



Usage Agreement Guidelines

District Groups

Updated April 9, 2025

Usage Agreement Summary

These guidelines are established by the Hamilton Fine Arts Center (referred to as HFAC) in conjunction with the Hamilton School District. The authorized representative (referred to as RENTER) of the event must sign at the bottom of this document to confirm that these guidelines have been read, are understood and will be fully executed as part of the rental contract. RENTER is responsible for ensuring that each member of RENTER staff, performers and patrons are aware of and following these guidelines at all times while using the HFAC. Please visit www.HamiltonFineArtsCenter.com to view additional facility information.

General Information

1. **Rental Dates:** Subject to the complete terms and conditions contained in this Usage Agreement, you are guaranteed use of the HFAC only during the contracted date and time listed on the [HFAC Rental Calendar](#). Once all requirements have been met and accepted by the HFAC, it is your responsibility to assure your event is correctly posted on the [HFAC Rental Calendar](#). Final event schedule (including load in, rehearsal, performance and load out times) must be confirmed no less than five business days prior to load-in. Buildings close at 10 p.m., and overtime staffing charges will be incurred after this time.
2. **Rehearsals:** All district groups have the opportunity to schedule up to two consecutive setup/rehearsal hours in conjunction with a single performance. Additional time is available at \$25 per hour, and is used to help offset building expenses. Building use time is calculated from when the building was scheduled to be opened, and concludes when the last person has departed the building. All in-house audio, lighting and equipment (piano, choir risers, etc.) will be set prior to your arrival, and need not be considered in your scheduled setup time. View our District Usage Fees [here](#).
3. **Supervision** At all times, RENTER will provide supervision to all their performers, technicians and staff members in each area of the HFAC, including the lobby, backstage, dressing rooms, green rooms and theatre, and will assure that they are following the guidelines listed in this document, and any applicable provisions of the Rental Agreement. At no time will underage minors be allowed without supervision in any space of the HFAC.
4. **Prohibited Items** The possession or use of alcoholic, illegal substances, tobacco products and weapons (with the exception of prop weapons, detailed [here](#)) are strictly prohibited on all school district property, including the HFAC. Absolutely no balloons at any time in the HFAC, due to the potentially triggering sound if popped.
5. **Royalty Fees:** RENTER is solely responsible for payment of royalty fees for any and all dramatic rights, dramatic musical works, performance fees, music royalties and other fees associated with intellectual property rights applicable to the Renter's use of the HFAC facility. Renter shall indemnify, hold harmless and defend HFAC against any charge or expenses which arise from these fees. This includes, but is not limited to, live-streaming and any type of recording and sharing of the performance.

6. **Food and Beverage:** Food and beverage (including bottled water) is not allowed in the HFAC theatre seating area or any carpeted backstage area (including hallways and dressing rooms) at any time. Exceptions include:
 - a. Food and beverage consumed in the lobby is limited to a specific [menu of options](#).
 - b. Food and beverage consumed in the green rooms are referred to in the section above.
 - c. RENTER is completely responsible for any cleaning and damage arising from any form of food or beverage consumed throughout the building and may exceed the rental deposit.
7. **Costume and Decor Restrictions:**
 - a. Performer costumes with sequins, feathers, glitter and other removable decoration enhancements are not allowed in the theatre seating area at any time. Performers must either change into street clothes or wear a coverup that completely covers the costume.
 - b. Absolutely no balloons in any time in the HFAC, due to the potentially triggering sound if popped.
 - c. Other than water-based haze machines, confetti cannons, bubble machines, silly string and other types of decoration or effects are not allowed in the HFAC.
 - d. Absolutely no fireworks, combustible / flammable materials and open flame, candles or fire devices of any kind are allowed in the building.
 - e. [Prop weapons](#) must be stored in a locked unit whenever they are not being utilized on the stage. Intent to use [stage weapons and firearms](#) must be declared at least ten days prior to load in.
8. **Stage Tape and Wall Tape:** Only blue painter's tape is allowed to hang signage on brick surfaces (no signs or posters are to be attached to painted walls or woodwork). Professional-grade spike tape and Gaffers tape are the only tapes that may be used on the stage. These tapes are available for purchase at a nominal fee. All tape must be removed prior to your departure, including on the stage, walls and fly rail. Failure to do so will result in a \$100 fee.

