

# Stafford Township School District Application for Stafford Township Arts Center Use

Approvals:		
STAC Manager	_____	_____
	Initials	Date
SBA	_____	_____
	Initials	Date
Superintendent	_____	_____
	Initials	Date

## General Information

\*All STAC use is covered by Policy and Regulation 7510.1 (a copy of which was provided with this application). Please read it carefully.

\*STAC use is non-transferrable to other events or organizations. Organizations should not make assumptions about use based upon past events, even if the event was similar in nature. The application should be completed, indicating appropriate needs and usage requirements for each event.

\*The Stafford Township Board of Education asks that all organizations demonstrate courtesy and respect for our school facilities and leave the facility in the condition in which you found it. Failure to show courtesy and respect for our facilities will lead to additional facility use monitoring and restrictions, and may ultimately lead to a complete restriction on use.

\*This form should be returned to the School Business Administrator. Please note that this application pertains to STAC use only. If you wish to use a school building, please complete the Building Use Application – School Buildings, which can be obtained from the Building Principal of the Building you seek to use.

## Event Information

Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Start Time of Performance/Event: \_\_\_\_\_ Event Day(s): \_\_\_\_\_

Anticipated End Time of Performance/Event: \_\_\_\_\_

Group Name: \_\_\_\_\_

### Event Description:

Community Theatre  Dance  Concert  Speaker  Non Profit  Other (please specify) \_\_\_\_\_

Anticipated audience size for each date of your event: This information will be used to determine parking needs, security, custodial, and general staffing.

Date: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Date: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Date: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Date: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Date: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Date: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Is there an Intermission?  Yes  No

Time of intermission: \_\_\_\_\_ Length of intermission: \_\_\_\_\_

Requested Rooms (theater and lobby are included):

Dressing room SR (max 15 people)  Dressing room SL (max 15 people)  Dance room (max 15 people\*)

Gym/Café (max 100 people\*)  Classroom (max 25 people\*)  Gang bathrooms  
Need more than one set? \_\_\_\_\_

Loading Dock: Dates and specific times for load in/load out

Load in date: \_\_\_\_\_ Time of load in: \_\_\_\_\_ Load in date: \_\_\_\_\_ Time of load in: \_\_\_\_\_

Load out date: \_\_\_\_\_ Time of load out: \_\_\_\_\_ Load out date: \_\_\_\_\_ Time of load out: \_\_\_\_\_

\*Classrooms are available with the maximum number of people listed by each one. More than one classroom may be requested. Additional classrooms are all available for additional fees. A chaperone MUST be provided for all rooms except for the dressing rooms, if used, if use is intended for anyone under 18 years old. The chaperone must be assigned to this room and is responsible to be in there at all times when the room is in use.

There are no private bathrooms available in the backstage area. Use of hallways for changing or rehearsing is NOT permitted. Hallways may be used for set up of props and set pieces.

Please see the separate Technical Sheet and please be specific with your needs. Your cost estimate, as well as what will be set up for you, will be based on the information provided on this sheet only.

*\*Please note that there is absolutely no food or drink permitted in the theatre. If food or drink is being served, it is limited to the lobby area.*

Special Requests/Considerations: The rules for the use of STAC are as set forth in Policy and Regulation 7510.1; which can be found on the district's website at staffordschools.org. They include, but are not limited to: no drugs/alcohol/dangerous substances; no equipment/decorations without specific permission; only STSD technicians and approved contractors can operate STAC equipment; no signs/posters without specific permission; no animals; no vehicles; and no videotaping/recording/broadcasting (see Regulation 7510.1, Section F for additional details). Should you have any of these rules waived or modified, or if you have any other special requests, you must request special permission herein (attached separate pages as needed):

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**Group Information**

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Group Name: \_\_\_\_\_

Group Level/Class (please refer to Policy 7510.1 for Level/Class descriptions):

\_\_\_\_\_ Level/Class I      \_\_\_\_\_ Level/Class II      \_\_\_\_\_ Level/Class III      \_\_\_\_\_ Level/Class IV

