

Community Relations  
Use of School Facilities

### THEATRE FEE CHART

	Group 1	Group 2 & 3	Group 4
Facility Use	\$50.00	\$200.00	\$500.00
Basic Equipment	Or \$1 per ticket	\$200.00	\$300.00
Admission		\$50.00	\$100.00+
Theatre Manager	N/A	\$480.00	\$480.00
2 Technicians (8/h)	N/A	\$176.00	\$176.00
Custodian (4/h)	N/A	\$160.00	\$160.00
Security	N/A	\$124.00	\$124.00
	\$50.00 or \$1.00 per ticket	\$1,390.00	\$1,840.00+

Non-Performance Day			
	Group 1	Group 2 & 3	Group 4
Facility Use	\$50.00	\$200.00	\$400.00
Basic Equipment	N/A	\$100.00	\$200.00
Admission	N/A		
Theatre Manager	N/A	\$480.00	\$480.00
2 Technicians	N/A	\$176.00	\$176.00
Custodian (2/h)	N/A	\$80.00	\$80.00
Security	N/A		
	\$50.00	\$1,036.00	\$1,336.00

Over Time Rate after 8 hours	
Facility	\$100 / Hour
Technicians & Custodial Staff	Time and a Half after 8 Hours

#### Additional Charges

- ✘ \$1.00 from each ticket sold will be collected from group 1 to cover facility use and admission. A \$100.00 facility use will be collected from school clubs.
- ✘ If the event is during a Holiday Break or during a Holiday time that is recognized by LAHS/MVHS, there is an additional fee as well as the pay rate. Holiday rentals are at the discretion of the Theatre Manager.
- ✘ Group 4 will be charged a minimum of \$100.00 or 25% of the box office gross; whichever is greater, in addition to the final rental price.

## Community Relations Use of School Facilities

---

- ✘ Any group holding an event with a **minimum** 4 hour rental will be charged an adjusted rate according to their groups 8 hour rate. The time will include load in & load out. An overtime charge of \$100.00 plus staff labor will be charged for each hour after the fourth hour.
- ✘ **15% Late Fee** applied to payments later than the agreed date (14 days post performance).

### *Basic Theatre Package*

- ✘ Use of theatre for 8 hours
- ✘ Stage set up (soft goods, up to 8 risers, podium)
- ✘ Use of dressing rooms
- ✘ Use of box office (day of event)
- ✘ Basic Sound (house P.A., up to 4 microphones, compact disc, & tape player, clear-com)
- ✘ Basic Lighting (full stage wash, cyc lighting, podium special)
- ✘ Theatre Manager
- ✘ 2 Technicians
- ✘ Custodian (4 hours)
- ✘ Security (4 hours)

### *Booking Theatres*

#### **Due Dates for Booking Theatre Facilities:**

LAHS/MVHS Performing arts	May 1 of preceding school year
LAHS/MVHS school at large	May 15 of preceding school year
Categories 2, 3, & 4	June 1 of preceding school year
Announcement of the theatre schedule	June 15 of preceding school year

These dates will be posted and announced as reminders to all LAHS/MVHS staff in March and May of the proceeding school year.

The theatre year is August – July (dark time will be booked in annually at the Theatre Management team scheduling meeting. The length of time will be based on needed repairs. The Theatre Manager will determine this. Bookings will also be looked at monthly at Theatre Management meetings and all mid-year bookings will be handled by Lee Ann Norkoski (for LAHS use) or Marivic Cagatao (for MVHS use) and by The Theatre Manager at the respective school for all other groups.

### *School Club Use*

Upon availability, school clubs are able to use the Theatre for special events once per semester. To qualify for rental of the Theatre, each club must have a faculty sponsor for the duration of the event and all authorized members must complete and sign a club contract prior to the event.

Along with the contract, there is a nominal \$50.00 fee with an additional \$150.00 cleaning deposit. There may be a larger fee if the club books an event during a time when the Theatre Manager is not available otherwise.

### *Insurance*

You may contact your personal Insurance Broker for assistance or refer to the following website.

<http://www.insurevents.com/events.htm>

### THEATRE USE GROUPS

<p><b>GROUP 1</b></p> <p style="text-align: center;">District/School Sponsored Events</p>	<ul style="list-style-type: none"> <li>☒ Games, Practices, Meetings, Performances, and any other event that is sponsored by Mountain View-Los Altos High School District and supervised by a district employee.</li> <li>☒ Auxiliary Organization (e.g. PTSA).</li> <li>☒ Recognized school club.</li> </ul>
<p><b>GROUP 2</b></p> <p style="text-align: center;">Activities oriented toward community youth that are sponsored by non-profit organizations</p>	<ul style="list-style-type: none"> <li>☒ Scout Meetings.</li> <li>☒ Parks and Recreation Activities.</li> <li>☒ Other Public School Districts.</li> <li>☒ YMCA/YWCA Activities for youth.</li> <li>☒ Youth Sports Leagues.</li> </ul>
<p><b>GROUP 3</b></p> <p style="text-align: center;">Other Community activities sponsored by recognized non-profit organizations or other public agencies.</p>	<ul style="list-style-type: none"> <li>☒ City or other Governmental Agencies.</li> <li>☒ College or University Groups.</li> <li>☒ Civic Organizations and Service Clubs.</li> <li>☒ Social Clubs or Educational Groups.</li> <li>☒ Church or Religious Organizations.</li> <li>☒ Adult Sports Leagues.</li> </ul>
<p><b>GROUP 4</b></p> <p style="text-align: center;">Activities and events that are sponsored by for-profit organizations, individuals requesting the facilities for personal use, and all fundraising events that are not for the benefit of Mountain View-Los Altos High School District Students.</p>	<ul style="list-style-type: none"> <li>☒ Commercial use of Facilities (e.g. Jazzercise, music lessons, private tutoring, or summer camp).</li> <li>☒ Activities sponsored by for-profit organizations (e.g. sports leagues).</li> <li>☒ Private Dance or other event.</li> <li>☒ Any fundraising events that are sponsored by a non-profit organization where receipts are not expected for the welfare of the Mountain View-Los Altos High School District Students.</li> </ul>

Approved: March 10, 2003

Revised: July 1, 2010