

# Facility Rental Packet

(Space Reservation, Staffing, & Resources Information)

## Space Reservation Process:

- **Step 1: Requesting Dates**
  - Client contacts RFAC FOH Manager about interest in renting/ date availability (minimum of 30 days prior to event)
  - Client fills out Event Inquiry Form to be reviewed by RFAC Management
- **Step 2: Date Hold Confirmations**
  - Dates are placed in RFAC calendar as a HOLD by RFAC Management for 10 business days
  - Walkthrough with client to determine official needs (Can be in person, zoom, or via phone or email depending on event)
  - Estimates are created and sent to client
- **Step 3: Confirming Events/Shows**
  - Client signs off on estimates, the district's rental agreement is created/ signed, and client pays deposit
  - Dates are moved from HOLD to CONFIRMED in RFAC Calendar
  - Additional walkthroughs/ meetings as needed
  - 1 week prior to event, final confirmation of event details
- **Step 4: Event**
  - Load in, Event, Strike
- **Step 5: Closing Events/Shows**
  - Settlement Expense Reports are completed and sent to client for final payment (Settlement can occur at the end of event or strike, or following business day)
  - Payment received from client, end of process

## Scheduling Priority:

- 1) Phase 1: Plano ISD Administration
- 2) Phase 2: Plano ISD Educational Arts Partners PISD Events (*i.e. concerts/masterclasses for PISD Students*)
- 3) Phase 3: Plano ISD Fine Arts Departments
- 4) Phase 4: Plano ISD Campus Administration & Departments
- 5) Phase 5: Rentals: Plano ISD Educational Arts Partners Organization Dates
- 6) Phase 6: Rentals: Non-Profit & Commercial Rentals

### Included with your Space Rental:

- Venue Requested w/ assigned support spaces
- Access to Lobby (unless reserved) and Loading Dock.
- Basic operational gear allocated to the designated space *(does not include labor - all technical equipment must be operated by Robinson Fine Arts Staff or PISD approved contract workers)*
  - o Basic Lighting: 1 Look Lighting Preset
  - o Basic Audio: 1 Microphone for Announcements
  - o Basic Video Setup: Single source projection setup
  - o Music Events: Conductor Stand, podium, Music Stands & Chairs allocated to the space
  - o 1 Manager on Duty

### Option 1: Entire Facility Rental

Space	Commercial Rate	Non-Profit Rate
<b>Full Campus</b> <u>ALL Spaces in Option 2</u>	\$8000 /4 hrs (Minimum Rental)  (\$2000 /hr for each additional hr)	\$6400 /4 hrs (Minimum Rental)  (\$1600 /hr for each additional hr)

### Option 2: Individual Space Rental

Space	Commercial Rate	Non-Profit Rate
<b>Main Theatre</b> <u>Included Spaces:</u> 2 Lg Dressing Rooms, 1 Individual Dressing Room	\$3500 /4 hrs (Minimum Rental)  (\$875 /hr for each additional hr)	\$3000 /4 hrs (Minimum Rental)  (\$750 /hr for each additional hr)
<b>Studio Theatre</b> <u>Included Spaces:</u> Studio Dressing Rooms (2),	\$2500 /4 hrs (Minimum Rental)  (\$625 /hr for each additional hr)	\$1,800 /4 hrs (Minimum Rental)  (\$450 /hr for each additional hr)
<b>Dance/Rehearsal Room (Full Room) (B104)</b> <u>Included Spaces:</u> Dance/Rehearsal Room	\$1000 /2 hrs (Minimum Rental)  (\$500 /hr for each additional hr)	\$500 /2 hrs (Minimum Rental)  (\$250/hr for each additional hr)
<b>Legacy Art Gallery (A105)</b> <u>Included Spaces:</u> Gallery, Art Work room	\$500 /2 hrs (Minimum Rental)  (\$250 /hr for each additional hr)	\$400 /2 hrs (Minimum Rental)  (\$200 /hr for each additional hr)
<b>Richard Douglass Family Lobby</b> <u>Included Spaces:</u> Lower Lobby, Break Room	\$900 /4 hrs (Minimum Rental)  (\$225 /hr for each additional hr)	\$700 /4 hrs (Minimum Rental)  (\$175 /hr for each additional hr)

**Additional Rental Spaces & Space Add-ons** (if not included in your venue reservation)

Space / Items	Commercial Rate	Non-Profit Rate
Alan & Diane Johnson Lounge	\$60/hr	\$50/hr
Break Room	\$60/hr	\$50/hr
Scene Shop (C101)	\$45/hr	\$45/hr
Charles & Tamela Miller Art Studio (D102)	\$45/hr	\$40/hr