Contact Name: \_\_\_\_\_

Day-Time Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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In addition, please provide the name and cell phone number of the person that STAC staff can contact while your group is in the facility:

Name: \_\_\_\_\_

Cell No.: \_\_\_\_\_

*\*Please note that STAC use is non-transferrable to other groups.*

\*The District security procedures require that the facility doors remain locked at all times after school hours. Therefore, a representative from your group must be designated to meet the custodian 15 minutes in advance of your event start time to open the facility doors. Thereafter, the representative must remain at the doors to let your event attendees inside. Finally, the representative must notify the custodian when your group leaves the facility. If your group's representative for that purpose is someone other than the individual named above, please indicate the name of the individual:\_\_\_\_\_. If your group wants to submit an alternate security plan, please contact the School Business Administrator.

**Setup & Service Requirements**

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Maintenance/Custodial: Please note that you must use the service of Stafford Township School District custodians. The Stafford Township Board of Education reserves the right to assign a specific custodian or custodians and charge your group in accordance with the attached fee schedule.

**Insurance Information**

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Company: \_\_\_\_\_

Company Policy No: \_\_\_\_\_

Coverage: \_\_\_\_\_

Coverage Dates: \_\_\_\_\_ to \_\_\_\_\_

***A valid Certificate of Insurance meeting the requirements set forth in Policy and Regulation 7510.1 MUST be obtained and provided to the School Business Administrator. The preference is that the insurance certificate be attached to the completed application. However, it is recognized that many insurance companies will not provide the certificate until they have a copy of the approved facility use application. Therefore, if it is not possible to obtain a certificate until after the approval of the facility use application, the certificate must be provided as soon as possible once the certificate is obtained and MUST BE PROVIDED PRIOR TO THE EVENT START DATE. If the insurance certificate is not provided prior to the event start date, then the event will not be permitted to proceed as scheduled. All costs incurred for such a cancellation will be the sole responsibility of the organization requesting facility use. "Stafford Township Board of Education" should be listed as additional insured.***

**Building Usage Times & Fee Information**

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Please be advised that the STAC facility may not be used during regular school hours. Facilities may only be used after school hours.

Organizations must clearly identify the times of requested use, including set-up and break-down times on this building use application. If use extends beyond that time, the organization will be charged for actual usage in accordance with the attached schedule and will be invoiced for same after the event, in accordance with Policy and Regulation 7510.1.

**Additional Important Information**

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In the event of early dismissal of or if schools are closed due to inclement weather, use of the facility will be canceled.

**Group Certification**

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The following individual has signed his/her name indicating that he/she has the authorization to complete this building use application for the requesting group, that the information contained herein is accurate, that the group agrees to have an group official present at the event during all facility usage, and that he/she has read the policy and regulation governing use of building (#7510.1) available on the district's website, and understands and agrees to all terms of same.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Information – Phone and Address (if different from group information above):

\_\_\_\_\_

**STAC TECH SHEET**

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This must be filled out very carefully and specifically. The following items are included in your rental at no additional cost, but we must know what is needed.

Podium

Where do you want it placed:  Right of stage  Center  Left of stage  Other \_\_\_\_\_

Use Of Projector for PowerPoint or DVD Playback from Computer

Where will Laptop Be Located?:  Laptop On Stage (Must Choose Podium)  Laptop In Booth w/ Stage Remote

CD Playpack

Wireless Handheld Microphone(s) w/ Stand. Qty: \_\_\_\_\_ (Max of 4 Wireless Handhelds)

All black music chairs (10 are included with rental) Qty: \_\_\_\_\_ & Location: \_\_\_\_\_

All black music stands (10 are included with rental) Qty: \_\_\_\_\_ & Location: \_\_\_\_\_

Use of Telex Intercom System. (Stations Located SL, SR, Catwalk, and Tech Booth)

Sending Feed to Video System? (Composite Video Only, Connection in Booth)

Sending Data to On-Stage DMX Devices? Location SR or SL: \_\_\_\_\_

The following items may be requested for additional fees or as part of a package this is selected, please use this sheet to indicate what you need, this is for the staff to do your set up of your event. If you do not request something at this time we cannot guarantee that it will be available for your event.

