



Greenfield Performing Arts Center Facility Rental Agreement

**This agreement is between the Greenfield Performing Arts Center (GPAC) and the contracted user, including the user performers, technicians, staff members, etc. (RENTER).
Initial each statement, sign and date bottom, and return.**

General Information

1. ____RENTER is guaranteed use of the GPAC only during contracted time. Final schedules and equipment needs must be confirmed no lesser than 30 days prior to load-in. Usage and service fees may apply. [View Rental Group Fee Schedule]
2. ____A \$500 deposit made out to Greenfield School District within 60 days of signation and execution of this Agreement. If the reserved event is canceled, the GPAC Director must be notified no less than **six months** before the load-in date in order to receive a full refund of the deposit. If the event is cancelled less than six months before the load-in date, the security deposit will be transferred to the re-booking date or will NOT be refunded.
3. ____All groups utilizing the GPAC must have a Certificate of Insurance on file, current to date of load-in, naming Greenfield School District as an “additional insured” for the amount of no less than \$1,000,000 (including injury to persons and damage to property). The insurance policy must be with a reputable insurer, having a rating of A- or better from a nationally recognized United States Rating Agency. For any loss arising out of actions of the rental party, you agree that your insurance policy will be held as the primary policy, and any policies procured by the school district that might happen to provide protection or benefits to the school district arising out of your school premises shall be excess. Written notice providing the details of any incident or accident that result in bodily injury or damage to the school facilities or property must be provided to the GPAC Director within 48 hours of the incident or accident. The notice must include the details of the time, place, and circumstances as well as names and address of any person(s) witnessing the accident.
4. ____RENTER will provide supervision to all performers, technicians, and staff members in each area of the GPAC and other rented spaces; including the lobby, backstage, dressings rooms, and theatre, and will assure that they are following the guidelines listed in this document, and any applicable provisions of the Rental Agreement.
5. ____All conditions and situations not covered by this Agreement will be handled by the GPAC or Superintendent designee in a manner that is consistent with the spirit and intent of related policies.



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6. ____ The possession or use of alcohol, illegal substances, tobacco products, and weapons are strictly prohibited on all school district property, including the GPAC. Violators could be subjected to removal from the premises, a fine and/or termination of the RENTER's current or future usage contract(s) depending on the severity. Prop weapons must be approved by the GPAC Director at least 14 business days before the first event, and must be stored in a locked unit whenever they are not being utilized on stage. [View the Prop Weapons and Firearm Policy].
7. ____ A primary green room is conveniently located backstage off stage right. There is no charge to use this space, as long as the room is left in the same manner it was found. Not doing so will result in cleaning charges.
8. ____ RENTER is responsible to determine responsibility of Sales and Use Tax Reporting for any sales that occur for this event.
 - Tables and chairs are available for you to set the rooms as desired. You will need to restore the chairs and tables to their appropriate racks prior to departing. All garbage must be placed in the appropriate cans.
 - While costumes racks, instruments, small props, etc. may be stored in this space in conjunction with an active show, all set building, painting, etc. must be done in the scene shop.
 - Food and beverage is allowed in this room, but must be properly disposed of in the provided garbage cans.
 - Additional spaces may be made available in the high school to accommodate any group size. There are additional charges associated with each space. We ask that these rooms get completely reset and cleaned as well (tables, chairs, sweeping if necessary, etc.). Excessive cleaning will incur additional fees.

Lobby and Theatre Information

1. ____ Due to building security, fire safety, and concern of damage to the seating area, large bags, costumes, instrument cases, and other non-typical items may not be brought into the theatre to be stored on the seats, rows, or aisles. No items may be stored in the lobby, a green room space is provided for you.
2. ____ Food and beverages are not allowed in the GPAC theatre at any time. Only closed top water is allowed. Food and beverage consumed in the lobby is limited to a specific menu of options. The RENTER is completely responsible for any cleaning and damage arising from any form of food or beverage consumed in the lobby or theatre by RENTER or their attendees. A linen cleaning fee of \$10 per



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linen will be assessed for all linens that require cleaning. [View Concession Guidelines].

3. ___ Only blue painter's tape is allowed to hang signage on brick surfaces (no signs or posters are to be attached to painted walls or woodwork). Professional-grade spike tape and gaff tape are the only tapes that may be used on the stage. Failure to remove all tape prior to your departure, including on the stage, walls, and fly rail, will result in a \$50 fee.
4. ___ Helium balloons are not allowed in the building. Helium balloons that must be retrieved from the ceiling will incur boom lift rental fees and labor. Special exceptions can be made; however, stray balloons may still result in fees.