Theatre Information

9. **Theatre Capacity:** The capacity of the theatre is 750 people. The capacity of the stage is 120 people. The fire marshal and the Hamilton School District take the safety of your performers and patrons very seriously. The HFAC will not allow the theatre to exceed these capacities, and the event will not be allowed to begin until the theatre is properly seated and the capacities are within the proper limits. Performers will not be allowed to access the theatre seating area if this were to exceed the theatre capacity maximum.
10. **Patron Services Staff:** The building opens 60 minutes before your scheduled event. The theatre opens for seating 30 minutes before your scheduled event. There are no usage fees associated with performances that remain within this timeframe. Additional setup and/or rehearsal time is [invoiced](#) at \$25/per hour. We are required by law to have a fully-trained Patron Services Staff (i.e. ushers) present whenever the theatre is being used by a public audience, regardless if the event is defined as a rehearsal and/or performance. The HFAC will schedule one Patron Services Staff member for every 250 patrons expected to attend your event at a rate of \$25 per hour (with a two-hour minimum), beginning 45 minutes before the start of the show, and concluding when the last person has departed the building. Additional staff may be required for ticketed shows.

All rehearsals will be considered "closed rehearsals" with absolutely no access to the theatre seating area by performers or parents, unless requested in advance. No theatre access will be permitted without an usher presence. When approved, students are expected to respect the theatre and clean up after themselves. Any cleaning that needs to be done following a rehearsal (either in the theatre or on the stage) will be charged to your group.

11. **Ticketing Services:** Complimentary ticketing services are offered to our district groups, and can be arranged for a small service fee charged to the ticket buyer to offset the credit card processing and handling fees. Groups can opt to offer reserved seating, general seating, complimentary ticket codes, priority seating presale and multi-pricing options. Tickets are available for purchase on our website or by phone during regular business hours. Box office staff can be provided on the night of your show for an [additional fee](#).
12. **ADA (Wheelchair) Compliance:** Wheelchairs, walkers, baby strollers and baby carriers are allowed only in seating designated as an [ADA seat](#). Wheelchairs always have priority over these ADA seats. Ushers are happy to assist with the storage of these items during the show. Please share this information with your ticket buyers.
13. **Fire Code and Building Security:**
 - a. All bags, boxes, cases, etc. are subject to security checks at any time by HFAC staff.
 - b. Fire code prohibits any item from blocking any row or aisle in the theatre seating area, including but not limited to camera tripods, recording devices, walkers, wheelchairs, bags (including costume bags), musical instruments, instrument cases, sets, props, chairs, etc.
 - c. Patrons may use handheld cameras in their seats, or record from the camera loft with a tripod, provided recording is permitted and proper royalty rights have been obtained.
 - d. Due to emergency egress patterns, no items may be stored in the backstage hallways at any time. A green room space is available to the RENTER for these purposes.
 - e. For the security of the performers and staff, we strongly suggest that you do not allow members of the public backstage.
 - f. At no time will anyone other than performers be allowed on the stage.
 - g. At no time may any individual jump off or on the stage. Staircases located on each side of the stage.