Piano-Location on stage: \_\_\_\_\_

Lobby tables (6' or 8' folding type) Qty: \_\_\_\_\_

On stage (6' or 8' folding type) Qty: \_\_\_\_\_

Front of stage floor tables (6' or 8' folding type) Qty: \_\_\_\_\_

Use of Follow Spots (Located on Catwalk) (Max 2 Units) Qty: \_\_\_\_\_

\*Will you need a Spot Operator?

Use of In-House PTZ Video Camera on Projection Screens

\*All rentals include video feed (camera or computer) to dressing room and BSR monitors

Sound Engineer or House Tech

Use of House Light Hang (Stage Washes, House Lights, Etc.)

Use of Lights w/ Refocus. **Hang must be restored before load out, if not restored a fee will be charged for house technician to refocus at \$45 per hour.**

\*Will you need Lighting Tech?

\*Very Limited Inventory of Color Media/Gel and Fixture accessories available for use. Please note very limited inventories of color media/gel/gobos are available. Additional supplies can be requested for an additional charge.

Use of Genie/Skyjack Lift

**STAC TECH SHEET (continued)**

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Additional (more than 10) black music chairs Qty: \_\_\_\_\_ & Location: \_\_\_\_\_

Additional (more than 10) black music stands Qty: \_\_\_\_\_ & Location: \_\_\_\_\_

Wireless Body Packs Qty: \_\_\_\_\_ (Max of 18)

Headset Elements for Body Packs, "Theater/Countryman" Type Qty: \_\_\_\_\_ (Max of 12)

Shure WH30 Headset Elements for Body Packs, "Concert" Type Qty: \_\_\_\_\_ (Max of 18)

Shure Lapel Mic for Bodypack (WL183 or SM93): Qty: \_\_\_\_\_ (Max of 4)

Any technical needs that are not listed above may be available at additional cost, please check with the house technician.

Additional Needs or Setup Information:

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**\*\*IMPORTANT NOTICE\*\***  
**REGARDING AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

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To: Groups Using Stafford Township School District Facilities After School Hours  
From: Stafford Township Board of Education

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The Stafford Township Board of Education recognizes lives can be saved with the proper use of Automated External Defibrillators (AEDs). There are, however, certain procedures that should be followed in order to ensure proper use of these devices. In order to ensure that groups utilizing our facilities after regular school hours have been notified of these procedures, we offer the following information:

**Location of AEDs:**

The following locations within the Stafford Township School District are each equipped with at least one AED:

Administration/Oxycoccus School  
Ocean Acres School  
Oxycoccus School  
McKinley Avenue School  
Ronald L. Meinders Primary Learning Center  
Stafford Intermediate School  
Stafford Township Arts Center (located in the lobby area)

We would encourage you to be familiar with the location of the AED so that it can be immediately accessed in the event of an emergency.

**Requirements for Proper Use of AED:**

According to New Jersey State Law (N.J.S.A. 2A:62A-25, et. seq.), there are certain procedures that must be followed when using the AED:

1. Person using AED must have successfully completed a training program and hold a current certification in cardio-pulmonary resuscitation (CPR) from the American Red Cross, American Heart Association or other Department of Health and Senior Services approved program. Or, in the alternative, the person using the AED must be licensed by the Department of Health and Senior Services as a Paramedic, Emergency Medical Technician (EMT)-D, or a First Responder-D.
2. Person using the AED must request emergency medical assistance from the appropriate first aid/rescue squad as soon as practicable.

We recommend that your group ensure that at all times while using our facilities, there is at least one person from your group that meets the above requirements, so that if an emergency occurs, your group can make use of the AED.

**Available Resources:**

If you choose to utilize the AED, it is the responsibility of your group to ensure that the person operating the AED meets the above requirements and follows the proper procedures.



## **Stafford Township Arts Center Building Use Fee Schedule**

We have several packages to choose from for your use of STAC. You must pick one of the packages offered. You may add optional services or equipment to any package selected.