**Part-Time Staffing Rates\***

Position	Description	Rate
<b>Manager on Duty**</b> (included in reservation)	Manage staff, volunteers and facility throughout the event. Time required to start 30 minutes prior to contracted time and 30 minutes after the contracted time.	\$50/hr
<b>Front of House Manager**</b>	Extra duty job category for staff supervising front of house staff, ticketing, audience/crowd coordination. Required for events of 200+ expected attendees & events with ushers.	\$50/hr
<b>Production/Event Manager**</b>	Extra Duty staff or adult temps supervising backstage staff and students during a production/event	\$30/hr
<b>Student Technician</b>	Trained students managing, running lighting, sound, rigging equipment, marking position, moving props and/or equipment in support of performances.	\$15/hr
<b>Non- Student Technician**</b>	Over hire/ Extra Duty / Contract workers for specialized positions	\$30/hr
<b>Custodian</b>	Contracted through a district provider. Time required to start 30 minutes prior to contracted time and one hour after the event.	\$36/hr
<b>Non-Student Usher/Box Office**</b>	Extra duty staff or adult temp handling on-site ticket sales during event in addition to assisting patrons with seating.	\$20/hr
<b>Student Usher</b>	Students taking or scanning tickets during a production in addition to assisting patrons with seating.	\$15/hr
<b>Security Officers, Parking/Traffic Control</b>	Off duty police scheduled thru Laserfiche as needed for events that anticipate 800+ attendees. 2 hour minimum.	\$68/hr

\*Holiday rates may apply

\*\*Based on market rate and availability

**Additional RFAC Gear & System Usage (per item and/or space)**

Item/Service		Description	Daily Rate
Lighting	Intermediate	LED Color Washes & Incandescent	\$250
	Advanced <i>Main Stage Only</i>	Moving Lights, LED Color Washes, & Incandescent	\$450
Audio	Intermediate	Console, Playback, Tie In, Wireless Microphone access <i>1-10 Wireless Mics (Main Stage), 1-2 Wireless Mics (Studio Theater)</i>	\$250
	Advanced <i>Main Stage Only</i>	Console, House Mic Inventory Use & Setup <i>Quote based on setup and labor per hour.</i>	Quote
	Portable Sound System	Console, 2 Wireless Microphones, 2 Power Speakers	\$150
Video	Intermediate	Setup for single/multiple source video input, projector(s) & screen(s)	\$100
	Advanced <i>Main Stage Only</i>	Full access to tie ins, Mac Studio and Blackmagic Switcher	\$500
	Portable Television	Newline TruTouch 86" LED display ( <i>2 available</i> )	\$100
Music	Piano - Upright	The Boston UP-118E Performance Edition	\$100
	Piano - Grand	9' Steinway & Sons Grand Piano	\$1,000
	Piano Tuning	Tuning of Piano rental. <i>PISD will facilitate</i>	\$300
	Percussion Equipment	Access to percussion equipment	\$500
Staging	Staging Setup	Set up & Strike of Stage / Venue <i>Quote based on type of labor per hour.</i>	Quote
	Orchestra Pit	Lowering/Raising of the Orchestra Pit	\$500
	Riser	4'x8' Wenger Platform	\$25/section
	Performance Shell	Full set up of Diva Wenger shell ( <i>Full stage, includes walls and ceiling</i> )	\$150
	UIL OAP Set	Standard UIL One Act Play Set	\$500
	Choral Riser	Wenger Signature Choral Risers ( <i>10 sections per performance space</i> )	\$100
	Music Stand Light	Mighty Bright Stand Light	\$1
Tools	Scene Shop Tools	Access to all scene shop tools	\$500

## **Alcohol, Texas Law and Utilization of an ISD Facility as a Venue**

The Plano ISD Robinson Fine Arts Center functions as a performing arts center for the students and staff of PISD. The facility is not a municipal space, nor is it governed as a standard venue. The PISD rental contract for the RFAC requires renters (Section 4.4, 4.9) to agree to enforce all District and RFAC policies, regulations and guidelines, as well as all local, state and federal laws. More explicitly, PISD Board Policy GKA (LEGAL) - Community Relations: Conduct on School Premises enforces Texas Education Code EDUC § 38.007 regarding Alcohol-Free School Zones in Texas independent school districts. Possession, consumption, distribution, or disposal of alcohol or alcoholic beverage containers on the premises is a direct violation of these stated, contractual agreements.

### **§ 37.122. Possession of intoxicants on public school grounds.**

- (a) A person commits an offense if the person possesses an intoxicating beverage for consumption, sale, or distribution while: (1) on the grounds or in a building of a public school; or (2) entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a public school of this state is being held.
- (a-1) It is a defense to prosecution under this section that the person possessed the intoxicating beverage:
  - (1) at a performing arts facility; and (2) during an event held outside of regular school hours and not sponsored or sanctioned by a school district.
- (b) An officer of this state who sees a person violating this section shall immediately seize the intoxicating beverage and, within a reasonable time, deliver it to the county or district attorney to be held as evidence until the trial of the accused possessor.
- (c) An offense under this section is a Class C misdemeanor.

