

Descriptor Term: OPERATION OF THE THS PERFORMING ARTS CENTER – REGULATIONS	Descriptor: KF-R	Issued: DRAFT
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The following administrative regulations are provided for use by students, staff, and community members in supporting utilization of the Tupelo High School Performing Arts Center. While the primary use of the THS Performing Arts Center is to provide education, recreation, cultural, and career enhancing experiences for students, the Board endorses community use of school facilities to the extent that such use does not interfere with the educational programs of the district. These regulations are intended to serve as a guide for the scheduling, maintenance, operation, supervision, and management of the THS Performing Arts Center.

Scheduling and Maintenance of the Performing Arts Center (PAC) Calendar

The THS principal will ~~assign an assistant principal the responsibility of~~ **be responsible for the** scheduling and maintaining the calendar of activities at the PAC **to a THS Office Secretary**. Rental documents will be mailed from the TPSD Administrative Office (Facilities Rental Secretary) to potential renters, who shall return completed documents and fees directly to the ~~THS assistant principal-TPSD~~ **Administrative Office**.

Scheduling priority will be given to Tupelo Public School District functions. When the building is not being used by the Tupelo Public Schools, it will be available for rental in accordance with TPSD Policy KF and Policy Exhibit KF-E concerning community use of school facilities.

Theatre ~~and~~, drama, **and choral music** productions of the Tupelo Public Schools will be allowed to construct sets and props on the stage for a period not to exceed three weeks prior to a scheduled performance. During this period, the PAC will not be available for rental. Any request for an exception to this policy must be made to the THS principal, and expressed consent must be obtained.

Operation of the PAC

~~The THS principal will assign an assistant principal at Tupelo High School the responsibility of supervising~~ **When the PAC is rented by a non-TPSD renter, the TPSD Administrative Assistant will be responsible for** the operation and management of the PAC pursuant to the following operational guidelines:

Light and Sound Equipment

Only trained individuals approved by the TPSD may operate the lighting and/or sound systems. This may include THS fine arts teachers, theatre students, and/or other individuals who have been trained and approved by the TPSD to operate the equipment. When a THS teacher or approved individual is required to operate the lighting and/or sound systems for an outside (non-TPSD) renter, ~~he/she shall be paid at a rate of \$20.00 per hour.~~ **the renter agrees to pay an additional charge.**

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Once the lights are set and focused by the company who was contracted for the installation, no other persons will be allowed to refocus the instruments. Any special lighting requests must be made in writing and submitted to the TPSD Administrative Assistant at least two weeks in advance of the rental performance.

Curtains

Movement of the curtains other than the opening and closing of the traveler curtains will not be allowed. Curtains, including traveler and leg curtains, may not be tied back for any reason. These curtains must remain in their normal hanging position.

Backdrops, if used, must be appropriately hung and weighted. The designated ~~THS assistant principal~~ **TPSD Administrative Assistant** will be responsible for determining if the backdrops are hung and weighted in an acceptable manner.

Sets and Set Pieces

Set pieces belonging to THS may not be used without prior written approval. Items such as chairs, tables, risers, etc. must be requested at least two weeks in advance.

Dressing Rooms and Make-up Rooms

In addition to the rental fee, a ~~\$200~~ cleaning/damage deposit shall be paid by all groups renting the PAC. This amount will be refunded when the ~~designated assistant principal~~ **TPSD Administrative Assistant** determines that the dressing rooms and make-up rooms have been left clean and without damage. In addition, the ~~assistant principal~~ **TPSD Administrative Assistant** must also certify that the other areas of the auditorium have been left without damage. It should also be noted that no make-up will be provided by the TPSD for ~~outside~~ **non-TPSD** groups.

General Rules of Operation

Food and/or drink is prohibited inside the PAC auditorium/seating area. All food and drink shall be restricted to the lobby or art gallery area. Only persons directly associated with the performance will be allowed on the stage after a performance is concluded. "Non-performers" will not be permitted to go onto the stage following performances. Actors, dancers, singers, and musicians may "meet and greet" spectators and friends in the lobby or art gallery area.

Supervision, Management, and Operation of the PAC

Responsibility for the supervision, management, and operation of school activities at the PAC will be the responsibility of the THS fine arts teacher whose class or program is using the auditorium. When the PAC is being used by an outside renter or for school purposes other than fine arts programs, ~~the THS assistant principal will designate a member of the THS fine arts staff and/or an individual approved by the TPSD to~~ **the PAC manager/Maintenance Worker will** supervise, manage, and operate the PAC for such use or rental. Such designee shall (1) be present in the PAC with the rental group at all times and (2) have the authority to enforce the adopted policies and procedures for the operation and management of the PAC.