

Booking Policies

Rental Priority

School related organizations and activities have priority in booking over outside organizations. School related organizations and activities may book events at any time using the established procedures. Organizations *within* the boundaries of the Grant Public School District may book events starting eight (8) months prior to the event date. Organizations located *outside* the boundaries of the Grant Public School District may book events starting six (6) months prior to the event date.

Designated Supervisor

The Client must name an approved supervisor, aged 21 or over, who will sign, abide by, and enforce any and all GFAC printed policies. (*See also: Production Policies*)

License Agreement

Upon receipt of a reservation request, the GFAC Director will contact the Client to assist in completing the Grant Public Schools Fine Arts Center Licensing Agreement. The GFAC must receive the completed Licensing Agreement at least thirty (30) days prior to the event date. No reservation will be confirmed until the GFAC representative approves the application. A non-refundable deposit equal to 50% of the estimated rental fee is required to confirm the reservation. Payments must be made in the form of a certified check, cashier's check, or company check, payable to: **Grant Public Schools**.

The Client must confirm reservations by phone or in person forty-eight (48) hours in advance of the event.

All contracts, changes to contracts and additions shall be made in writing.

Billing

The Client will be sent a final invoice fourteen (14) days following the event. The non-refundable deposit will be reflected in the final invoice.

The GFAC reserves the right to retain any box office receipts up to or equal to the amount outstanding. Any credits will be issued 14 days following the event in the form of a check.



Cancellation

Following the execution of a Licensing Agreement, cancellation for an event less than thirty (30) days prior to the beginning of the licensing period for reasons other than an Act of God may result in a forfeiture of deposit. The Client may be liable for any pre-production expenses related to preparation for the cancelled production. Events cancelled due to inclement weather or other Acts of God will be rescheduled if at all possible. The FAC Director or his/her designee reserves the right to interrupt any event and evacuate individuals in the event of dangerous conditions due to weather, unruly behavior, or other conditions deemed to endanger life or property. The GFAC reserves the right to refuse rental to any group, event, or activity if the management reasonably determines that said activity, or response to said activity, may cause damage or unusual risk of damage to the facility or its patrons. Rental may also be refused on the basis of prior disregard of GFAC rules and regulations. (*See also: Production Policies*)

The GFAC reserves the right to cancel an event due to the Client's breach of contract, which may result in forfeiture of the deposit. The Client may cancel a contract and forfeit the non-refundable deposit.

Liability Insurance

The Client shall be required to supply evidence of public liability insurance of at least one million dollars (\$1,000,000) and naming the Grant Public Schools as an additional insured. The policy must be valid during the entire time the Client is occupying the facility. A copy of the Certificate of Insurance must be on file with the GFAC ten (10) days prior to the event.

Multiple Showings

An event open to the general public and involving more than one performance on the same date must be scheduled and operated in such a manner that an interval of at least two (2) hours is provided between the end of one performance and the beginning of the next.

The GFAC reserves the right to schedule multiple, non-competitive activities in the facility simultaneously.

Production Policies

Supervision

Clients must have a Designated Supervisor, aged 21 or over, in the Grant Fine Arts Center (GFAC) at all times. Associates of the Client will not be admitted into the facility without said supervisor and/or prior to the agreed upon access time. No group may be in the facility without the presence of the FAC Director or his/her designee. The Client is expected to provide adequate supervision for their group. There will be no unsupervised children or students in the GFAC. Disorderly conduct of any kind may result in the immediate cancellation of the Licensing Agreement and forfeiture of deposit. *(See also: Booking Policies)*

Access

Clients may only use rooms and areas designated in the signed License Agreement. The Control Booth and Catwalks are strictly off limits to all but personnel specifically authorized by the FAC Director. No shipped goods will be received by the FAC management prior to the contracted load-in, except by prior arrangement. No animals of any kind are allowed to be on the premises with the exception of guide or assistance animals. Prior arrangement must be made for animals required for performance.

Food and Beverages

Concessions may only be consumed in designated areas as per the License Agreement. Backstage: food and drink should be limited to the green room, except as required by the script or the talent's contract. Under no circumstances shall food or drink be allowed in the house. This prohibition must be stated in any and all printed programs.

Controlled Substances

The GFAC is an extension of the campus of Grant High School. Per Michigan State law, possession or consumption of alcoholic beverages (MCL 436.1904), and possession of illegal drugs (MCL 333.7410) or firearms (MCL 750.237a) in the facility or on the grounds is a criminal offense, and therefore strictly prohibited. Performances that required the use of weapons, open flame, or pyrotechnics must be cleared through the FAC Director. No helium or lighter than air balloons shall be brought into the facility.

Tobacco

The use of any and all tobacco products inside school property, including the GFAC, is prohibited under Michigan law (MCL 750.473). This prohibition must be stated in any program. Performances requiring the use of tobacco must be cleared through the FAC Director.



