

Fine Arts Center (FAC) Non-District Rental Request Guidelines

Denton County groups whose activities benefit the schools, students, or teachers, non-profit youth organizations, and civic, governmental, church, and political organizations can use the Non-District Rental Request Form to reserve a High School Fine Arts Center. All campus events have first priority of the facility use and may cancel any agreement of any facility prior to the event if the District determines it must use the facility for a function directly related to the operation of the campus/district. Campus and district events hold priority to non-district events.

Fine Arts Center Facilities

Each comprehensive high school has a Fine Arts Center and the FAC Manager will coordinate the event after the submission of the Non-District Rental Request on Laserfiche. The rental is not confirmed until you receive the Rental Confirmation as an email from Laserfiche (approve or deny) and a Technical Services Quote with deposit (*if applicable*).

Braswell High School, FAC Manager Michelle Greene | mgreene@dentonisd.org

Denton High School, FAC Manager Kerri Peters | kpeters2@dentonisd.org

Guyer High School, FAC Manager Chris Crotwell | ccrotwell@dentonisd.org

Ryan High School, FAC Manager Scott Thompson | sthompson@dentonisd.org

Reservations

90/60/30 Schedule

Rentals follow a 90/60/30 schedule. Rentals forms are due ninety (90) days prior to the event. The FAC Manager will return the Non-District Rental Quote and Rental Contract sixty (60) days prior to the event. The deposit and contract are due at that time (60 days prior to the event). The event must be paid in full and coordinated with the FAC Manager thirty (30) days prior to the event. Facility Rental Requests are not valid until confirmation from the FAC Manager is provided.

All fees on the quote are due to the campus thirty (30) days prior to the event. Your group will be billed after the event for any time, space, or technical service used during the event that was not previously quoted. All payments are made online through the InTouch system. Please use the InTouch Online Payment Portal Instructions linked on the Fine Arts website.

LEVEL 1

This rental requires a Fine Arts Event Manager and technicians determined by the FAC Manager. It includes general house lighting, two microphone, closed curtains, podium and the use of basic projection.

LEVEL 2

This rental includes all Level 1 usage and includes access to the dressing rooms and ticket booth.

ADVANCED LIGHTING/ SOUND/ CURTAIN USAGE

This rental requires rehearsals, cue sheets, technicians, and light/sound programming as determined by the FAC Manager. The Technical Services Form must be completed after the Non-District Rental Request Form.

FINE ARTS CLASSROOM ADD ON

Fine Arts Classrooms like the choir room, band halls, dance studio and black box theatre are available as add ons for Advanced rental use. The rental includes only the space and utilities for the room.

Crew Fees

All Levels are required to pay for custodial fees unless waived by the FAC Manager. Fine Arts faculty, staff, or administration can supervise an event in Level 1/2, but trained Fine Arts Faculty are required for Advanced Lighting/Sound/Curtain Usage with extra-duty pay for events. Extra-duty officers are required for events with large crowds as determined by the FAC Manager and campus administration.

Usage

The Fine Arts Center usage prior, during, and after the event is supervised by the Fine Arts Center Manager. The FAC Manager holds the right to determine the safety aspects of any rental. The FAC Manager can deem the activity, item, rigging, performance unsafe if it does not pass safety inspection. All decisions made by the FAC Manager are final.

Invoice & Agreement

The event quote will be determined by the needs of the event at the discretion of the campus Fine Arts Center Manager. The FAC Manager will determine the total number of technicians, hours, and technical service fees for the event. You will receive your Fine Arts Center Rental Quote from the campus. All dates must first be approved by the FAC manager prior to submitting a deposit in InTouch (Select Campus < Fine Arts- Facility Rental).

Police Department

The extra duty police officer is the responsibility of the requesting group. Reservation, contact, and payment is coordinated by the requesting group/contact person with the presiding Police Department. The scheduling confirmation of the officer is due to the FAC Manager thirty (30) days prior to the event. Not scheduling an officer can result in cancelation of the event.

All campus events have first priority of the facility use and may cancel any agreement of any facility prior to the event if the District determines it must use the facility for a function directly related to the operation of the campus/district. Facility Rental Requests are not valid until confirmation from the FAC Manager is provided. Food and drink are not permitted in any Fine Arts Center facility.