Stage Information

1. ___ RENTER must use either Scene Shop exterior garage door (Door 23) or the District's loading dock for all loading and unloading. The intent to use either of these options must be scheduled in advance. Storage of properties, sets, and other equipment prior to your scheduled load-in is not allowed.
2. ___ Technicians, including production crew, board operators, riggers, and stage crew are the responsibility of the user and RENTER. If you are not using In-House Technicians provided by the GPAC, those technicians must be pre-approved, carry their own liability insurance, prove they are knowledgeable of the equipment and all safety guidelines. Technicians must restore the house light and audio plot, lighting/audio consoles, and all other equipment prior to your departure, or a fee will be invoiced for the GPAC to restore these items for you. If you do not have the appropriate crew-or it has been determined that the technicians you have provided are not able to perform the task – the GPAC will provide technicians at an additional charge.
3. ___ The fire department performs random safety checks of props and sets. Props and sets that do not follow the fire safety code will be removed from the stage until they have properly fireproofed or safely constructed. All props and sets must be marked with the material, date, and person who performed the application of the fireproofing material. Any fine received for failing to properly fireproof props and sets will be the responsibility of the renter. (Sets and Props Fireproofing Guidelines)
4. ___ RENTER is responsible for providing any consumables, including professional-grade gaffers tape, spike tape, gobo patterns, rigging hardware, show-specific gel, microphone batters, etc. These items may be available onsite for purchase or rent.



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5. ___ No equipment may block any stage door, fire extinguisher, fire line, or the fly rail. No item of any type, including props, sets, or personal items may be stored in any egress lanes. No doors may be propped open. Any fines received for obstructing these areas will be the responsibility of the RENTER
6. ___ Absolutely no fireworks, combustible/flammable materials, open flames, candles, helium balloons, or fire devices (including coldspark-type devices) are allowed in the building. If pyrotechnics are required, only to be done by a licensed pyrotechnician and with approval of the fire marshal and GPAC, with notification of at least 6 months prior to load in. Intent to use stage weapons and firearms must be declared at least 14 days prior to load in. (View Prop Weapons and Firearm Policy)
7. ___ Painting and fireproofing on the stage is not allowed. Damage to the floor will be invoiced at cost, plus labor.
8. ___ All items must be removed immediately following your event. Items left behind will be considered a donation to the school district, or may incur disposal fees that will be the responsibility of and billed to the RENTER. The GPAC is not responsible for lost and/or stolen items, including items that have not been removed following the event.
9. ___ The GPAC has adopted a policy that addresses privacy in dressing rooms. The policy recognizes the privacy rights of individuals using dressing rooms and prohibits cameras, video recorders, or other devices that can be used to record or transfer images from being used in a locker room, dressing room, or other areas privacy is expected. The policy also restricts access to dressing rooms to protect students. Persons who violate the policy shall be subject to penalties under state and federal law.

Performance Information

1. ___ The capacity of the theatre is 750 people. The capacity of the stage is 100 people. The fire marshal and the GPAC takes the safety of your performers and patrons very seriously. The GPAC will not allow the theatre to exceed this capacity, and the event will not be allowed to begin until the theatre is properly seated and the capacity limits have been respected.
2. ___ The GPAC is required by law to have Patron Services Staff (i.e. ushers) present whenever the theatre seating area is being used by a public audience. ***This includes rehearsals and performances.*** Intent to use the theatre seating area for rehearsals by either performers or parents requires one usher for every 250 attendees for your event, and must be arranged **at least fourteen (14) business**



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days prior to your event. All rehearsals will be considered “closed rehearsals” with absolutely no access to the theatre seating area by performers or patrons (including parents), unless requested in advance. No theatre access will be permitted without Patron Services Staff presence.

3. ___ RENTER is solely responsible for payment of royalty fees for any and all dramatic rights, dramatic musical works, performance fees, music royalties, promoter licensing, and other fees associated with intellectual property rights applicable to the RENTER’S use of the GPAC facility. RENTER shall indemnify, hold harmless, and defend GPAC against any charge or expenses which arise from these fees. **This includes, but is not limited to: live-streaming, and any type of recording and sharing of the performance.**
4. ___ Fire code prohibits any item from blocking any row or aisle in the theatre seating area including but not limited to camera tripods, recording devices, walkers, wheelchairs, bags, etc. Patrons may use handheld cameras in their seats, or videotape from the mezzanine with a tripod, provided videotaping is permitted and proper royalty rights have been obtained, along with approval from GPAC seven (7) business days in advance.
5. ___ Wheelchairs, walkers, baby strollers, and baby carriers are allowed only in seatings designated as an ADA seat, if the ADA is not being used by a patron requiring a wheelchair. Patron Services Staff will assist with the storage of these items during the show. Please share this information with your ticket buyers.
6. ___ All bags and cases are subject to security checks at any time by GPAC staff.
7. ___ As a GSD operated property, the GPAC will close in conjunction with any weather or other related emergency declared by the GSD. The GPAC may also close due to inclement weather, labor difficulties, riots, epidemics, or any other public authority cause that is out of the GPAC’s control.

I ACKNOWLEDGE AND CONFIRM THAT I HAVE READ THE INFORMATION PRESENTED ABOVE, AND AGREE TO THE STIUPLATIONS, AND UNDERSTAND AND AGREE THAT FOR REASONABLE CAUSE, THE GPAC AND/OR REPRESENTATIVE OF THE GPAC MAY REVOKE THIS AREEMENT AT ANY TIME.

Signature

Date

Name
Email Address
Phone Number

Company
Address
City, State, Zip