### **§ 38.006. E-cigarettes and tobacco products on school property.**

- (a) In this section, "e-cigarette" has the meaning assigned by Section 161.081, Health and Safety Code.
- (b) The board of trustees of a school district shall:
  - (1) prohibit smoking or using e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property;
  - (2) prohibit students from possessing e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property; and
  - (3) ensure that school personnel enforce the policies on school property.

### **§ 38.007. Alcohol-free school zones.**

- (a) The board of trustees of a school district shall prohibit the use of alcoholic beverages at a school-related or school-sanctioned activity on or off school property.
- (a-1) This section does not apply to a performing arts facility leased to a nonprofit organization for an event as provided by Section 11.179.
- (b) The board of trustees of a school district shall attempt to provide a safe alcohol-free environment to students coming to or going from school. The board of trustees may cooperate with local law enforcement officials and the Texas Alcoholic Beverage Commission in attempting to provide this environment and in enforcing Sections 101.75,

109.33, and 109.59, Alcoholic Beverage Code. Accordingly, the board, if a majority of the area of a district is located in a municipality with a population of 900,000 or more, may petition the commissioners court of the county in which the district is located or the governing board of an incorporated city or town in which the district is located to adopt a 1,000-foot zone under Section 109.33, Alcoholic Beverage Code.

### **Client, Participant, and Guest Expectations**

It is the goal and responsibility of the Plano Independent School District to maintain the best care of the Robinson Fine Arts Center, as it serves as the primary hub of performing and visual arts showcasing for our students and programs. It is the expectation of our district that all clients, participants, and guests, abide by all policies herein, and follow any and all verbal directives from district staff, immediately, for the safety and well being of those individuals and our facility. Failure to comply with this stated expectation may result in an individual's ability to remain in the facility for the event in question, including, but not limited to immediate dismissal / removal from the facility.

## Glossary of Terms:

- **Access:** Ability to utilize locations, but cannot restrict others from use. (When renting the main stage, you get access to the lobby, but you cannot restrict other groups from using the lobby unless rented in conjunction.
- **Allocated Equipment/ Inventory:** Equipment assigned to individual areas (Each venue will have its own inventory of Lighting and AV equipment.
- **Arts Partner Client:** Plano based client with a “Memorandum of Understanding” which is drafted and approved/denied by PISD Administration with a symbiotic, arts related goal for student success in place.
- **Client:** The renting individual who is the responsible party to the contract with the RFAC.
- **Commercial Client:** Client who is not part of PISD and does NOT have Non-Profit Status.
- **Confirmed:** When a space is reserved for a client in the calendar, barring any other client from reserving the space at that time.
- **Guest:** Any public individual that participates or otherwise attends the event. This term includes any ticketed or non-ticketed patron that enters the facility during the rental period.
- **Hold:** When a space is requested and dates are penciled in the RFAC calendar. A HOLD does NOT confirm that the space requested is reserved.
- **House Zero:** This is how the venues will be set up and handed over to clients. This is also how the venues are expected to be handed back from the client after the show run.
- **Non-Profit Client:** Client who has Non-Profit Status with EIN #
- **Manager on Duty:** RFAC Staff assigned to be on-site while the client is in the building.
- **Participant:** Any individual not named on the rental contract as a client, but who is directly involved in the execution of the performance event during the rental period. This includes members of the event who are on site to perform on stage or otherwise carry out the expressed, specific purpose of the event. (Ex. Performers, Singers, Dancers, Speakers, etc.)
- **Supervision:** RFAC Staff on site to unlock venues, turn on work lighting/ general room lighting (Non-Theatrical), and to make sure the client has initial needs and follows all policy and procedures.
- **Set Up:** Setting any tables, chairs, and theatrical equipment/ systems as per client’s layout documentation.
- **Strike:** Removal of any equipment used in any venue post event/ show.
- **Repertory Lighting Plot:** Lighting plot designed and hung in the spaces that will fit general needs for most events and shows.

**Notes:**

Any non-school related organization using school facilities shall be required to provide an original certificate of insurance, with the District named as the certificate holder, indicating a minimum \$1,000,000 combined single limit for bodily injury and property damage liability coverage. In addition, the District shall be named as an additional insured on the certificate of this policy.

The insurance carrier must hold a minimum "Secure" rating from the A.M. Best Company.  
The District reserves the right to determine the acceptability of a carrier regardless of its "Secure" rating.

Any misrepresentation by an organization, abuse of any district property, and/or any breach or default of the rental agreement may result in immediate termination of the rental agreement, including immediately vacating the premises and denial of that organization's request for future use.

RFAC Holds the Right to deny aspects of Lighting, Rigging, Carpentry, etc. based on safety and venue capabilities. Gear and Labor Requests will be fulfilled based on availability.