Rental users shall sign a Rental Agreement and shall furnish evidence of liability insurance coverage. Any organization using District school facilities shall be required to provide an original Certificate of Insurance, with DISD named as the Certificate Holder, indicating a minimum \$1,000,000.00 in combined single Limit for Bodily Injury and Property Damage Liability coverage. In addition, DISD shall be named as an additional insured on the policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, DISD reserves the right to determine the acceptability of a carrier regardless of its rating. If user requires more than one facility, then a Certificate of Insurance will be required per structure. The insurance requirement may be waived for organizations that exist for the improvement of educational opportunity in the District, subject to approval by the superintendent or designee. (Examples: school organizations, service organizations primarily made up of students for the promotion of student and youth activities.)

Group/Organization's Agreement

As the officially designated Contact Person for the group/organization named above, I understand that failing to comply with the Denton ISD Fine Arts Center Facility Rentals and Related Fees may result in the cancellation of a current event and the loss of future facility use privileges. Upon completion of the Rental Request and the Fine Art Center Manager's determination of the technical services necessary for the event, I understand that an invoice cost of the event will be determined and communicated to me as the Contact Person for the group/organization. A Deposit of half or 50% of the invoice total is due sixty (60) days prior to the event. The event must be paid in full thirty (30) days prior to the event. I understand that the group/organization will be responsible for the replacement/repair of any District Facility equipment due to accidents, misuse, neglect, and/or vandalism on the part of any individual associated with the group/organization. It is also the group's responsibility to provide proof of insurance at the time of the rental request ninety (90) days prior to the event. I have read and understand the Denton ISD Fine Arts Center Guidelines and will abide by and help in the enforcement of said guidelines/restrictions.

Hold Harmless Agreement and Facility Use Acknowledgement

To the extent permissible by the Constitution and laws of the State of Texas, the user of a District facility agrees to protect, indemnify and hold free and harmless, Denton Independent School District, its Board of Trustees, officers, employees, and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Denton ISD or the user herein, its or their guests, employees, supervisors, vendors and agents whether resulting from the performance of its obligations hereunder or the quality or safety of the programs used and/or the equipment or property of the user herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

Fine Arts Center Care

- Adult supervision must be provided by the group at all times.
- Food and drink are not allowed in any Denton ISD Auditoriums (except water).
- No signage or adhesive material should be used on any Denton ISD Fine Arts Center wall.
- Student technicians have the authority to restrict access to the control room, catwalk, and backstage areas as needed.
- Student technicians will run all technical elements/equipment.
- Use or possession of any pesticides or chemicals on District property is prohibited.
- All events require a minimum of one custodian hired to be on duty to clean restrooms, general use areas, and empty trash following the events.
- Areas outside the Fine Arts Center are restricted access.
- Nothing may be nailed, screwed, or stapled to the stage floor.
- Do not touch stage drapery. Hand oils remove flame retardant.
- Do not tamper with or block emergency/fire protection equipment on stage.
- Contact Person (Sponsor) is responsible for the behavior of the group in the Fine Arts Center area and that person's campus/ department will be responsible for any damage due to misuse, unauthorized use, or vandalism by any of their group participants.
- The use, sale, or possession of any weapon, firearm (including concealed handguns without specific authorization), illegal drugs, alcoholic beverages, and pyrotechnics (including fireworks) and the use of tobacco products on any Denton ISD property are prohibited.
- The use of the facility requested will be restricted to the areas designated and approved for the reservation and to the individuals associated with the organization in order to maintain security.
- Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.