1. **BASIC RENTAL PACKAGE:** This can include any approved use; such as speakers, lectures, meetings, award ceremonies, or graduations.
2. **PERFORMANCE RENTAL PACKAGE:** This can include any of the following categories; concerts (vocal/instrumental), comedy, musical theater, or cabaret style performances.
3. **DANCE RECITAL RENTAL PACKAGE:** This can include any dance recital being presented by a local or community dance school/academy.
4. **DANCE COMPETITION RENTAL PACKAGE:** This includes all regional and national dance competitions.
5. **NON PROFIT MUSICAL THEATER GROUP USE PACKAGE:** This includes use by groups such as community theater companies which hold a non-profit status and plan to use the facility under the guidelines for proper non-profit use.
6. **NON PROFIT GROUP USE PACKAGE:** This includes use by non-profit groups, other than non-profit musical theater groups, who plan to use the facility under guidelines for proper non-profit use.



## Stafford Township Arts Center Building Use Fee Schedule

### 1. BASIC RENTAL PACKAGE:

This can include any approved use such as speakers, lectures, meetings, award ceremonies, graduations, etc.

STAC RENTAL FEE: up to 4 hours total	\$1,110
5 to 8 hours total	\$1,920
9 to 12 hours total	\$3,240

This rental fee includes “service costs” which are comprised of those services necessary for the operation of the facility, including, but not limited to, custodial services, fuel, water, and electricity. The rental fee starts when you enter the building for set up.

Mandatory services may be necessary, such as for security and safety, as determined, is the sole discretion of the school district.

Optional services requested by the User or services required as a result of the User’s request for equipment which, is the sole discretion of the school district, must be operated by trained personnel. Such equipment includes, but is not limited to, specialized lighting and sound systems.

This rental fee includes:

- Lobby and lobby bathrooms
- Concession Area to be operated solely by the School District. Concession stand can be available and open for your event/performance (no other food or drink will be allowed to be sold in the facility).
- 6’ tables in the lobby, total of 4
- Theater
- 2 backstage dressing rooms only
- 1 private bathroom backstage only
- 4 cordless microphones
- Podium
- Basic stage lighting
- 1 STAC employee (Any technical needs such as video screens for Power Point presentations, or any other special technical needs will require a STAC technician at your event; this will have to be selected from our “optional services” menu, which will be an additional fee.)
- Custodial services (if attendance at your event is over 400 people, you will be charged additional custodial fees)

Please refer to the “additional equipment/services rental page” for any additional needs.





## Stafford Township Arts Center Building Use Fee Schedule

### **2. PERFORMANCE PACKAGE**

This can include any of the following categories, concerts (vocal/instrumental), comedy, variety, musical theater, and cabaret style performances.

STAC RENTAL FEE: \$2,490

This rental fee includes “service costs” which are comprised of those services necessary for the operation of the facility, including, but not limited to, custodial services, fuel, water, and electricity. The rental fee starts when you enter the building for set up.

Mandatory services may be necessary, such as for security and safety, as determined, is the sole discretion of the school district.

Optional services requested by the User or services required as a result of the User’s request for equipment which, is the sole discretion of the school district, must be operated by trained personnel. Such equipment includes, but is not limited to, specialized lighting and sound systems.

This rental fee includes:

- 5 hours on Performance Day (2 hours before performance, 2 hours of performance, and 1 hour after performance)
- 1 Rehearsal (5 hours, if on a weekday must be out of facility by 10 pm)
- Use of: video system, CD player, 2 monitors on stage, 2 cordless handheld microphones, basic sound equipment and lighting equipment in the booth, 6 stations of hardwire intercom, Genie lift (by approved operator), 2 spotlights (cost of operator additional or submit approval prior to event for approved volunteer operator), 2 standard dressing rooms (15 people max occupancy per dressing room)
- Refocusing of lighting is authorized by your approved technician, (must be restored back to STAC plot, if not restored there will be a charge of \$45 per hour for tech time to restore)
- Lamps provided (gels are not provided)
- 10 music chairs
- 10 music stands
- Custodians
- Use of loading dock for load in and load out purposes only
- Use of lobby
- Use of lobby bathrooms, one set of bathrooms back stage area
- 4- 6’ tables for the lobby
- Concession Area to be operated solely by the School District. Concession stand can be available and open for your performance (no other food or drink will be allowed to be sold in the facility).

