



Benson Public Schools  
1400 Montana Ave  
Benson, MN 56215  
320-843-2710

***Please complete page 4 and  
return to Community Ed.  
Pages 1-3 are your copy of  
the regulations.***

## FACILITY USE AGREEMENT Benson Schools Performing Arts Center

The Independent School District #777 Board of Directors encourages citizens to use one of the community's greatest assets, the school buildings and facilities. The event should meet the mission of the School District. To assure desired efficiency and care of all facilities, the school district has adopted the following policies.

The Benson Schools Performing Arts Center is a seven-million-dollar facility that contains a theater that can seat 631, as well as a band room, instrument storage area and monitors for costume room and viewing of stage from the cafeteria and hallways. The facility has a bright and welcoming lobby area, containing restrooms, a ticket booth, and a concession space.

The Performing Arts Center features state of the art technology for lighting, sound reproduction, stage facilities, integrated project and video display systems. The theater also includes an adjustable orchestra pit area and two elevators. The center has internet access available for performances.

The Performing Arts Center was generously funded by local voters and their wonderful support of the arts in the communities of Benson, Clontarf, Danvers, DeGraff, Swift Falls and surrounding communities.

The Performing Arts Center is a beautiful space with state of the art features to enhance any type of event. The space was built by and for community use. It is available for rental through this agreement. Benson Community Education must receive the completed request form at least 30 days prior to the event date.

**Performing Arts Center requests must be made through Community Education at 320-843-4545.**

### **Application Information, Rules & Regulations**

1. All buildings are a ***Latex Free Environment***.
2. Everyone must obtain and complete a facility use application form. Rental will be confirmed with the applicant after approval and appropriate supervision is scheduled. **Facility use is not guaranteed.**
3. Facility Use Applications must be submitted to the Benson Community Education Office at least ***30 working days prior*** to desired use.
4. All rentals are subject to space availability. School functions shall have first priority in the use of any school facility.
5. Rental fees are determined by the Classifications Schedule.
  - a. Cost for the use of the Performing Arts Center will be outlined in the signed contract.
  - b. Some organizations within district boundaries may apply for a rental fee discount or waiver. Eligible groups must meet specific criteria and submit appropriate non-profit, tax-exempt or governmental document
  - c. At the time of reservation, only an estimate of total cost can be determined.
  - d. If applicable, a deposit of \$250 may be expected with the submission of the rental request.
  - e. All fee / service payments are expected five business days prior to the event.
6. The Performing Arts Center Manager, or designee, will arrange all plans for the facility's use once the event is approved and scheduled. No keys or cards will be issued for the use of the PAC. Access will be made available as needed.
7. **Personnel, for ALL events:**
  - a. A dedicated adult supervisor from the group/organization must be present for the activity at all times. The organization, business or group using the facility, as well as the person identified as the person in charge of the event, will be held responsible for any damages to school property.
  - b. A Benson Public Schools employee must be on duty serving as a supervisor.
8. The Performing Arts Center is to be closed and locked by 10:00 p.m. unless otherwise approved in advance by the Performing Arts Center Manager, or designee.

9. **Clean-up: All classification groups** are asked to clean up after themselves and return the facility to its original order. An hourly charge for any custodial work that needs to be done will be billed to renter.
10. **Equipment:** District-owned equipment shall not be moved or removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted.
11. **Use:** All facilities shall be used consistent with building design.
  - a. All food and refreshments are restricted to the cafeteria or outside the buildings. Food and refreshments are not allowed inside the Performing Arts Center, dressing rooms, green room or classroom.
  - b. Special permission must be arranged in advance to use the concession room.
  - c. Everything must be free standing and self-supporting. Nothing is to be attached to the walls, curtains, ceiling or steel columns. This includes tape.
  - d. The use of “glitter” or similar materials is prohibited. In addition, fog machines, pyrotronics, open flames, and helium balloons are prohibited.
12. **Laws:** All local/state ordinances, laws and policies pertaining to the use of school facilities must be observed.
  - a. Gambling, use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited.
  - b. State Fire Laws must be observed at all times.
  - c. The renter must supply any outside supervision required. (i.e. police protection, parking supervision)
  - d. The number occupying the facility shall not exceed capacity.
  - e. Emergency exits shall remain visible and accessible at all times.
13. **Liability: It is required that your group have their own bodily injury and property damage liability insurance before renting the facility.** Your group shall be required to pay for all damages to school property caused by any person(s) attending the event and assume all liability insurance before renting the facility. A copy of your group’s certificate of insurance must be submitted at the time of the building use application form. Immediate report of damage must be made to the Community Education office.
14. **Restricted use of facilities:** The use of the facility must be in the public interest. Any activity which would be detrimental to the mission of Benson Public Schools shall not be allowed. The District reserves the right to reject or cancel any reservation.
15. The District is not responsible for the loss of personal items on school property.
16. **Long Term Use for Classes 2-3 Groups:** It is up to the discretion of the Superintendent to establish an appropriate fee for long term use.
17. Special requests or conditions for use of school facilities that are not outlined within this policy must be submitted to the Superintendent of schools.
18. The use of these facilities is governed by policies and regulations approved by the Board of Education.

**Classification Schedule**

**CLASS 1 (1st Priority)**

- **School Sanctioned** activities and organizations of the school
- **Benson Community Education** activities

**CLASS 2 (2nd Priority)**

- **Youth Groups** who have no participation fee and charge no admission for the event
- **Non-Profit Organizations & Civic Organizations** churches, 4-H, Boy/Girl Scouts, Lions, Kiwanis, etc.

