

# Stafford Township Board of Education Regulation

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R7510.1

Use of the Stafford Township Arts Center Facilities

## R7510.1 USE OF THE STAFFORD TOWNSHIP ARTS CENTER FACILITIES

### A. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available online at [www.stacnj.com](http://www.stacnj.com) and on [www.staffordschools.org](http://www.staffordschools.org). This application includes a schedule of fees/costs and packages.
2. In an effort to secure dates for use of STAC, it is recommended that an Application for Use of STAC facilities be submitted to the STAC Manager 45 days in advance. You will receive written notification from the Business Office when your application has been approved. At any time the Board of Education can override an event if the event is not in accordance with Policy 7510.1, as well as any other reason in accordance with applicable law. The Stafford Township Board of Education shall be notified of all events that are approved.
3. The application must be signed by an executive, officer, or other official/representative (authorized to act on behalf of the organization) of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the areas, equipment, etc. that the applicant wishes to use; complete date and time of the event, including set up and break down time; and any other information requested by the Stafford Township School District. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or use of rooms or buildings not expressly requested.
5. Events that are contracted (booked) by the Stafford Township Board of Education will be required to sign a Performance Agreement. A Performance Agreement must be submitted 45 days in advance of the event date. This Performance Agreement is available through the STAC Manager. The Performance Agreement will be approved by the STAC Manager and The Business Administrator. At any time the Board of Education can override an event if the event is not in accordance with Policy 7510.1, as well as any other reason in accordance with applicable law. The Stafford Township Board of Education shall be notified of all events that are approved. A sample Performance Agreement is located on page 18 of Regulation R7510.1. Events contracted by the Stafford Township Board of Education may use the box office for ticket sales at no charge. Tickets will be sold online, telephone sales and in person sales at the box office.

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6. The STAC box office can be used by any renter of the facility to sell tickets to their event. When application is made for rental, it must be stated on the application that user would like STAC to sell tickets to the event. There is a \$5.00 per ticket charge for each ticket sold through the box office. Tickets will be sold online at [Tix.stacnj.com](http://Tix.stacnj.com), telephone sales and in person sales at the box office.

## B. Priority of Use and Goals

1. As set forth in Policy 7510.1, the goal of STAC is to provide revenue to support the Stafford Township School District. In an effort to accommodate district events the Stafford Township School District will set a calendar of events each year. To facilitate use the district will need to include all equipment needed for event, set up and breakdown needs to be included in requested usage times. All areas needed for use, ie: dressing rooms, dance room, lobby, etc. Any and all media content must be submitted at least 24 hours prior to event and must be formatted and configured to be assessable to the STAC technology. Any questions about compatible technology can be sent via email to [mweidenhof@staffordschools.org](mailto:mweidenhof@staffordschools.org). All school requests can be sent via email to [mweidenhof@staffordschools.org](mailto:mweidenhof@staffordschools.org), an application does not have to be filled out. All school requests must come from Building Principal or District Administrator.
2. As stated in Policy 7510.1 the Business Administrator in conjunction with the STAC Manager will establish the prioritizing of use for the facility to ensure seamless use of facility.

## C. Approval Process

1. The STAC manager will review each application and determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled.
  - a. For use by another applicant, or
  - b. For maintenance, repair, or capital improvement.
2. If the facility is not available for use, the STAC manager will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510.1 and these regulations, the STAC manager will note his/her approval on the application form and forward the application to the Business Administrator and Superintendent for final

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approval or for referral to the Board for requests that may be approved.

4. Standards for approval include the limitations/guidelines/restrictions on use as set forth in Policy 7510.1 and herein.
5. The representative's signature on the application form will signify notice of the rules set forth herein and in Policy 7510.1 as well as the organization's agreement to be bound by those rules.
6. The application will include a schedule fees/costs that the organization can use to calculate its anticipated usage fees and costs. If the organization has any specific questions, that can contact the STAC manager prior to the facility usage.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of STAC, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. Permission to use STAC is not transferable.
10. Guidelines instituted based on CDC or State Health guidelines shall be adhered to.
11. Any Altercation or damage may result in being prohibited from future use of the facility.

## D. Cancellation

1. In addition to as otherwise set forth herein and in Policy 7510.1, the Stafford Township Board of Education may withdraw approval or cancel usage as follows:
  - a. The Board reserves the right to deny an application and to withdraw permission to use STAC after approval has been granted and after the use has commenced, for failure to comply with the rules set forth herein and in Policy 7510.1, specifically including but not limited to the following: permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of STAC. Such withdrawal of permission may constitute

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grounds for denying a future application made by the organization.

- b. The Stafford Township Board of Education reserves the right to withdraw approval/cancel usage if the user fails to perform any obligations set forth herein or is in violation of any federal/state/local law. The organization agrees to hold the Board harmless against same.
- c. Permission to use STAC is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, health emergency such as COVID, or other emergency. The Board and its agents will follow CDC and County Guidelines in determining withdrawal of permission. The facility will shut down by order of the County Fire Marshall or other local Police authorities. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same.