NON-DISTRICT FACILITY USAGE

RENTAL TECHNICAL SERVICES FEES

FINE ARTS CENTER CREW & FACILITY USE

POSITION	SKILLS	COST
FACILITIES		
Fine Arts Center	LEVEL 1 Stage, Lobby House, General Lighting, Two Presenter Microphone, Basic Projection (3 hours)	\$300
Fine Arts Center	LEVEL 2 Level 1 & Dressing Rooms, Ticket Booth (3 hours)	\$400
ADVANCED TECHNICAL		
Fine Arts Center	Advanced Lighting/ Sound/ Curtain Usage Fee	\$100
ADDITIONAL		Per Hour Rate
Fine Arts Center	Utilities	\$25/ hr
Fine Arts Center	Additional FAC Hour (all levels)	\$100/ hr
Fine Arts Classroom	Fine Arts Classrooms Add On (per classroom)	\$40/ hr
CREW		
Fine Arts Center Manager	Running the Facility, Training/ Scheduling Technician Crews (extra-duty hours)	\$50/ hr
Advanced Student Technician	Lighting, Sound, Counter Weight System Operation (required with student technicians) <i>per student</i>	\$18/ hr
Student Technician	Lighting, Sound, Counter Weight System Operation (Works under the supervision of the FAC Manager and/or Advanced Technician) <i>per student</i> Freshmen Intern <i>unpaid training position</i> may be present for reservation.	\$15/ hr
Campus	Custodians (one per 250 people)	\$25/ hr
DIRECT PAYMENT		
City of Denton: Hire Extra Duty Officer 940-213-0365 Braswell High School: Sergeant St. Pe 940-369-7870		
Police	Police Officer (one per 500 audience members)	\$55/ hr

Event Space only. Extra Fees may apply.

Denton ISD has the final determination on the number and types of staff necessary to operate and event using district facilities.

NON-DISTRICT FACILITY QUOTE

Name of Group & Event Name		Make Check Payable To
Contact Person (Sponsor)	Event Date(s) / Rehearsal Date(s)	Total Rental Hours

FINE ARTS CENTER CREW & FACILITY USE

POSITION	SKILLS	COST	RESERVATION COST
FACILITIES			
Fine Arts Center	LEVEL 1 Stage, Lobby House, General Lighting, Two Presenter Microphone, Basic Projection (3 hours)	\$300	
Fine Arts Center	LEVEL 2 Level 1 & Dressing Rooms, Ticket Booth (3 hours)	\$400	
Fine Arts Center	Advanced Lighting/ Sound/ Curtain Usage Fee	\$100	
Fine Arts Center	Utilities	\$25/ hr	
Fine Arts Center	Additional FAC Hour (all levels)	\$100/ hr	
Fine Arts Classroom	Fine Arts Classrooms Add On (per classroom)	\$40/ hr	
CREW			
Fine Arts Center Manager	Running the Facility, Training/ Scheduling Technician Crews (extra-duty hours)	\$50/ hr per person	
Advanced Student Technician	Lighting, Sound, Counter Weight System Operation (required with student technicians)	\$18/ hr per person	
Student Technician	Lighting, Sound, Counter Weight System Operation Works under the supervision of the FAC Manager and/or Advanced Technician <i>Freshmen Intern unpaid training position may be present for reservation.</i>	\$15/ hr per person	
Campus	Custodians (one per 250 people)	\$25/ hr per person	
DIRECT PAYMENT			
City of Denton: Hire Extra Duty Officer 940-213-0365 Braswell High School: Sergeant St. Pe 940-369-7870			
Police	Police Officer (one per 500 audience members)	\$55/ hr per person	
RENTAL INVOICE TOTAL			

Non-District Facility Rental deposits are due sixty (60) days prior to the event with FAC Manager confirmation. Any additional hours used during the event will be monitored and an additional invoice can be sent following the event for additional services not quoted.

All payments are paid online through the District InTouch System. <https://tx-denton.intouchrecepting.com/>

Fine Arts Center Manager Signature	Date
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NON-DISTRICT FACILITY INVOICE

Name of Group & Event Name		Make Check Payable To
Contact Person (Sponsor)	Event Date(s) / Rehearsal Date(s)	Total Rental Hours

FINE ARTS CENTER CREW & FACILITY USE

POSITION	SKILLS	COST	RESERVATION COST
FACILITIES			
Fine Arts Center	LEVEL 1 Stage, Lobby House, General Lighting, Two Presenter Microphone, Basic Projection (3 hours)	\$300	
Fine Arts Center	LEVEL 2 Level 1 & Dressing Rooms, Ticket Booth (3 hours)	\$400	
Fine Arts Center	Advanced Lighting/ Sound/ Curtain Usage Fee	\$100	
Fine Arts Center	Utilities	\$25/ hr	
Fine Arts Center	Additional FAC Hour (all levels)	\$100/ hr	
Fine Arts Classroom	Fine Arts Classrooms Add On (per classroom)	\$40/ hr	
CREW			
Fine Arts Center Manager	Running the Facility, Training/ Scheduling Technician Crews (extra-duty hours)	\$50/ hr per person	
Advanced Student Technician	Lighting, Sound, Counter Weight System Operation (required with student technicians)	\$18/ hr per person	
Student Technician	Lighting, Sound, Counter Weight System Operation Works under the supervision of the FAC Manager and/or Advanced Technician <i>Freshmen Intern unpaid training position may be present for reservation.</i>	\$15/ hr per person	
Campus	Custodians (one per 250 people)	\$25/ hr per person	
DIRECT PAYMENT			
City of Denton: Hire Extra Duty Officer 940-213-0365 Braswell High School: Sergeant St. Pe 940-369-7870			
Police	Police Officer (one per 500 audience members)	\$55/ hr per person	
RENTAL INVOICE TOTAL			

