supervisory/labor services.

Scheduling

Scheduling events and/or productions may not occur on the following annual dates:

New Year's Day, January 1

Labor Day

Holy Thursday through Easter Sunday

Thanksgiving Day

Memorial Day

Christmas Eve, December 24

Independence Day, July 4

Christmas Day, December 25

New Year's Eve, December 31

SHDHS Fine Arts Facility staff work set hours Monday through Friday during the SHDHS school year; summer office hours are Tuesday, Wednesday, and Thursday from 8:00 a.m. to 1:00 p.m. (closed on Monday and Friday). Please keep this in mind when communicating with SHDHS employees throughout the year.

Long-Term Rental

Long-term or extended use of a facility must be approved by the Principal. For the purpose of this policy, long-term or extended use of a facility includes exclusive or semi-exclusive, continuous, regular use of the facility for a period of one (1) month or more.

Responsible Individual

The renting group or organization shall indicate an individual who shall be responsible for the group and who shall be in attendance during the duration of the rental period. This person shall meet with the Fine Arts Facility Manager or SHDHS designee to review the Fine Arts Facilities Policies and Procedures.

Liability

For any group or organization not covered under the Diocese of Covington insurance policies, the user is required to procure and maintain any and all insurance coverages applicable during the use of the facilities at St. Henry District High School for user and for all individuals acting under the direction and instruction of the user during the time period specified in the rental agreement. The amount of such insurance shall be no less than \$1,000,000 per occurrence. The group or organization agrees to provide SHDHS with a certificate of liability insurance, naming St. Henry District High School and the Roman Catholic Diocese of Covington as an additional insured on any and all policies at least 30 days prior to the event.

Prohibited Activities

- SHDHS is a tobacco free campus.
- The group or organization shall have no right to sublet or sub-license any facility acquired through the rental agreement.
- There shall not be any obstruction to any exit doors, exit signs, emergency lights, safety equipment, or ventilating systems.
- User or organization shall not place within the lobby, hallways or gallery, any exhibit(s), or booth(s) impeding attendees without written approval of SHDHS.
- All decorations, furnishings, equipment, exhibits, and booths must conform to all federal, state, and municipal ordinances, laws, rules, and these SHDHS Fine Arts Facilities Policies and Procedures.
- Decorations, furnishings, equipment, exhibits, and booths must be appropriate and not present materials that are offensive or against Catholic church teachings.

- Events, decorations, furnishings, equipment, exhibits, and booths must not contain or support a specific political party, favoring or promoting one political party over other parties.
- Any use of open flames or special effects must be authorized in advance by SHDHS.
- Weapons and firearms are not permitted in the rented facility(s) or on SHDHS property at any time; the use of realistic props must be authorized in advance by SHDHS.
- No eating or drinking in the auditorium or onstage. Water is permitted backstage. Food and beverage props must be authorized in advance by SHDHS.
- No alcohol is permitted in the rented facility or on SHDHS property at any time. When bar service is desired for an adult event, user or organization must coordinate and receive permission of bar service in advance with the SHDHS Fine Arts Facility Manager for appropriate licensing. Additional fees may be incurred by user or organization for such service.

Safety and Security

The rented facility(s) at all times shall remain subject to the oversight of SHDHS, which retains the right to protect the safety of all persons and the security of SHDHS property upon the premises. In the event that SHDHS determines that a violation has occurred or is about to occur, SHDHS may take necessary steps (including refusal of service or admittance). At all times, the user's group or organization shall keep attendance within the stated capacity of rented facility(s).

Telephones are located in the ticket booth, audio/visual control booth, concession stand, and scene shop. Dial "9" to get an outside line (i.e. - 9 - 911).

An adult must accompany performers under 14 years of age when they are not onstage. It is recommended that one adult be responsible for no more than 6-10 young people of middle school age or younger, or 8-12 young people of high school age.

Musicians or crew only are permitted in the orchestra pit. Crew and approved visitors only are permitted in the audio/visual control booth.

Animals will only be allowed access to the facility with advance permission of SHDHS; however, service animals will have unrestricted access to all areas while in service to their human.

Restitution of Damages

The renting group or organization shall reimburse SHDHS for any repair of damages to or replacement of school property lost, stolen, damaged, or vandalized while under its care. Settlement of a damage claim must be made with the Fine Arts Facility Manager and/or the Principal.

Disregard of Rules

Disregard of rules and regulations, laws and policies shall result in the refusal of SHDHS granting the offending group or organization further use of facilities.

Parking

There are 450 parking spaces on the SHDHS campus. At any given time, particularly in the spring and the fall, there may be limited to no parking. Parking is not permitted in loading areas unless specifically authorized in advance. No parking is allowed at any time in fire lanes.