2. In an effort for STAC to maximize its availability the user may cancel this agreement at least one hundred and five (105) days in advance of the usage/event by providing written notification to the STAC manager (notification occurs upon the STAC manager's receipt of written notification). If cancellation is effectively made at least one hundred and five (105) days in advance of the usage, the user's amount paid up that point will be returned, less any charges already incurred as a direct result of preparation for the usage. If cancellation is not effectively made at least one hundred and five (105) days in advance of the usage, the Stafford Township Board of Education shall be entitled to retain any amounts already paid and seek payment of any costs incurred in preparation for the usage.

### E. Insurance and Indemnification

1. The representative of an organization granted permission to use STAC must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the STAC or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or

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participating in the function or activity for which permission has been granted.

3. The user shall furnish evidence of the purchase of liability insurance in the amount of
  - a. \$1,000,000 per person,
  - b. \$1,000,000 per accident or event, and
  - c. \$1,000,000 property damage;

and listing the **Stafford Township Board of Education** 250 North Main Street Manahawkin NJ 08050 on the Certificate of Insurance as an additional insured.

4. The evidence of the insurance coverage must show that the insurance coverage will be in effect at the time of the scheduled event, otherwise the coverage will be deemed insufficient and the usage will not be approved.
5. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

6. In accordance with N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, uses school facilities or operates on school grounds the school district proof of insurance in the amount as set forth herein; insuring against liability for any bodily injury suffered by a person. By signing the Use of STAC Application, the organization is providing a statement of assurance that it is in compliance with N.J.S.A. 18A:40-31 et seq.

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For the purpose of this policy, "Youth Sports Team Organization" means one or more sports teams organized pursuant to a non-profit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

## F. Specific Event Rules for the Use of STAC

1. Users of STAC will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance, unless licensing is established. Violation will prohibit future use.
  - d. The use, possession, and/or distribution of drugs and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. STAC cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
  - g. Cannot park overnight or sleep in vehicle in the STAC parking lot.
2. Users of STAC will respect Board property.
  - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
  - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages

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school property or grounds. This is inclusive of any use of paint or permanent markings inside the facility.

- c. Any equipment, scenery, decorations, or other material brought to the STAC and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than forty-eight (48) hours after use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to the STAC.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- f. Lighting and sound equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- g. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- h. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval. In addition, such approved signs, posters, advertisements or other displays must be promptly removed at the end of the event.
- i. No school keys shall be issued to a user.
- j. No animal shall be allowed at STAC without prior approval of the STAC manager and paperwork from family vet. Any damage to facility is responsibility of the owner.

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- k. The STAC manager and custodial staff shall examine STAC and/or grounds after the use and will inform the user of any loss or damage that must be corrected. The organization will be billed accordingly.
  - l. Permission to use STAC extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room **to which permission to use has not been expressly granted, and may result in immediate removal from premises.** Users are not permitted to use district telephones, word processors, and office equipment. Any use or entry to areas not requested for use the user will be charged for damage to the area.
  - m. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
  - n. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors. Hairspray and glitter cannot be applied in the gymnasium. Any gymnasium equipment that is tampered with, the user will be charged for damage or replacement.
3. Users must be properly supervised.
- a. A school custodian must be on duty during the entire time a use occurs at the cost of the user. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodial costs are paid by the user through the rental agreement. The STAC manager determines, based on the event and attendance number if extra security is needed. The user will be billed for additional security.
  - b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility and the user will be charged an additional fee. The concession stand is operated solely by STAC personnel.
  - c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about STAC and its grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the



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activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.

- d. The user must have an authorized official organization representative at the event.
- e. The user must, in consultation with the STAC manager, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the STAC manager, the STAC manager may recommend that permission to use the facility be withdrawn.
- f. Admission to outside events is contingent on ticket availability and is limited to a Board member.
- g. No user may exclude the school district Superintendent, Business Administrator, and/or Security personnel from entering the premises for any reason.
- h. The user must follow all security protocols and requirements set forth by the Stafford Township School District. Premises must be vacated per contract terms, no one is allowed to linger.
- i. The user must also follow all reasonable rules and requirements established by the STAC manager as necessary and appropriate for orderly and appropriate use and maintenance of the facility.

### G. Fee Schedule

- 1. The application will include a schedule of fees/costs/packages that the organization can use to calculate its anticipated usage fees and costs. If the organization has any specific questions, they can contact the STAC manager prior to the facility usage.
- 2. An itemized bill for the use of STAC will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.
- 3. In addition to the fees/costs/package on the schedule and as set forth herein, the user/organization will be charged for any damage to the STAC resulting from actual use as well as any costs for extra cleaning

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(over and above the custodian's normal routine) resulting from the condition in which the user/organization left the facilities. All equipment is operated and maintained through the STAC technician, all replacement, replenishment, and upkeep costs are funded through STAC revenue generation.

