

CENTER FOR THE ARTS - ADDENDUM 1



The Chico Unified School District (CUSD) Center for the Arts is a multi-use complex comprised of a theater, lobby and box office.

The theater seats 484 people and is fully ADA (American Disability Act) compliant. It features an orchestra pit that seats 24 or it can be covered for an extended stage area. The complex also includes a lobby area with a box office and outdoor patio area. The backstage area consists of a green room, storage mezzanine, dressing/makeup rooms and accessible restrooms.

The CUSD Center for the Arts is located at the Pleasant Valley High School campus at 1475 East Avenue, Chico, California.

USE OF CENTER FOR THE ARTS (CFA)

The CUSD Center for the Arts is an asset for the entire School District and the Chico Community to utilize. Per the School Board policy 1330: *"The Governing Board recognizes that District facilities are community resources whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities and is subject to District policies and regulations."*

BOOKING PROCESS AND REQUIREMENTS

APPLICATIONS

Applications are located on the Center for the Arts Facilities website:
<https://cfachico.org/>

The Facilities Use Department is responsible for approving/denying applications for use of the Center for the Arts after discussion and coordination with other events at Pleasant Valley High School. The Facilities Use Department will verify the availability of

the Center for the Arts for the date(s) requested, approve or deny the application, schedule the event and forward the approved application to the applicant. Along with the approved application, the Facilities Use Department will provide the applicant with a confirmation of services and expected charges. Appeal of denied applications may be made in writing to the Superintendent or his/her designee within 30 days of the receipt of use denial.

RESERVATIONS

Reservations and applications for use of the Center for the Arts are processed through the Office of the Facilities Use Department. All applications must include a certificate of insurance (see Facilities Use Manual page 4) and if non-profit a certificate of non-profit status is also required at least 30 days prior to event date.

The Center for the Arts may be reserved according to the following schedule and event priorities:

CUSD Secondary Schools (Performing Arts)	April 1-15 of preceding school year
CUSD Secondary Schools (Non-Performing Arts)	April 16-30 of preceding school year
CUSD District at large events	April 16-30 of preceding school year
Community events	May 1 of preceding school year

Applications will also be accepted throughout the year for dates not taken during the Priority Reservation/Application period on a first come first serve basis on availability

Applications are approved on a first come/first serve basis. If multiple requests are received during the Priority Reservation/Application period for a specific date, a meeting will be held for those conflicting dates. All applicants will be notified of the status of their application within one week of the application period closing.

Annual re-occurring reservations will not be accepted.

PARKING

User Organizations must abide by all campus parking/traffic requirements including, but not limited to, passenger and equipment loading/unloading regulations, and observance of authorized parking locations. There are 444 parking spaces in the Pleasant Valley High School parking lot with American Disability Act (ADA) compliant spaces available. User Organizations must understand that parking for events at the CFA may be in competition with other campus activities including the gymnasium, tennis courts, football field or other sports fields. User Organizations do not have exclusive use of the parking lot and may need to utilize side streets to accommodate parking for events. Payment of parking citations or towing fees is the sole responsibility of the user organization and their guests.

GROUP CATEGORIES

Group	Examples
Group A District/School Activities	School Performance School Events District Events/Meetings
Group B Activities oriented towards community youth that are sponsored by non-profit organizations that are directly affiliated with the school/district. Other community activities sponsored by recognized non-profit organizations or public agencies. A copy of IRS 501c, 990-N or Pub.78 is required.	Auxiliary Organizations (Parent Teacher Organizations, CUSD Booster Clubs) Recognized School Clubs Tax Supported Educational Institutions Community Non-Profit Organizations Church Services Fundraising Activities for Non Profits
Group C Activities and events that are sponsored by for-profit organizations.	For-profit business <i>CUSD reserves right to negotiate promotional contracts terms.</i>

CFA FEE SCHEDULE

	Non-Profit Auxiliary Groups/School Clubs	Profit Community Groups	Multi Day Events Priced by Theater Manager
Lobby, Gallery, Theater, Band Classroom, and Vocal Classroom (Includes basic sound/lights)	\$480 per first show in one day. If multiple shows per day, \$200 per show following the first show of the day.	\$960 per day	25% discount on 2 nd consecutive weekend. 50% discount on 3 rd consecutive weekend. (For-Profit rates only.)
Lobby, Gallery Only	\$55 per hour (2 hr. min)		

Additional Custodial fee will be assessed for events ending after 9:00pm and on weekends. Only approved CFA Technicians will be allowed to operate sound, lighting and video equipment.

GUIDELINES AND RESTRICTIONS

1. Authorization for use is limited to those who have completed the District User Request Form and have received approval from the site administrator and Facility Use Manager.
2. All users must provide supervision by a responsible adult who shall enforce these regulations and restrictions. The supervising adult must be in attendance at all times.
3. Smoking in school buildings and on school grounds is prohibited.
4. The consumption or possession of alcoholic beverages on District property is **prohibited**.
5. Use is authorized for the area(s) specified in the application.
6. District equipment shall not be used unless specifically authorized.
7. The user shall reimburse the District for the cost to repair or replace all District property that is damaged as a result of the meeting or activity.
8. The user shall return the facility and grounds to its original arrangement and condition before leaving the premises.
9. Reimbursement to the District for labor costs shall be equal to the hourly rate or step of the appropriate salary range classification. Overtime rates will be charged if applicable.
10. Individuals or organizations who have misused school property and/or equipment, or have failed to follow these regulations and restrictions, may be denied future use of the facilities.
11. Administrators may revoke a previously approved use permit if it is later determined that the use will interfere with activities sponsored by the School District with a 30 day notice.
12. Use of facilities charges shall be paid in advance in discretion of the Facilities Department.
13. Any organization requesting use of facilities that is delinquent in charges from previous use shall be denied access until previous invoices are paid in full.
14. The School District property may not be used for any activity which furthers any program or movement which has as its purpose the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful mean.
15. The District, its officers, agents and employees, shall be free from all liability and claims for damages by reason of any injury to person or persons from any cause whatsoever in any way connected with the use of the District facilities. The user shall indemnify and save the District harmless from any and all liability, loss, cost or obligation on account of or arising out of any such injury or loss, however occurring. Appropriate proof of insurance is required.

I received a copy of the Use of Facilities Handbook for the Chico Unified School District and agree to comply with all policies and procedures outlined in the handbook. Failure to comply with the policies and procedures outlined in the handbook, shall be grounds for refusal of future applications.

User Name

Signature

Date