Please refer to the “additional equipment/services rental page” for any additional needs.



## Stafford Township Arts Center Building Use Fee Schedule

### **3. DANCE RECITAL RENTAL PACKAGE:**

This can include any dance recital being presented by a local or community dance school/academy.

STAC RENTAL FEE: \$3,250

This rental fee includes “service costs” which are comprised of those services necessary for the operation of the facility, including, but not limited to, custodial services, fuel, water, and electricity. The rental fee starts when you enter the building for set up.

Mandatory services may be necessary, such as for security and safety, as determined, is the sole discretion of the school district.

Optional services requested by the User or services required as a result of the User’s request for equipment which, is the sole discretion of the school district, must be operated by trained personnel. Such equipment includes, but is not limited to, specialized lighting and sound systems.

This rental fee includes:

- Performance Day - 10 hours total from arrival to departure
- Load in/set up - 2 hours total
- Rehearsal(s) - 8 hours total
- Use of lighting and sound equipment
- Backdrop Hung (must be dropped off to STAC at least 48 hours prior to performance)
- Use of: video system, CD player, 2 monitors on stage, 2 cordless handheld microphones, sound equipment and lighting equipment in the booth, 6 stations of hardwire intercom, Genie lift (by approved operator), 2 spotlights (cost of operator additional or submit approval prior to event for approved volunteer operator), 2 standard dressing rooms (15 people max occupancy per dressing room), use of “dance room” as a changing area, use of school café as changing area.
- Refocusing of lighting is authorized by your approved technician, (must be restored back to STAC plot, if not restored there will be a charge of \$45 per hour for tech time to restore)
- Use of Marley Dance Floor
- Lamps provided (gels are not provided)
- 10 music chairs
- Custodians
- Use of loading dock for load in and load out purposes only
- Use of lobby
- Use of lobby bathrooms, one set of bathrooms back stage area
- 4- 6’ tables for the lobby
- Concession Area to be operated solely by the School District. Concession stand can be available and open for your performance (no other food or drink will be allowed to be sold in the facility).

Additional performance Day will be charged on a per hour basis @ \$150/hr.

Please refer to the “additional equipment/services rental page” for any additional needs.



## Stafford Township Arts Center Building Use Fee Schedule

### **4. DANCE COMPETITION RENTAL PACKAGE:**

This includes all regional and national dance competitions.

STAC RENTAL FEE: \$8,052 – first full day; \$7,524 – second full day; \$3,762 – half day

This rental fee includes “service costs” which are comprised of those services necessary for the operation of the facility, including, but not limited to, custodial services, fuel, water, and electricity. The rental fee starts when you enter the building for set up.

Mandatory services may be necessary, such as for security and safety, as determined, is the sole discretion of the school district.

Optional services requested by the User or services required as a result of the User’s request for equipment which, is the sole discretion of the school district, must be operated by trained personnel. Such equipment includes, but is not limited to, specialized lighting and sound systems.

This rental fee includes:

- Performance Days - 12 hours total from arrival to departure
- Load in/load out - 4 hours total (\$180 per hour for each additional hour exceeding 4 hours)
- Use of: house video system, CD player, 2 monitors on stage, 2 cordless handheld microphones, sound equipment and lighting equipment in the booth, 6 stations of hardwire intercom, Genie lift (by approved operator),
- Use of 2 standard dressing rooms (15 people max occupancy per dressing room)
- Use of “dance room” as a changing area (50 people max occupancy)
- Use of school café/gym as changing area. (500 people max occupancy)
- Refocusing of lighting is authorized by your approved technician, (must be restored back to STAC plot, if not restored there will be a charge of \$300 flat fee for tech time to restore)
- Lamps provided (gels are not provided)
  - Custodians
- Use of loading dock for load in and load out purposes only
- Use of lobby
- Use of lobby bathrooms, and one set of bathrooms back stage area
- Use of up to 10 - 6’ tables
- Concession Area to be operated solely by the School District. Concession stand can be available and open for your performance (no other food or drink will be allowed to be sold in the facility).
- Each additional hour added to the first 12 hour performance day \$180 per hour.
- Each additional consecutive performance day: Half Day (up to 6 hours) \$3,762  
Full Day (up to 12 hours) \$7,524