**CLASS 3 (3rd Priority)**

- **Youth Groups** who charge a participation fee and/or charge an admission for the event
- **For Profit** groups and organizations

The Performing Arts Center rental fee is determined by the level of support that is needed. Please see page 3 for breakout of the fee scale.

In addition, the following are also available:

Grand Piano - \$120 per performance (\$150 tuning is also available)

Orchestra Pit - \$400 (removal/reinstallation)

Sound Shell/Clouds - \$100 (set up/removal)

Live Streaming is available - \$35 - 1 camera/event, \$50 - multiple cameras/event.

**Facility Fee Scale**

	<b>CLASS 1</b>	<b>CLASS 2</b>	<b>CLASS 3</b>
<b>Level A:</b> No technicians required (NO BOOTH ACCESS).....	\$0	\$40/hour	\$80/hour
<ul style="list-style-type: none"> <li>• Use of two microphones (maximum)</li> <li>• General house lighting presets</li> <li>• Non-moving curtains</li> <li>• Basic projection screen use from stage HDMI (renter provides source)</li> </ul>			
<b>Level B:</b> 1 - 2 technicians required.....	\$40/hour	\$60/hour	\$120/hour
<ul style="list-style-type: none"> <li>• Use of more than two microphones</li> <li>• Lighting changes or reprogramming of general lighting presets</li> <li>• Traveling curtains</li> <li>• Stage manager may be required at this level for direction and coordination of all technical components</li> <li>• Rehearsal time will be charged the hourly rate for technician time(s)</li> </ul>			
<b>Level C:</b> 2 - 4 technicians required; minimum of 2 rehearsals.....	\$60/hour	\$80/hour	\$160/hour
Level B, plus:			
<ul style="list-style-type: none"> <li>• Basic sound and light cue changes</li> <li>• Stage manager required at this level direction and coordination of all technical components</li> </ul>			
<b>Level D:</b> 4 -6 technicians required; minimum of 4 rehearsals .....	\$80/hour	\$120/hour	\$240/hour
Level C, plus:			
<ul style="list-style-type: none"> <li>• At least 1 lighting technician throughout the event; two may be necessary</li> <li>• At least 1 sound technician throughout the event; two may be necessary</li> <li>• Traveling curtains</li> </ul>			
<b>Level E:</b> 6-10 technicians required; minimum of 6 rehearsals .....	\$TBD	\$TBD	\$TBD
All components listed above, plus operation of fly rigging system			
<b>Level F:</b> more than 10 technicians, minimum of 10 rehearsals .....	\$TBD	\$TBD	\$TBD
All components listed above, plus:			
<ul style="list-style-type: none"> <li>• Any hanging / focusing of special lighting instruments</li> <li>• Use of special effects</li> <li>• Use of specialty microphone</li> </ul>			

**Personnel Fee Scale**

When personnel time is devoted to or necessitated by the activity, any organization using the building must pay the personnel fees listed below. (Minimum of 1 hour)

Supervisor \$35.00/hour      Custodians \$30.00/hour      Cook \$30.00/hour



**REQUEST FOR USE OF BENSON SCHOOLS PERFORMING ARTS CENTER**

I.S.D. #777 Benson Public Schools (*Latex Free Environment*)

**Complete and submit this request to:**

Benson Community Education  
1400 Montana Ave, Benson, MN 56215  
320-843-4545; Fax: 320-843-2262

Name of Individual or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (c) \_\_\_\_\_ (w) \_\_\_\_\_

Activity / Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Entrance Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Will there be an admission charge, free-will offering, or sale of products? Yes  No

If yes, for what will this money be used? \_\_\_\_\_

Do you have a BPS Employee supervising activity?  Yes: \_\_\_\_\_

No, please line one up for me at a fee of \$35 an hour.

**Please check below which building and room(s) are needed.**

**High School**

Cafeteria/Commons  Kitchen  Dishwashing Room

Concession Stand (please indicate): \_\_\_ Room use only \_\_\_ Selling school pop and candy

Gym (please Indicate): \_\_\_ High School \_\_\_ East Gym \_\_\_ Auxiliary Gym

Classroom: Room Number(s) Requested \_\_\_\_\_

Performing Arts Center at Level \_\_\_\_\_ (taken from page 3)

**Equipment needed:**  PA  Podium  Risers  Bleachers out, which side? \_\_\_\_\_

Chairs, Qty? \_\_\_\_\_  Regular Tables, Qty? \_\_\_\_\_  Cafeteria Tables, Qty? \_\_\_\_\_

Livestream  Stage Backdrop  # of microphones: \_\_\_\_\_

Additional Equipment Required? \_\_\_\_\_

MISC NOTES: \_\_\_\_\_

**I certify that I represent the above organization and am authorized to accept in its name responsibility and observance of the rules and regulations for community use of I. S. D. #777.**

**I have submitted certificate of insurance.** (classes 2-3)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Current Date**

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**(Bottom portion to be completed by Community Education Office)**

Estimated charges: Building Rental \_\_\_\_\_ Custodial \_\_\_\_\_

(You will be billed for actual charges) Food Service Charges \_\_\_\_\_ Supervisor \_\_\_\_\_

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
District Building Use Facilitator