

CENTER FOR THE ARTS



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 in the Center for the Arts Facilities website:
www.centerfortheartschico.com

The Facilities Use Manager 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 Manager 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 Manager 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 Manager: Located in the CFA building office.

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

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

Applications will also be accepted throughout the year for dates not taken during the Priority Reservation/Application period.

If multiple requests are received during the Priority Reservation/Application period for a specific date, a random lottery will be held. 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 at this time.

APPLICATION FEE

A non-refundable application fee of \$25 will be assessed for each application. Instructional Use and Use by School Affiliated Organizations are exempt from the application fee.

DEPOSIT

For Category B and C users (see page 4 of Facilities Use Handbook), a security deposit equivalent to 50% of the total facility charge, which will be estimated by the Facilities Use Manager at the time the applications is approved, is required. This deposit will serve to hold the reservation and will be applied to the balance due on the final invoice. Deposit can be waived if applicant uses an approved bonded ticketing agency.

Category A users will be required to provide a student body purchase order or valid school account code for the cost of technical services and the estimated cost of employee

services when needed for scheduling an event or performance that falls outside of the normal school day. It is expected that the cost of these services will be recouped through the charging of an admission fee for the event. An invoice will be presented to Category A users after the event of the actual reimbursement for these services. The Facilities Use Manager will coordinate the costs to be charged for these groups and help align these groups with technical support services, if needed, using an approved list of vendors.

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
<p>Group A District/School Activities</p>	<p>School Performance School Events District Events/Meetings</p>
<p>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.</p>	<p>Auxiliary Organizations (e.g. PTSA, Booster Clubs) Recognized School Clubs Tax Supported Educational Institutions Community Non-Profit Organizations Church Services Fundraising Activities for Non Profits</p>
<p>Group C Activities and events that are sponsored by for-profit organizations.</p>	<p>For-profit business <i>CUSD reserves right to negotiate promotional contracts terms.</i></p>

CFA FEE SCHEDULE

Group A School Performance, School Events, District Events/Meetings	
Lobby, Gallery, Theater (Includes basic sound/lights, tech fees not included)	\$175.00 per day min.
Lobby, Gallery Only	\$50 per day
Band Classroom (During scheduled school days)	\$25 per day (reset fee) 4pm –10pm
Choir Classroom (During scheduled school days)	\$20 per day (reset fee) 4pm –10pm

	Group B Auxiliary Groups/School Clubs	Group C Community Groups	Multi Day Events Priced by Theater Manager
Lobby, Gallery, Theater (Includes basic sound/lights)	\$400 per day	\$800 per day	25% discount on 2 nd consecutive weekend. 50% discount on 3 rd consecutive weekend.
Lobby, Gallery Only	\$50 per hour (2 hr. min)		
Band Classroom	\$25per day (4pm-10pm)	\$50 per day (4pm-10pm)	
Vocal Classroom	\$25 per day (4pm-10pm)	\$50 per day (4pm-10pm)	

Additional Custodial fee will be assessed for events ending after 9:00pm and extra cleaning

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. Normally, at least 24 hours advance notice should be provided.
12. Use of facilities charges shall be paid in advance by all groups (unless other arrangements have been made). 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.
13. Some facilities such as computer labs, weight rooms and home economics rooms may be used at the discretion of the Superintendent or designee.
14. The District reserves the right to provide security services for those occasions that crowd control is advisable. The user shall pay the costs of the security forces.
15. 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.

18. 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 may be required.

19. The Chico Unified School District subscribes to the Pursuing Victory with Honor Sports Summit Accord adopted by CIF. It states: “We believe that interscholastic athletic competition should be fun but that it should also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to ensure that their sports programs impart important life skills and promote the development of good character.” We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (The Six Pillars of Character). Users of District facilities agree to adhere to these principles while using District facilities.

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