Stage, Green Rooms, Dressing Rooms and Loading Dock Information

14. **Loading Dock:** Use of the loading dock must be arranged at least ten days prior to RENTER load in. All groups must use the loading dock for loading and unloading props and other equipment in order to refrain from damage to the lobby and doors. Due to liability, storage of props, sets and other equipment prior to your scheduled load-in time is not available. All items must be removed immediately following your event. Items left behind will be considered a donation to the school district or may incur disposal fees that will be the responsibility of and billed to the Renter.
15. **Building Inspection:** It is your responsibility to inspect the contracted space(s) immediately prior to load-in and make note of any damage in the building. You may be held responsible for any damage that is not documented prior to your load-in.
16. **Green Rooms:** The HFAC offers the use of two green room spaces conveniently located backstage between the stage right and stage left doors. There is no charge to use these spaces as long as the room is left in the same manner as it was found. Not doing so will result in a \$100 charge.
 - a. Tables and chairs are available for you to set the room, as desired. You will need to restore the chairs and tables into their appropriate racks prior to departing. All garbage must be placed in the appropriate cans. Brooms and dustpan will be provided.
 - b. There is an emergency egress, but for security reasons, all performers, crew and staff will enter through the main theatre doors and access this area via the backstage hallways from the lobby.
 - c. While costume racks, instruments, small props, etc. may be stored in this space in

conjunction with an active show, all set building, painting, etc. must still be done in the prop shop.

- d. Food and beverage is allowed in this room, however, must be properly disposed of in the provided garbage cans.
17. **Dressing Room Privacy:** The Hamilton School District has adopted a policy that addresses privacy in dressing rooms. The policy recognizes the privacy rights of individuals using dressing rooms and prohibits cameras, video recorders, or other devices that can be used to record or transfer images from being used in a locker room, dressing room, or other areas where privacy is expected. The policy also restricts access to dressing rooms to protect students. Persons who violate the policy shall be subject to penalties under state law.
18. **Technicians and Stage Crew:** Basic lighting, audio and video projection is available at no cost to our district groups. Ambitious shows may require professional design and equipment that exceeds our staffing capabilities and equipment inventory. [Lighting designers / light board operators](#), audio engineers, riggers and stage crew may be required to accomplish your show vision and stage design. The HFAC can arrange for these TECHNICIANS to be provided upon your request for an [additional charge](#). If you choose to provide your own TECHNICIANS, they must carry liability insurance per the specifications of the HFAC rental agreement, have previous stage experience and be fully knowledgeable with the consoles and equipment, as well as the proper use of a fly system, focusing and restoring light fixtures, etc. Please visit our [website](#) for more details.
19. **Fireproofing of Sets and Props:** The fire department performs random safety checks of props and sets. Props and sets that do not follow the [fire safety code](#) will be removed from the stage until they have been properly fireproofed or safely constructed. All props and sets must be marked with the material, date and person who performed the application of the fireproofing material. Any fine received for failing to properly fireproof props and sets will be the responsibility of the renter.
20. **Consumables:** You are responsible for providing any consumables, including professional-grade Gaffers tape, spike tape, Gobo patterns, rigging hardware, show-specific gel, microphone batteries, etc. These items may be available onsite for [purchase](#).
21. **Fire Curtain:** No equipment may be stored in the area where the main curtain drops. This is the fire curtain drop area, and must be kept clear at all times. No equipment may block any stage door, fire extinguisher or the fly rail. No props, sets or personal items may be stored in egress (carpeted) hallways. Any fines received for obstructing these areas will be the responsibility of the renter.
22. **Painting and Set Securing:** Painting on the stage is not allowed. No nails, staples, etc. may be used to attach props, sets, etc. to the stage. RENTER will be invoiced the actual cost to repair, replace or repaint the stage or stage curtains.

I ACKNOWLEDGE AND CONFIRM THAT I HAVE READ THE INFORMATION PRESENTED ABOVE, AND AGREE TO THE STIPULATIONS, AND UNDERSTAND AND AGREE THAT FOR REASONABLE CAUSE, THE REPRESENTATIVE OF THE HAMILTON FINE ARTS CENTER AND/OR THE HAMILTON SCHOOL DISTRICT MAY REVOKE THIS AGREEMENT AT ANY TIME.

Signature

Date

Full Name (Printed)

School

Phone Number

Email Address

Return by interoffice mailbox (located at HHS)

Hamilton Fine Arts Center

Attn: Lyn Hulgán

Return by email:

HulgLy@Hamilton.k12.wi.us