



- It is vital that you read the Facility Operations manual in its entirety. Though you will not be charged for the use of the facility, the rules and regulations are in place to maintain the safety of all involved, and the facility itself. By signing this agreement, you take responsibility for students who are under your supervision while they are in the center.
- In order to reserve the main theatre or the black box theatre, you must fill out a Facility Use Request and have it on file with the VBSEDFAC director. You will receive a copy of the request back to you letting you know if the reservation is granted or denied. If it is denied, it will most likely be due to a scheduling conflict. School performances will receive priority in scheduling, with high school events receiving top priority among those.
- Rehearsal time will be granted but must be kept at a minimum in order to work around the FACs schedule, and to keep lighting and instrument use to a minimum. You must use classroom space for the bulk of your rehearsals.
- Only certified VBSEDFAC employees may operate light, sound and theatre equipment. You must contact the director of the FAC at least a week in advance of your event to verify what is needed for your production. If you wish to be certified, the director will provide classes which will culminate in an equipment certification test.
- The VBSEDFAC director or a technical director will be on the premises at all times the theatre is occupied. The director is the only one with the keys to the center. The technical director assigned to your production will receive a key prior to your production. You will be contacted by the director to verify the time the center will be open for load in or load out of any equipment, props etc. being used in your production, to getting ready for rehearsals and or performances.
- A full strike is expected immediately after your last performance. Please contact the director for help in organizing the strike so you and the center can proceed in a timely and safe fashion. The strike also includes trash removal in, and wiping down of make-up and dressing rooms.
- Visitors are prohibited in the backstage area of the FAC. This includes make-up, dressing, green room, and back hallways. If a student wants to visit family and friends, please have the student meet with them in the lobby, or out on the main plaza in front of the center. This provision is for safety and legal reasons. The director or technical director in charge of your production will clear the auditorium as soon as possible after the show in order to save equipment and light burn. Please encourage student performers to meet with family and friends in the lobby or on the plaza after the performance.
- The use of the theatre seating area is restricted at all times to audience members only. This means that during rehearsals, set up/strike periods and performances, students/performers are required to stay out of the audience seating area. They may use any of the backstage facilities. Do not put students in the audience seating to give instructions or notes.
- Absolutely no food and drink is allowed in the VBSEDFAC. Covered bottled water is allowed in the backstage area, but not on stage or in the audience seating hall. There is no sale of refreshments or concessions inside the VBSEDFAC.
- You are responsible for your performers/students during their stay at the VBSEDFAC. For safety reasons, do not allow them to climb ladders, or handle equipment. There is a great deal of expensive equipment in this facility, and an unattended student can do great damage to themselves and to the facility.
- If the VBSEDFAC sustains damage, premeditated or accidental, from your unattended student(s), whether it be graffiti, damage to the equipment or facility, or injury to other persons, all of your reservations to the center will be cancelled and you will not be allowed to use the facility until you have been cleared to do so by the director and the superintendent of the school district. **Your signature on this form, along with a signed and approved Facility Use Form will constitute a use contract with the Van Buren School District.**

Signature

Date