4. A 50% deposit will be required within thirty (30) days of receipt of the approval letter from the STAC manager. The remaining 50% will be due thirty (30) days prior to the first event date. All organizations must pay fees associated with the appropriate applications. If fees are not paid, the district has the right to cancel the scheduled event, as well as prohibit future bookings. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same. In addition, the Stafford Township School District will seek repayment of costs incurred to that point. Additional charges incurred due to unanticipated event needs, will be billed via separate invoice after the event. Fees paid shall only be refunded in accordance with the cancellation provisions herein.
  - a. In the case of dance competitions, a non-refundable deposit of \$3,000.00 will be required with the event application. 25% of the fee balance will be due one hundred and fifty (150) days prior to the first event date. The remaining 75% will be due ninety (90) days prior to the first event date. All organizations must pay fees associated with the appropriate applications. If fees are not paid, the district has the right to cancel the scheduled event, as well as prohibit future bookings. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same. In addition, the Stafford Township Board of Education will seek repayment of costs incurred to that point. Additional charges incurred due to unanticipated event needs, will be billed via separate invoice after the event. Fees paid shall only be refunded in accordance with the cancellation provisions herein.
  - b. Cancellation due to State of Emergency by State of New Jersey Executive Order shall be rescheduled by STAC Manager.
5. In addition to the fees/costs on the schedule and as set forth herein, the user/organization will be charged for any damage to the school facilities resulting from actual use as well as any costs for extra cleaning (over and above the custodian's normal routine) resulting from the condition in which the user/organization left the facilities.

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6. Fees:
  - a. Class I – Board of Education
    - a. School District use prescheduled activities as approved by the Superintendent.
  - b. Class II – Non Profit
    - a. 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. \$2,400.00

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

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- 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 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: \$75 per hour (Between 9 am and 4 pm only)  
Additional hours on first performance day \$222 per hour. Please refer to the "additional equipment/services rental page" for any additional needs.

b. Non-Profit Group Use Package: This includes other use by non-profit groups who plan to use the facility under guidelines for proper non-profit use. \$1,854.00.

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)

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- 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)
- 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: \$75 per hour (Between 9am and 4pm only)  
Additional hours on first performance day \$222 per hour. Please refer to the "additional equipment/services rental page" for any additional needs.

## c. Classes III & IV - Performance

- a. Basic Rental Package: This can include any approved use such as speakers, lectures, meetings, award ceremonies, graduations. Up to 4 hours - \$1,110. 5 to 8 hours - \$1,920. 9 to 12 hours - \$3,240

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This package 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.

b. Performance Rental Package: This can include any of the following categories, concerts (vocal-instrumental), comedy, musical theater, cabaret style performances. \$2,490

This rental fee includes:

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- 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

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- 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.
- c. Dance Recital Rental Package: This can include any dance recital being presented by a local, community, and dance school/academy. \$3,250

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



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- 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.

### d. Class V - Competition

a. Dance and other Competitions Rental Package: This includes all regional and national dance competitions, and other competitions. Full First Day - \$8,052/Full Second Day - \$7,524/Half Day - \$3,762

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

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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

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equipment/services rental page” for any  
additional needs.

10. Additional Equipment/Services:

Wireless Handheld Microphone(s) w/ Stand	\$12
Wired Microphone with cable	\$12
Wireless Body Packs (without headset) \$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. (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 all rentals include video feed (camera or computer) to dressing room and BSR monitors	\$240/performance \$120/rehearsal
Sound Engineer or House Tech	\$54/hour
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 \$25 per hour.	\$300/event
Lighting Tech	\$54/hour
Color Media/Gel and Fixture accessories	Call for current pricing
Use of Genie/Skyjack Lift by approved operator	\$60
Lift Operator	\$54/hour
Security Officer	Call for current pricing
Equipment rentals arranged	Cost plus 10%

# Stafford Township Board of Education Regulation

PROPERTY  
R7510.1

Use of the Stafford Township Arts Center Facilities

## H. Provision Safety and Security

1. Emergency Services, Stafford Township Police Department, Fire/EMS, will be called for any injuries, criminal activity, suspected drug or alcohol use and any structural, environmental or safety issues. In the event of any emergency situation where evacuation is required, the venue will be emptied and the event may be cancelled. No staff member of STAC will administer any kind of medical assistance.

## I. Marketing/Promotions

1. The user is solely responsible for marketing their event. The Board of Education will not provide any marketing for events within the STAC that are covered by Policy and Regulation 7510.1.
2. The user may use the STAC logo with specific written approval of the use and placement of the logo by the School Business Administrator.
3. The Stafford Township School District logo may not be utilized on any non-Stafford Township School District events.
4. The user specifically agrees to include the following disclaimer on any and all flyers, brochures, or other marketing materials for the event: "This event is not a Stafford Township School District sponsored event. Use of the STAC facility should not, in any way, be interpreted as a school district endorsement, sponsorship or approval of this event or the organization hosting the event."
5. STAC Manager may alter approved marketing and promotional materials due to any last minute changes to an event.

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