

Performing Arts Center (PAC) Facility Use Permit

Handbook Guidelines:

There are specific usage guidelines in place for groups requesting to use the PAC, which have been outlined in a separate handbook. This handbook has specific instructions and expectations for individuals and groups requesting to use the PAC. These guidelines have been established to guarantee the safety and protection of all individuals and groups using the PAC as well as the general maintenance of the PAC.

Please sign below indicating that you have read and understand the guidelines of the Performing Arts Center and will abide by those guidelines. By signing, you also indicate that you are responsible for maintaining and abiding by these policies.

Date: _____ Signature: _____

Printed Name: _____

Fees:

Current fees for using the PAC and other associated areas/equipment (if applicable) are listed below. These fees have been established in order to guarantee a quality facility and equipment for your use and for future events. All fees listed are for times of four (4) hours or less, and additional fees will apply if additional time is requested and/or used. Your deposit of \$150.00 is required prior to the use of the requested space(s). After the event, an evaluation will be conducted, and an itemized statement will be sent.

Performing Arts Center (Auditorium)	\$150.00 PLUS Cost of Stage Manager(s)*
*The current rate is \$ 10.00/Stage Manager/Hour. This fee should be paid directly to the Stage Manager(s) the date of your event.	
Make-up Room-High School (Room 130)	\$40.00
Classrooms (Band, Choir, etc.)	\$30.00
Commons Area-High School	\$50.00
Grand Piano (Includes Tuning Fee)	\$200.00
Custodian*	\$30.00/Hour

*This fee applies to all groups that request to use the facilities on weekends or at times when custodians are not otherwise scheduled to be in the buildings.

Please sign below indicating that you understand and agree to the above policy regarding the fees established for using the Performing Arts Center and other associated areas/equipment (if applicable):

Date: _____ Signature: _____

Printed Name: _____

Sign and return one copy of the Performing Arts Center (PAC) Facility Use Permit to:

Susan Werner; Baldwin-Woodville High School; 1000 13th Avenue; Baldwin, WI 54002. swerner@bwsd.k12.wi.us

Retain one copy to be available with the group at all times during the use of the facility.