

## AP 511 – Public Use of the Abbotsford Arts Centre

### Background

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The purpose of this procedure is to ensure that the Abbotsford Arts Centre in Abbotsford School District is properly rented, used, and operated.

### Procedures

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#### 1. Rental Conditions

- 1.1 The Abbotsford Arts Centre facility is designed to accommodate a formal relationship between audience and performer. Events that might encourage activities not consistent with this intended use will not be considered for booking.
- 1.2 All users of the Abbotsford Arts Centre will be provided a rental contract which will stipulate the conditions under which the facility is to be rented. Rental agreements will outline facility conditions, accommodation restrictions, fire regulations, guidelines for use of alcohol, advertising and liability coverage.
- 1.3 Rates will be recommended by the Theatre Manager of the Centre and will be based on recovery of operating costs. The Secretary-Treasurer will ensure that rental rates are reviewed annually. Any changes in rates must be approved by the Board.

#### 2. Financial Responsibility and Reporting

- 2.1 The Secretary-Treasurer will provide financial statements reflecting the operation of the Abbotsford Arts Centre to the Board.

#### 3. Priority Use

- 3.1 The Abbotsford Arts Centre will manage all booking requests as designated by the Secretary Treasurer. Bookings that occur yearly and have been confirmed by the group on or before the commencement of the current rental agreement will be rolled automatically into the calendar as long as the required deposit is in place. All other dates will be available on a “first come, first served” basis.

#### 3.2 Priorities will be as follows:

- 3.2.1 Commercial
  - Non-Profit (Category 2)
  - Local Commercial (Category 3)
  - Not Local Commercial (Category 4)
- 3.2.2 School district events (Category 1)

4. Supervision

- 4.1 Only capable and qualified persons will operate technical equipment under the supervision and control of qualified school district personnel, as determined by the Abbotsford Arts Centre.
- 4.2 Renters are required to supply adequate staff to monitor and supervise all persons attending the event. Staff should include a house manager, ushers, ticket-takers, a stage manager, and other personnel as required by the Theatre Manager.
- 4.3 School groups will provide a minimum of two teachers to supervise rehearsals, and six teachers to supervise performances.

5. Rental Procedures

- 5.1 Groups will contact the Abbotsford Arts Centre concerning the availability of facilities. A rental agreement form will be completed and a deposit accepted at that time.

Last Revised: May 2013