Please refer to the “additional equipment/services rental page” for any additional needs.

## **Stafford Township Arts Center Building Use Fee Schedule**

### **5. Non-Profit Musical Theater Group Use Package:**

This includes use by groups such as community theater companies which hold a non-profit status and plan to use the facility under the guidelines for proper non-profit use.

STAC USE FEE: \$2,400

This use fee includes “service costs” which are comprised of those services necessary for the operation of the facility, including, but not limited to, custodial services, fuel, water, and electricity. The use fee starts when you enter the building for set up of your event.

Mandatory services may be necessary, such as for security and safety, as determined, is the sole discretion of the school district.

Optional services requested by the User or services required as a result of the User’s request for equipment which, is the sole discretion of the school district, must be operated by trained personnel. Such equipment includes, but is not limited to, specialized lighting and sound systems.

The Non-Profit Musical Theater Package includes:

- 5 hours on Performance Day (2 hours before performance, 2 hours of performance, and 1 hour after performance)
- 2 Rehearsals (5 hours each, if on a weekday must be out of facility by 10 pm)
- Use of: video system, CD player, 2 monitors on stage, 2 cordless handheld microphones, sound equipment and lighting equipment in the booth, 6 stations of hardwire intercom, Genie lift (by approved operator), 2 spotlights (cost of operator additional or submit approval prior to event for approved volunteer operator), 2 standard dressing rooms (15 people max occupancy per dressing room)
- Refocusing of lighting is authorized by your approved technician, (must be restored back to STAC plot, if not restored there will be a charge of \$45 per hour for tech time to restore)
- Lamps provided (gels are not provided)
- 10 music chairs
- 10 music stands
- Custodians
- Use of loading dock for load in and load out purposes only
- Use of lobby
- Use of lobby bathrooms, one set of bathrooms back stage area
- 4 - 6' tables for the lobby
- Concession Area to be operated solely by the School District. Concession stand can be available and open for your performance (no other food or drink will be allowed to be sold in the facility).

**Stafford Township Arts Center  
Building Use Fee Schedule  
Non-Profit Musical Theater Group Use Package**

Additional 5 hour rehearsal in theater only fee:	\$570
Additional 5 hour rehearsal in dance room only fee:	\$60 per hour
Additional 5 hour performance fee:	\$1,128
Additional Technical time only fee: (Between 9 am and 4 pm only)	\$75 per hour
Additional hours on first performance day	\$222 per hour

Please refer to the “additional equipment/services rental page” for any additional needs.



## Stafford Township Arts Center Building Use Fee Schedule

### **6. Non-Profit Group Use Package:**

This includes other approved use by non-profit groups who plan to use the facility under the guidelines for proper non-profit use.

STAC USE FEE: \$1,854

This use fee includes “service costs” which are comprised of those services necessary for the operation of the facility, including, but not limited to, custodial services, fuel, water, and electricity. The use fee starts when you enter the building for set up of your event.

Mandatory services may be necessary, such as for security and safety, as determined, is the sole discretion of the school district.

Optional services requested by the User or services required as a result of the User’s request for equipment which, is the sole discretion of the school district, must be operated by trained personnel. Such equipment includes, but is not limited to, specialized lighting and sound systems.

