

### **Use of Silver Lining Arts Center (SLAC)**

1. Prior to use the Auditorium Staff must approve all activities and equipment to be used in the SLAC.
2. Food and drink sales and consumption will only be permitted in designated areas. Food and drink are specifically prohibited in the SLAC stage, house, seating, and control areas.
3. Organizations or individuals may not use the SLAC without having a custodian on duty. When regularly scheduled custodial services are not available, a charge for the actual cost of custodial services will be made for all building users. Any overtime or additional cost incurred by the district, as a result of the rental agreement will be billed to the user.
4. The Auditorium Manager or Auditorium Technician must be present before any technical equipment; including lighting, sound, a/v, projection, and rigging systems may be operated.
5. The user organization must work with the Auditorium staff regarding the set up of the SLAC.
  - Any special technical requirements (including scenery load-ins, specialty lighting gels or gobos, lighting plots, advance set-up etc.) will be at the cost of the user organization and prearranged in a timely fashion.
  - Any changes that have been made to the standard SLAC house set-up must be restored to the satisfaction of the Auditorium staff at the cost of the user organization.
  - If the orchestra pit cover is to be removed or installed for an event the user organization will be billed for the labor used to remove or install the orchestra pit cover. User organizations are not to remove or install the orchestra pit cover.
  - All staging, electric, and sound plots must have prior approval by the Auditorium Staff. Any set-up deemed unsafe by the Auditorium Staff shall be modified to the satisfaction of the District as determined by the Auditorium Staff. The cost of any modifications shall be borne by the user organization.
  - All scenery, wagons, scenic shift items, and/or equipment (lighting, sound, special effects, etc.) must be approved by the Auditorium staff before they may be used in the facility.
  - No modification of the rigging system is allowed. Any items to be flown or to otherwise utilize the rigging system must be approved by the Auditorium Staff and hung to their standards. Absolutely no unsafe or questionable items will be hung or flown in the facility. Under no circumstances will any person be allowed to operate the rigging system without direct approval from the Auditorium Staff. Any dry/soft goods removed from the baton must be properly stored according to the Auditorium Staff requirements.
  - Removal, relocation, or alteration of the stage curtains or masking may only be made with the express approval of the Auditorium Staff.
  - Any equipment above and beyond what is included in the base rental package required for an event must be requested within the Application and Agreement for Facility Usage form. The actual rental charge for equipment will be billed to the user organization. In the event that any equipment should become unavailable the Auditorium Staff will inform the user organization in a timely manner. Any equipment rented from third party vendors will be at the cost and sole responsibility of the user organization.
  - All SLAC areas shall remain free of any obstructions and must conform to fire code regulations at all times.
  - The user organization shall not post signs or affix banners to the building without the prior consent of Auditorium Staff. No items may be attached or mounted to the physical structure without prior approval. No items or hardware may be affixed to the stage floor or adjoining SLAC areas. No hole may be drilled or other modifications made. No attachments may be hung on curtains.
  - Painting and construction duties will only be performed in approved painting and construction areas.

6. All facility time, labor, and equipment required for an event must be identified on the Application and Agreement for Facility Usage form. Meeting last minute requests for additional time and labor may not be possible nor will the district guarantee that additional equipment will be available.

7. The Auditorium Staff have authority over the SLAC, and all related areas when required for performance or rehearsals for a scheduled event in coordination with appropriate District personnel.

8. The user organization shall follow all fire code regulations regarding public performance.

9. Any use of open flame, pyrotechnics, strobe lights, smoke or chemical fog, hazers, etc. is strictly prohibited unless prior approval of the Auditorium Staff is obtained. If aforementioned materials are used without prior approval, the Auditorium Staff shall have the right to discontinue the performance. Any use of the above-mentioned items must be listed in the program book and/or in a pre-show announcement.

10. Parking for trucks or vans at the SLAC loading zone is limited to one vehicle 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 may be required to move to the designated parking lot.