Non-District Facility Rental payment is due thirty (30) days prior to the event with FAC Manager confirmation. Any additional hours used during the event will be monitored and an additional invoice can be sent following the event for additional services not quoted.

All payments are paid online through the District InTouch System. <https://tx-denton.intouchrecepting.com/>

Fine Arts Center Manager Signature	Date
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NON-DISTRICT FACILITY POST EVENT ADDITIONAL INVOICE

Name of Group & Event Name		Make Check Payable To
Contact Person (Sponsor)	Event Date(s) / Rehearsal Date(s)	Total Rental Hours

FINE ARTS CENTER CREW & FACILITY USE

POSITION	SKILLS	COST	RESERVATION COST
FACILITIES			
Fine Arts Center	LEVEL 1 Stage, Lobby House, General Lighting, Two Presenter Microphone, Basic Projection (3 hours)	\$300	
Fine Arts Center	LEVEL 2 Level 1 & Dressing Rooms, Ticket Booth (3 hours)	\$400	
Fine Arts Center	Advanced Lighting/ Sound/ Curtain Usage Fee	\$100	
Fine Arts Center	Utilities	\$25/ hr	
Fine Arts Center	Additional FAC Hour (all levels)	\$100/ hr	
Fine Arts Classroom	Fine Arts Classrooms Add On (per classroom)	\$40/ hr	
CREW			
Fine Arts Center Manager	Running the Facility, Training/ Scheduling Technician Crews (extra-duty hours)	\$50/ hr per person	
Advanced Student Technician	Lighting, Sound, Counter Weight System Operation (required with student technicians)	\$18/ hr per person	
Student Technician	Lighting, Sound, Counter Weight System Operation Works under the supervision of the FAC Manager and/or Advanced Technician <i>Freshmen Intern unpaid training position may be present for reservation.</i>	\$15/ hr per person	
Campus	Custodians (one per 250 people)	\$25/ hr per person	
DIRECT PAYMENT			
City of Denton: Hire Extra Duty Officer 940-213-0365 Braswell High School: Sergeant St. Pe 940-369-7870			
Police	Police Officer (one per 500 audience members)	\$55/ hr per person	
ADDITIONAL RENTAL INVOICE TOTAL			

Non-District Facility Rental additional usage fees payment is due thirty (30) days following to the event with FAC Manager confirmation. DISD has the final determination on the number and types of staff necessary to operate an event using district facilities. As well as, tracking all facility and hourly usage.

All payments are paid online through the District InTouch System. <https://tx-denton.intouchrecepting.com/>

Fine Arts Center Manager Signature	Date
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Denton Independent School District
Fine Arts Center (FAC) Non-District Rental

FACILITY USAGE INSPECTION REPORT

Signature on the Non-District Rental Request agreed that:

1. The contact person is responsible for the behavior of the group in the Fine Arts Center area and they are responsible for any damage due to misuse, unauthorized use, or vandalism by any of their group participants.
2. Failure to adhere to District procedures or Campus Facility care, may result in forfeiture of the current utilization and future use of the District Fine Arts facilities.

The following area conditions are reported by the Fine Arts Center Manager and/or Campus Administrator. Areas of concern require the attention of the contact person supervising and campus hosting the Non-District Rental.

FINE ARTS CENTER MANAGER REPORT

SPACE	DATE TIME	CONDITION REPORT
Lobby		
Ticket Booth		
House		
Stage		
Backstage Wings		
Equipment		
Booth		
Fine Arts Classroom		
Dressing Room		
Hallway		
Additional Notes		

All noted conditions are accurate and related to the care of the facilities by the Non-District Facility Rental _____ on _____.

Fine Arts Center Manager Signature	Date
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