The Non-Profit Package includes:

- 5 hours on Performance Day (2 hours before performance, 2 hours of performance, and 1 hour after performance)
- 1 Rehearsal (5 hours, if on a weekday must be out of facility by 10 pm)
- Use of: video system, CD player, 2 monitors on stage, 2 cordless handheld microphones, sound equipment and lighting equipment in the booth, 6 stations of hardwire intercom, Genie lift (by approved operator), 2 spotlights (cost of operator additional or submit approval prior to event for approved volunteer operator), 2 standard dressing rooms (15 people max occupancy per dressing room)
- Refocusing of lighting is authorized by your approved technician, (must be restored back to STAC plot, if not restored there will be a charge of \$45 per hour for tech time to restore)
- Lamps provided (gels are not provided)
- 10 music chairs
- 10 music stands
- Custodians
- Use of loading dock for load in and load out purposes only
- Use of lobby
- Use of lobby bathrooms, one set of bathrooms back stage area
- 4 - 6' tables for the lobby
- Concession Area to be operated solely by the School District. Concession stand can be available and open for your performance (no other food or drink will be allowed to be sold in the facility).

## **Stafford Township Arts Center Building Use Fee Schedule**

Additional 5 hour rehearsal in theater only fee:	\$570
Additional 5 hour rehearsal in dance room only fee:	\$60 per hour
Additional 5 hour performance fee:	\$1,128
Additional Technical time only fee: (Between 9am and 4pm only)	\$75 per hour
Additional hours on first performance day	\$222 per hour

Please refer to the “additional equipment/services rental page” for any additional needs.



## ADDITIONAL EQUIPMENT/SERVICES

**All packages include specifically what is listed, any additional services/equipment that are available are listed below, with pricing information. If you require something that is not listed, contact the School Business Administrator for prices.**

- |   |                                   |
|---|-----------------------------------|
| ○ Wireless Handheld Microphone(s) w/ Stand  | \$12                              |
| ○ Wired Microphone with cable   | \$12                              |
| ○ Wireless Body Packs (without headset)<br>\$75 for 3 performance days \$10 per rehearsal   | \$24 per performance              |
| ○ Headset Elements for Body Packs, "Theater/Countryman" Type  | \$18/performance \$12/rehearsal   |
| ○ Shure WH30 Headset Elements for Body Packs, "Concert" Type  | \$18/performance \$12/rehearsal   |
| ○ Shure Lapel Mic for Bodypack (WL183 or SM93)  | \$6                               |
| ○ Electric line tie in  | \$ call for current pricing       |
| ○ All black music chairs  | \$6                               |
| ○ All black music stands  | \$6                               |
| ○ Telex Intercom System.<br>(Stations Located SL, SR, Catwalk, and Tech Booth)  | \$90/performance \$60/rehearsal   |
| ○ Piano   | \$360 per day                     |
| ○ Piano tuning required with rental   | \$150                             |
| ○ Podium includes 1 microphone  | \$12                              |
| ○ Risers  | \$30 per 4'x8' section            |
| ○ Marley Dance Floor includes gaffe tape  | \$300                             |
| ○ Backdrop Hung   | \$60                              |
| ○ Tables (6' or 8' folding type)  | \$12 each                         |
| ○ Follow Spots (Located on Catwalk) (Max 2 Units)   | \$60 per spotlight                |
| ○ Spot Operator   | \$30/hr                           |
| ○ In-House PTZ Video Camera on Projection Screens<br>all rentals include video feed (camera or computer)<br>to dressing room and BSR monitors | \$240/performance \$120/rehearsal |
| ○ Sound Engineer or House Tech  | \$54/hr                           |



- Basic House Lighting (Stage Washes, House Lights, Etc.) \$180/performance \$120 rehearsal
- Lights w/ Refocus.  
**Hang must be restored before load out, if not restored a fee will be charged for house technician to refocus at \$45 per hour.** \$300 per event
- Lighting Tech \$54/hr
- Color Media/Gel and Fixture accessories \$ call for current pricing
- Use of Genie/Skyjack Lift by approved operator \$60
- Lift Operator \$54/hr
- Security Officer \$ call for current pricing
- Hardwire mic package for 4 piece band (technician extra) \$500
- Equipment rentals arranged, cost plus 10%