

### Procedures for PPAC Use

- **Reservations and Rehearsal:** Reservations can be made with Mr. Adams for use of the PPAC. Reservations must be made at least 7 days in advance of intended use. Access to the facility for purposes of set-up/rehearsal is limited to one day prior, schedule permitting, or the day of the event. **ALL DETAILS AND TIME PERIODS MUST BE PRE-ARRANGED AND RESERVED!!** Please do not assume the facility is available for use, even if it's only for one class period, etc.
- **Technical Requirement:** All equipment brought in by the User will be inspected by the management for possible safety violations, and the management will have the final approval and authority for the use of such equipment. Technical information from the producer to the management shall be firsthand.
- **Opening Hours:** It is standard policy that the PPAC open the theatre forty-five (45) minutes prior to any event.
- **Seating Capacity (481 seats + handicapped accessible):** Persons will not be permitted inside the theatre or other areas in excess of the established seating capacity. The management will be present to see that these guidelines and rules are carried out, and has the undisputed authority to delay the start of any performance, or if need be, to stop it at any time if any infractions of these rules are apparent.
- **Removal of Objectionable Persons:** The PPAC reserves the right to eject or cause to be ejected from the premises any unruly or disorderly person or persons whose conduct unduly disturbs or interferes with the ability of patrons to enjoy the performance.
- **Applications:** Application for Use of School Buildings and Equipment, as well as Procedures and Guidelines For Use of School Facilities forms must be filled out and returned to Paula Massey at least 3 weeks in advance of anticipated event (if necessary\*). See Mr. Adams or Ms. Massey for additional information concerning this.

### Rules of Operation of PPAC for District Groups (Users)

- A. No students should be in any area of the PPAC without direct supervision by sponsoring teacher or administrator.
- B. Keys to the PPAC may be borrowed on an interim basis from Paula Massey. Users should make arrangements in advance to receive keys.
- C. No students will be allowed to play the piano without prior arrangements with and approval of the PPAC staff. The piano should remain covered and stored when not in use. Nothing should be placed on top of the piano at any time.
- D. No food or drink will be allowed into PPAC by the patron or any of the User's guests or invitees from the outside without the special permission of management.
- E. Alcoholic beverages are prohibited on all Lexington School District One properties.
- F. No smoking is permitted on any area of Lexington School District One properties.
- G. Helium balloons are not allowed in the PPAC.
- H. Restrooms in lobby are not to be used as dressing areas. Dressing rooms are located back stage.

- I. Students should not be allowed in the dressing rooms without adult supervision.
- J. No live animals are allowed in the PPAC, with the exception of service dogs. Sufficient documentation must be provided for service dogs.
- K. On stage use gaffer, spike, surveyor's, or glow tape only. No masking tape is allowed.
- L. User agrees to begin its function promptly on the scheduled time and agrees to have its guests, invitees and other persons vacate the designated function space at the closing hour indicated.
- M. It is understood that User will conduct its function in an orderly and respectful manner, and in full compliance with the rules of the PPAC management.
- N. It is the dual responsibility of anyone to whom keys have been issued and PPAC staff to ensure that the facility is properly locked and secured after each use. In the absence of PPAC staff, the User will be held accountable for locking and securing the facility. All lights and sound equipment must be shut down, and control room must be locked upon exiting.
- O. It is the responsibility of the User and participants to pick up trash and clutter and keep the area neat.
- P. All sets, props, etc. must be struck within one school day of the final event. Chairs and stands must be stacked on racks immediately following the final performance.
- Q. In the event of breach of this agreement by User, PPAC reserves the right to cancel same without notice, and without liability to the PPAC or Lexington School District One.

I agree to follow and adhere to the above stated rules and procedures for using the Pelion Performing Arts Center.

---

User

---

PPAC Personnel

---

Date