11. While it is the user organizations sole responsibility to establish safe sound levels, the Auditorium Staff, shall have the authority to change the levels if required, during a performance, may monitor the final sound output of any recorded or live performances. This includes any sound or a/v equipment used in and around the SLAC areas.

12. The user organization is responsible for all licensing rights for the performance and novelty sales, including the use of music or sound bytes. The user organization is responsible for retaining rights from ASCAP, BMI, or any other organization holding the rights to copyrighted material. The SLAC is not responsible for any of these rights.

13. All garbage in the shop area including food waste must be taken to the dumpster at the end of every day of occupancy. All items must be less than 3' in length. No hazardous items are allowed in the dumpster including latex paint that is still in liquid form. If the user organization plans on using the dumpster for disposal of items after strike the SLAC will not guarantee that there will be adequate space in the dumpster. Any items that do not fit in the dumpster will have to be removed from the District property immediately following strike. The user organization will be charged for disposal and labor for any waste items left behind including, but not limited to additional dumpster charges. User organizations will be charged for any improper dumpster use.

14. It is the responsibility of the user organization to remove all equipment, scenery, costumes, props, make-up, etc. immediately following the said rental, clean the dressing rooms, stage, or any other areas used during the rental, and secure all property belonging to the user. Any custodial or Auditorium Staff labor required beyond general cleaning will be billed to the user organization.

15. The user organization is required to inform all of their participants of the SLAC house rules, particularly concerning food, drink, housekeeping, and safety procedures. This includes, but is not limited to production company members, volunteers, parents, audience members, and others observing rehearsals, and any other groups or individuals associated with or peripheral to the rehearsal and event. The Auditorium Staff reserve the right to remove anyone from a production/performance if he/she is not following SLAC rules. If a user organization or any of their participants, audiences, etc., do not adhere to the SLAC house rules, the user organization may not be permitted to rent the SLAC for future use.

16. Calls are not permitted from District phones without permission.
17. No one is allowed to operate any technical equipment unless previously approved by the Auditorium Staff.
18. No one is allowed in the catwalks, control balcony, control rooms, rigging stairs, or rigging grid without Auditorium Staff approval.
19. Taping of any kind on the wood surfaces in the auditorium is not allowed.
20. Rigging counter weights are not to be used to prop any doors open.
21. Any problems, including loss, damage or injury, in the SLAC must be reported immediately to the Auditorium Staff. The user organization will be responsible to reimburse the SLAC for any loss, damage, or injury.
22. Only the district may pay its employees for services rendered. The District, or its representatives, will stipulate the number of District employees that are to be on duty for each activity.
23. Any production must be supervised by an Auditorium Staff member.
24. In the event that minors (persons under the age of 18) participate in a user organization's activities in the SLAC facility the user organization assumes sole responsibility for the behavior, conduct, and safety of said minors. The user organization further agrees to provide adult supervision of said minors. The SLAC requires that at least 1 adult chaperone be present for every 15 minors participating in any user organization activity on the SLAC premises at any time.
25. Any damages incurred will be paid for by the participating user organization. Users of the SLAC are responsible for the cost of any batteries, lighting gels, gobos, tape, or any other disposable items used for a production.
26. Smoking cigarettes, pipes, or other tobacco product on stage for performance is prohibited. The act of smoking may be carried out but the tobacco product may not be lit during a performance or a rehearsal.
27. Alcohol is not permitted in any West Bend School District facility or on its grounds. The consumption of alcohol or tobacco products is strictly prohibited on school grounds.
28. Any user organization renting the SLAC facility must submit proof of insurance for their Application and Agreement for Facility Usage form to be approved.
29. The SLAC does not supply lighting gels, gobos, CDs or other media for sound, gaffers, spike, or glow tape, batteries for wireless mics props, set pieces, furniture, costumes, make-up, towels, laundry service, table coverings, concession supplies, set building materials, or tools.