Expendable Materials

No house-owned expendable materials, supplies, or equipment shall be used or borrowed unless designated in the License Agreement. This includes, but is not limited to: paper and other office supplies, musical instruments and stands, makeup, tools, lighting gels, tape, lumber, and recording media.

Facility Conditions

All rooms and areas shall be left in an orderly and clean condition, or additional custodial fees may be levied. All trash shall be removed from the facility and deposited in the dumpster designated by the FAC Director. No flammable materials such as bunting, tissue paper, crepe paper, etc., shall be used in the GFAC. Proof of flame resistance may be required for certain materials.

Liability

Clients are financially responsible for any damage to the facility or equipment. Proof of Insurance shall be required as a condition of use. No liability of any kind or nature shall be borne by the Grant Public Schools, any of its employees, officers, agents, or board members, individually or collectively, as a consequence of permitting access to this facility. *(See also: Booking Policies)*

Hours of Use

Clients must vacate the facility by 10pm Sunday through Thursday, and by midnight on Friday and Saturday unless prior arrangements are made through the Licensing Agreement.

Equipment

All electrical and mechanical equipment shall be operated only by GFAC personnel or those individuals designated by the FAC Director. Additional fees may be levied for these services. Any equipment brought into the facility is subject to examination and approval by the FAC Director and must be listed in the Licensing Agreement. The Client may not alter or modify any equipment owned by the GFAC. No individual shall operate any engine or machinery or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for mechanical or other purposes. Tripods and "plug in" cameras are prohibited in the house. Use of flash cameras are prohibited and such prohibitions must be stated in any and all printed programs.

Facility Personnel

The FAC Director will determine the number of facility personnel necessary for any given production. Additional fees may be levied for these services. The Client may be required to schedule a production meeting with the FAC Director up to four weeks prior to the event date. Security personnel may be required at the discretion of the FAC Director. If deemed necessary, the client is responsible for security arrangements and expenses.

Load-In / Load-Out

Load in/out will be through the backstage doors only, and only at times stated in the Licensing Agreement. All materials shall be removed from the premises. No scenery, scrap, or other production materials shall be disposed of in house dumpsters without prior arrangement.

Cancellation

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Seating

Under no circumstances shall the number of individuals in the house exceed the total number of seats (793). In order to be allowed entrance to an event, any person, regardless of age, must have a ticket and occupy a seat. No one shall sit or stand in the aisles, obstruct exits, or otherwise violate state and/or local fire codes. During rehearsals, the seating area shall be restricted to individuals directly connected to the production. Should the number of individuals in the house exceed twenty five (25), the rehearsal shall then be deemed a performance and fees and restrictions shall be levied accordingly.

Patron Access

For performances, the lobby shall be opened no later than sixty (60) minutes prior to the published curtain, and the house shall be opened approximately thirty (30) minutes prior to curtain, as per the Stage Manager's instruction. Late arrivals shall be seated at the discretion of the Front of House Staff. Except by previous arrangement with the FAC Director, only performers and production staff are to be allowed in any and all backstage areas. This prohibition must be stated in any and all printed programs.

Parking

Patron and talent parking shall be restricted to areas and times designated by the FAC Director.



Advertising

No announcement, advertisement, or public notification shall be made about any planned event to be held in the GFAC until a completed and signed Licensing Agreement is filed with the FAC Director. No promotional materials or lobby displays are to be placed in the GFAC without prior arrangement with the management. No collections of donations, or other solicitations or demonstrations shall be allowed without prior permission of the management.

Copyright

The Client is solely responsible for liability in relation to copyright license for videos, music, theatrical performances, etc., which includes royalty fees or other arrangements with the copyright holder.

Stage

The stage may not be painted. No screws, nails, stage screws, staples, etc., are permitted. Nothing is to be attached to the floors, curtains, or walls of the stage or house. All wagons and similar scenic devices must have approved castors, skids, or gliders. All deck level cabling must be secured with cable protectors. Only gaffer's tape (spiking tape) may be used and must be fully removed during strike.

The Grant Fine Arts Center is an extension of the campus of Grant High School and thus is subject to the policies of the Grant Public School District. Since the GFAC is located on school property, the content of visual and performing arts must be acceptable for that population. A copy of the school's handbook is available to the Licensee upon request.

No person or organization shall be excluded from rental or use of any Grant Public Schools facilities, including the GFAC, because of age, race, color, disability, or national origin. Rental organizations may not discriminate against any person, group, or organization, or exclude them from the use of the facility, or participation in rental activities. No rules or regulations may be promulgated by a renting organization.

The GFAC management reserves the right to amend these rules and/or supplement them at any time, at its sole discretion. Such new or revised rules and regulations shall be effective and binding upon Clients immediately after Clients have been given notice of such changes, verbally or in writing, and by any means of communication.