Pricing

Facility	Price/Day*	Price/Hr*
Drees Homes Auditorium	\$950	\$125
Ed & Betty Dusing Black Box Theatre	\$450	\$60
Scene Shop	\$235	\$30
Wilson Family Art Gallery	\$235	\$30
Lobby Space**	\$300	\$40
Conference Room	\$190	\$25
Music Classroom	\$235	\$30
Labor Rates (per hour)		
Facility Manager/Supervisor	-	\$20
Light Tech	-	\$15
Sound Tech	-	\$15
Stage Tech	-	\$15
Custodial	-	\$20
Concessions	-	\$10
Snow Removal	-	\$40
A La Carte		
Piano	\$100	/contract
Podium	Free	Free
Projector	Free	Free
Box Office	Free	Free
Orchestra Pit	\$100	/contract
Stage Risers	\$	/contract
Ticket System**	\$0.50	/ticket

Portable Stage Pieces	\$	/contract
Pipe and Drape	\$	/contract
Tables w/ Chairs	\$10	/table

*Facilities may be rented up to 7 hours at the hourly rate, 8+ hours transfers to daily rate.

**Using the Ticket System will also incur a \$50 set up fee.

Discounts are available for nonprofit groups. For more information, please call the Fine Arts Facility Manager or contact SHDHS. Additional discounts are available for schools/parishes considered within the SHDHS District.

Rent and Other Charges

User or organization shall pay the approved fees for use of the rented facility(s). Labor and service charges are estimated at the signing of a rental agreement. Actual charges may vary and will be determined after event completion.

Deposit

A non-refundable deposit of \$100 is due at the signing of the rental agreement. All remaining charges shall be paid within two weeks after the final billing date. Reservation of the rental facility(s) is not final until the deposit has been fully paid by cash, check, money order, or credit card. Please make checks payable to "St. Henry District High School."

Labor and Equipment

SHDHS shall determine, based upon time and nature of the event, the staff, equipment, and resources required for a group or organization's event. Lessee will pay lessor's rates for labor and equipment either owned and controlled by SHDHS and not included in the rental rate, or rented and contracted on behalf of Lessee.

SHDHS will assign light, sound and stage technicians (not designers), and a facility supervisor for the day of the event. The supervisor and technicians will provide services as directed in regards to lighting and sound needs. They will provide additional information on all facility issues as needed. Technicians and supervisors will be available to your organization at any time and will work to resolve issues that arise. SHDHS reserves the right to monitor and determine appropriate sound levels within the facility(s).

Dressing room/classroom furniture is not to be removed from its location or to be used as props unless approved.

Upon exiting from the event, everything that belongs to the group or organization should be removed. Security cannot be guaranteed for items left behind without specific written arrangements.

Ticketing

Lessee may choose to coordinate the sale of tickets themselves, or use the SHDHS ticketing platform. If lessee sells tickets and operates selling from the SHDHS ticketing platform, lessee will pay a \$50 ticketing setup fee along with a \$0.50 ticket service fee per ticket sold.

Concessions

SHDHS may have first rights to provide concessions or vending options during events and shall retain all proceeds from the sale thereof. Attendees will not be permitted to bring food and drinks into the Fine Arts Facility unless approved ahead of time with written permission. If SHDHS waives the first right to provide concessions, user or organization can, with written permission and arrangements made with SHDHS Fine Arts Facility Manager, sell food or drinks.

Flower Calls

SHDHS can provide pre-order flower calls for productions and events. If user or organization is interested in providing this for your production or event, please communicate this with the Fine Arts Facility Manager. Pre-order flower call sales must be set in advance to allow patrons the option to purchase the flowers/bouquets in advance for ample coordination of quantities to be provided for your production/event.

Food Service

Eligible groups may contract for meals to be served in school dining areas and or served by school dining services. Appropriate fees may apply to compensate service fees. Food service arrangements shall be made with Carmen Summy and is separate from the facility rental agreement.

Royalties and Performance Rights

User or organization warrants and represents that all copyrighted materials will be performed or produced only with express permission, or under licensing or authorization, by the copyright owners or their representatives. User or organization agrees to hold harmless SHDHS and the Roman Catholic Diocese of Covington, its employees, volunteers and agents, from any and all claims, liability, losses, actions and expenses arising out of a copyright license agreement or infringement claim or both.

Cancellation or Termination

SHDHS may terminate and cancel the Rental Agreement for the violation of any provision or condition. In the event SHDHS determines that the user or organization's use is likely to violate any law, cause damage to furnishing, equipment, or injury to person(s), SHDHS will notify the responsible individual and extend the opportunity to address and resolve the concern(s). Any refund of amounts paid by lessee in the event of termination under this provision shall be at the sole discretion of SHDHS.

Non-Event

In the event the rental facility(s) is damaged or destroyed by fire, or other casualty to an extent sufficient to prevent the full use of the rental facility(s) for the user or organization's event, then any rental agreement shall cease and be voided and any and all deposits returned to user or organization in full. Adverse weather conditions shall not limit or otherwise restrict the obligation to either party to perform, unless of such intensity as to cause or threaten destruction of the facility. Either party shall be relieved of its obligation if an act or regulation of a public or governmental authority renders the event impossible or should there be civil turmoil, strikes, epidemic or other cause beyond the control of the parties, which renders the event impractical.

In the event that SHDHS has not received occupancy of rented facility(s) in adequate time to prepare and coordinate previously scheduled event(s), SHDHS reserves the right to notify user or organization, giving both parties the opportunity to reschedule event(s) for a later date once construction is completed and Lessor has received full permit of occupancy.

Facility Information

For further information, please contact the Fine Arts Facility Manager at theater@shdhs.org.