

ARENDA ARTS CENTER

Policies and Procedures of usage All Rental organizations

The following is a list of Policies and Procedures governing the use of the AAC

1. All areas of usage in the Arend Arts Center, including the lobby, art gallery, auditorium seating, stage, orchestra pit, orchestra shell, shop, dressing rooms, and any other rooms or equipment in the Center must be scheduled and cleared through the Managing Director of AAC prior to the event.
2. A rental agreement with deposit paid must be completed prior to usage of the AAC.
3. The AAC shall be closed to events requiring the entire stage two to four weeks prior to all BHS Drama Department productions as deemed necessary.
4. All Technical requirements must be presented to the Managing Director and the Technical Director a minimum of four (4) weeks prior to event.
5. All communication to technical students staffing a production must go through the Technical Director. Direct communication to Technical students is not allowed.
6. AAC reserves the right to adjust start times in order minimize overlap in event start, intermission, and end times.
7. Food and beverages of any kind are not allowed in the seating areas, the stage, the booth, the shop, the orchestra pit or the dressing rooms.*
8. Painting is only allowed in the shop area. Touch up painting will be allowed on stage with proper drop cloths in place with the supervision of the Technical Director of AAC.
9. Nothing may be attached to the curtains, draperies or walls on stage. This includes: Safety pins, straight pins, tape of any kind, paper clips, staples or any other fastening device.
10. Masking tape may not be used to spike scenery or cast positions. The Technical Director will have plastic tape of assorted colors for such purposes. It is the responsibility of the sponsor to remove all tape when event is completed.
11. The use of glitter in the AAC is prohibited.
12. The fly system is only to be used by trained and qualified personnel, i.e. the Managing Director, Technical Director, faculty, and/or students who have been adequately trained. An adult supervisor must be present when the fly system is in use.
13. The sound and lighting system is only to be used by trained and qualified personnel, i.e. the Managing Director, Technical Director, faculty, and/or students.
14. Access to the loft areas on stage and over the seating area is only available to trained and qualified personnel, i.e. the Managing Director, the Technical Director, faculty, and students. An adult supervisor must be present when students are in these areas.
15. Access to the storage areas in the shop is only available to trained and qualified personnel, i.e. the Managing Director, the Technical Director, faculty, and students. An adult supervisor must be present when students are in these areas.
16. The use of tools in the shop area shall only be done with the supervision of the Technical Director. Tools must be signed out and returned to designated areas. All tools must be used in a safe manner. Abuse of tools will result in expulsion from the shop and theatre.
17. The stage area shall be mopped and/or swept by the sponsor after each event under the rules of the Technical Director.
18. The stage area shall be wet mopped after all performances.
19. Dressing room areas shall be cleaned by the sponsors and left in the same manner as to when occupancy occurred.
20. The sponsor is responsible for the actions and behavior of his/her personnel and participants throughout the facility.
21. The sponsor shall provide adequate supervision for students, personnel and participants using the facility.
22. Prior arrangement must be made for any and all materials to be delivered to the AAC. The AAC cannot accept any items shipped if any sum is to be paid to the delivery company upon delivery.

23. Any damage to the facility shall be reported to the Managing Director and/or the Technical Director immediately and shall become the responsibility of the supervising sponsor.
24. Any injury sustained during occupancy of the facility should be reported immediately to the Managing Director and/or the Technical Director and proper accident reports filed.
25. The use and possession of alcohol, non-prescription controlled substances, and tobacco products is prohibited in and on the grounds of Bentonville Public Schools and the AAC.
26. AAC management reserves the right to eject or cause to be ejected from the premises of the AAC and objectionable person or persons. Neither the AAC nor the Bentonville Public Schools nor any of its officers, agents or employees shall be liable to any USER for any damages that may be sustained by such USER subsequent to the exercise of such right by AAC management.

The term "objectionable person" shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of AAC policy, Bentonville Public Schools rules and regulations of conduct, Federal, State, and Local law, make the normal and proper conducting of business or an event/performance or the enjoyment of others of such event difficult or impossible for others. Additionally, "objectionable person" shall include any person under the influence, even minimally, of alcohol or non-prescription controlled substances.

27. Additional policies and procedures may apply at the discretion of the Managing Director and/or the Technical Director of the AAC.
28. Failure to abide by all policies and procedures may result in expulsion from the AAC.

Policies and Procedures-Addendum

1. Fire on stage must be approved by the Technical Director. The use of Fire on stage must be accompanied by a permit obtained from the Fire Marshall.
2. Other than drinking water the use of water on stage is prohibited.
3. The use of any chemical or possibly dangerous product must be approved by the T.D. and be accompanied by its MSDS.
4. The use of Fog/ smoke machines must be cleared with the T.D. at least a week in advance in order to have the smoke detectors adjusted.
5. The use of any mechanical device must be free of oil, hydraulic fluid and any other fluid leaks.
6. The use of pyro-technics must be approved by the T.D. and be accompanied by an Arkansas licensed pyro technician.