

Lexington School District Four



Performing Arts Center Rental Guide

Commercial Organizations

Updated: July 15, 2022

General Instructions for Facility Use

The Lexington School District Four School Board and Superintendent welcome the use of school facilities when school is not in session.

Board Policy KF: Community Use of School Facilities and associated procedures for facility use can be found in this guide and online at: <https://boardpolicyonline.com/?b=lex4>

The process for requesting use of school facilities begins by contacting the appropriate Facility Use Officer for the desired school location (Page 3).

1. The Facility Use Officer meets with requestor; determines the “user group category;” completes the application and cost estimate; and discusses the requirement for evidence of liability insurance coverage (certificate of insurance) for the event.
2. An estimate is completed to include all rental fees, utilities, personnel costs (security, supervisory, custodial, etc.), and additional equipment costs based on the user group category.
3. Requestor signs-off on rental application and acknowledges rules and regulations.
4. The Facility Use Officer submits completed cost estimate and signed application form to the respective principal for approval/disapproval.
5. Long-term rental requests are coordinated as above but also require approval from the Chief Operations Officer. Long-term use requests are recurring or ongoing events held on a consistent basis over time. For more information, please see page (6).
6. Once requests are approved, a standard Lexington Four facility rental agreement is signed by all parties. The rental agreement will only be signed when all parties agree with the proposed terms and in keeping with all Lexington Four Board policies.
7. A security deposit is due at the signing of the rental agreement and will be credited to your total invoice after the event. The deposit will be refunded if the event is cancelled prior to the deadline provided in the rental guide.
8. Applications, rental agreements, proof of 501(c)(3) status (when applicable), and Certificates of Liability Insurance must be received, signed, and submitted no less than ten (10) business days prior to the event. Failure to submit signed applications, rental agreements, and/or certificates of liability insurance ten (10) business days in advance will result in cancellation of any agreement and the event. For more information, please see page(8).
9. Payment for the event covering estimated expenses is due to the Facility Use Officer ten (10) business days prior to the event. Failure to pay estimated expenses in full ten (10) business days in advance will result in cancellation of any agreement and the event.
10. Any additional charges incurred related to extended rental times, personnel costs, equipment usage, damages, etc. for the event are to be remitted within ten (10) business days after the event.

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Insurance Coverage Required for Facility Use

All non-Lexington School District Four (LCSD4) groups using LCSD4 facilities must provide evidence of liability insurance with limits of coverage listed below.

- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates requested for the use of LSDF facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section ensures that the group's policy is active at the time of the event.

Limits of coverage shall be indicated on the Certificate of Insurance as follows:

All non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire, and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate and fire legal property liability, and \$575,500 for property damage with no deductible, with an insurance company authorized to do business in South Carolina, naming the school district as an additional insured.

A copy of the certificate or statement must be forwarded to the **Facility Use Officer** ten (10) business days prior to the event.

The Board of Trustees of LCSD4 must be named by the Certificate Holder as follows:

Board of Trustees, Lexington School District Four, 607 East Fifth Street, Swansea, SC 29160

Obtaining Liability Insurance Coverage

Entities that do not have a current policy may contact an independent insurance company of their choice licensed in the state of South Carolina.

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Rental Packages and Fees:

WHITE PACKAGE	FACILITY FEES*
<ul style="list-style-type: none"> ➤ 1,200 SEAT AUDITORIUM ➤ 2,500 SQUARE FOOT STAGE ➤ DRESSING ROOMS/RESTROOMS (directly side stage) ➤ MULTI-PURPOSE ROOM (directly back stage) ➤ CHAIRS & TABLES stored in Multi-Purpose Room 	<p>FACILITY USE (Hourly): Cost Recovery: \$50 Non-commercial/Rehearsal: \$95 Commercial: \$125</p> <p>CLEANING (Daily): White Package: \$100 Purple Package: \$200 Gold Package: \$300</p>
PURPLE PACKAGE (\$200)	
<ul style="list-style-type: none"> ➤ WHITE PACKAGE+ ➤ 2nd MULTI-PURPOSE ROOM (directly back stage) ➤ BACK HALLWAY & RESTROOMS 	<p>PERSONNEL (Hourly): Event Manager: \$40 Event Custodian: \$25</p> <p>EQUIPMENT (Event): Fly Hanging: \$20 per backdrop Marley Floor: \$50 Grand Piano: \$55 Risers (up to 4 sets): \$135 Piano Tuning: \$200</p>
GOLD PACKAGE (\$500)	
<ul style="list-style-type: none"> ➤ PURPLE PACKAGE+ ➤ COMMONS AREA W/CAFÉ TABLES 	<p>WI-FI ACCESS: \$30 per day LIVE STREAM SUPPORT: \$100</p> <p>*Maximum 30-minute “grace period” for each use granted for logistical coordination. Total personnel fees will cover any time past the listed event time.</p>

Media Packages and Fees:

WHITE TIER	
➤ HOUSE / STAGE LIGHTING	<ul style="list-style-type: none"> ○ Customer-Operated Controls <ul style="list-style-type: none"> ▪ 100% & 50% Intensity (White); Lights completely off
➤ AUDIO / VIDEO	<ul style="list-style-type: none"> ○ 4 Hand-held Microphones ○ Backstage monitor speakers ○ Computer-accessed Audio
➤ NO EVENT TECHNICIAN FEES	
PURPLE TIER	
➤ HOUSE / STAGE LIGHTING	<ul style="list-style-type: none"> ○ Event Technician Controlled <ul style="list-style-type: none"> ▪ Any desired intensity & color lighting ▪ Access to preset effects: Twinkle; Rainbow; Strobe ▪ Limit of 1 Static Light Set per Performance
➤ AUDIO / VIDEO	<ul style="list-style-type: none"> ○ 8 Hand-held Microphones ○ Backstage monitor speakers ○ Computer-accessed Audio & Video ○ Additional Sound Input Options: Auxiliary; Bluetooth; HDMI
➤ EVENT TECHNICIAN FEE: \$45.00 per hour for duration of the reservation	
GOLD TIER	
➤ HOUSE / STAGE LIGHTING	<ul style="list-style-type: none"> ○ Event Technician Controlled <ul style="list-style-type: none"> ▪ All Purple Tier Features ▪ Custom effect programming (required pre-programming) ▪ Dynamic lighting w/timing-based effects (required pre-programming)
➤ AUDIO / VIDEO	<ul style="list-style-type: none"> ○ All Purple Tier Features
➤ EVENT TECHNICIAN FEE: \$45.00 per hour for duration of the reservation	
➤ PROGRAMMING FEE: \$50.00 per hour for pre-event programming by technician	

Religious and Cultural Organizations

Religious and cultural organizations serving the LCSD4 community may be granted use of school facilities. No religious organization will be discriminated against in its request for facility use. Religious organizations shall be treated in the same manner as any cultural organization.

Long-Term Use

Long-term use requests are recurring or ongoing events held on a consistent basis over time no longer than a LCSD4 fiscal year. All contracts/permits for long-term use of district facilities (churches, club use of athletic facilities) expire June 30 of each year. Applications for renewal must be submitted a minimum of thirty (30) days in advance of contract/permit termination to the building's Facility Use Officer.

To establish the initial long-term use, groups must abide by the following:

1. Meet with Facility Use Officer and complete application to establish availability of location, determine fee estimate, and obtain principal approval.
2. Approval must be given by the Chief Operations Officer to execute a rental agreement for long-term use. All contracts are based on annual renewal date of June 30th.

Fee Schedule for Long-Term Use

Facility use fees for religious or cultural organizations with an approved long-term agreement will be assessed as follows:

- First year term will be calculated under the non-commercial fee schedule.
- Only one religious or cultural group may have a contract for ongoing use of any individual school on any given day of the week.

Any additional use facilities outside of the contract agreement will require approval through the application process.

Permit Application

The granting of a rental agreement for the use of one part of a building or grounds confers no privileges for the use of any facilities or part thereof other than those stated in the rental agreement.

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Cancellation

A permit/contract is non-transferable and non-assignable. If entire event is to be cancelled, the applicant is to notify the Facility Use Officer at least 14 days in advance of the date reserved. A full refund of fees received will be made. **Applicants not giving 14 days advance notification of cancellation will forfeit all fees paid.**

Violations

- Violation by a rental agreement holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any agreements in the future.
- Rental agreements are subject to immediate cancellation if it is discovered that information given on an application is misrepresented or false.
- A rental agreement is subject to immediate cancellation if the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board. Upon notice by a duly authorized agent of the Board, such activity is to cease immediately.

The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Limitations of Use

Any violation of these rules will result in immediate cancellation of any rental and/or event and prohibit the applicant future use of LCSD4 property.

- The Board of Trustees or its authorized representatives shall have full and free access to the premises at all times to observe rental activities.
- The Board of Trustees is charged by law with the responsibility for school facilities and must reserve the right to deny the use of school facilities when the Board deems it necessary or is in the public interest. The Board may designate a staff member to act in this capacity.
- No school facility, building, or grounds will be used for unlawful purposes.
- Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed, or color.

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- No school facility is to be used for any other purpose or in any other way than its designed use without prior written permission.
- No group that limits membership in, or attendance at its activities on a basis of race or color shall be allowed to use the school buildings or grounds.
- No alcoholic beverages or tobacco use to include: smoking or vaping/c-cigarettes will be permitted at any time either inside the facility or on school distinct property, owned or leased. Violation of this rule will prohibit future use.
- Parking is strictly limited to designated paved parking areas only.
- Designated fire lanes and building exits must remain clear at all times in accordance with South Carolina Fire Code.
- Food trucks must be located in existing parking spaces. Grills must be located 50+ feet from any building. Renter is responsible for any stains or damage to district property. If these activities are planned, the renter should inform the District Facility Officer at time of facility walkthrough.
- Participants under 17 must be supervised by adults at all times.
- Commercial groups may not access the facility prior to 4:30 p.m. on a regularly scheduled school day unless directly supervised by district personnel at the direction of the District Facility Officer. At no time may non-school personnel proceed past the auditorium/stage area when school is in session.