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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10410.1

## REGULATION: DISTRICT THEATRES – OPERATION & USE

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### 1. AUTHORITY

- 1.1 The Secretary-Treasurer is responsible for the operation, use and management of a district theatre.
- 1.2 The Manager, District Theatre Technical Operations, is responsible for the day to day operations of a district theatre and shall report to the Secretary-Treasurer.
- 1.3 To ensure the collaborative operation of a district theatre and the facility in which it is situated, the Manager, District Theatre Technical Operations, shall liaise with the school Principal and meet on a regular basis.

### 2. FACILITY

- 2.1 The district theatre, which includes some exclusive and some shared spaces, is defined as the seating space, performance space, practice space, star dressing rooms, chorus dressing rooms, green room, loading dock, storage areas, sound booth, lighting booth, spotlight booth, crying room, technical and operational areas, holding areas, coat check, concession, lobby spaces, ticket office, administration office, access and ancillary areas. Note: Appendices which delineate spaces belonging solely to district theatres and spaces that are shared between district theatres and host schools are attached.
- 2.2 If in conjunction with the rental of a district theatre, a user wishes to rent any space belonging to the hosting school, it will be under the terms outlined within Board policy.

### 3. BOOKING PROCEDURE

- 3.1 All requests for use of a district theatre must be made through the district theatre business office.
- 3.2 Prior to confirmation of a booking, program details and/or scripts may be requested by the district theatre business office to ensure that the use and programming are consistent with the public interest.

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- 3.3 In most cases, a decision will be made within two (2) working days as to availability and rental approval. Approval of a District Theatre Rental Contract will be evidenced by the signature of the Manager, District Theatre Technical Operations, or the Secretary-Treasurer, and the renting party.

**4. DISTRICT THEATRE CAPITAL IMPROVEMENT ACCOUNT**

- 4.1 A District Theatre Capital Improvement Account within the Local Capital Reserve will be established and managed separately from the district theatre operating budget funds.
- 4.2 A patron surcharge will apply for each performance for all users in which an admission or suggested donation is charged. These funds will be applied to the District Theatre Capital Improvement Account. The surcharge will be \$1.00 plus GST per occupied seat.

For purposes of the calculation of the patron surcharge, a maximum of one hundred (100) complimentary tickets will be exempt.

Host schools of district theatres are exempted from the Capital Improvement Fee, as well as the Curriculum & Instructional Services Centre, for district professional development and district student performances and events.

- 4.3 Operating revenue exceeding the cost of operations will be transferred annually to the District Theatre Capital Improvement Account.

**5. DAMAGE, LOSS AND THEFT**

- 5.1 Groups renting a district theatre shall accept responsibility for the cost of damage, loss and theft to the building, equipment, and school property.
- 5.2 District theatre management reserves the right to collect a damage deposit, prior to a rental, of up to \$1,500.

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- 5.3 Any damage or vandalism in the district theatre or the host school that is related to the rental of the district theatre will be assessed to the district theatre.

**6. DEPOSITS**

- 6.1 Bookings more than ninety (90) days in advance require a non-refundable deposit of twenty-five percent (25%) of the base rental rate to hold the date.
- 6.2 Fifty percent (50%) of the base rental fee, less the twenty-five percent (25%) non-refundable deposit, is due ninety (90) days before the date of the booking.

Bookings less than ninety (90) days in advance require fifty percent (50%) of the base rental fee. In the event of a cancellation, the deposit is non-refundable. If the date is subsequently rented by another party, fifty percent (50%) of the deposit may be refunded.

- 6.3 The remaining fifty percent (50%) balance of the base rental fee plus all costs for additional technical staffing as well as an estimate of all fees and surcharges is due three (3) business days prior to the event.
- 6.4 District theatre management reserves the right to hold box office receipts to ensure full payment is made.

**7. INSURANCE**

- 7.1 Non-school district groups renting a district theatre are responsible for carrying their own accident and liability insurance protection. It is mandatory that the renter provide a Certificate of Insurance evidencing that School District No. 36 (Surrey) has been registered as an additional named insured on their liability insurance for the sum of at least two million dollars (\$2 million) of coverage per occurrence, with no more than a \$5,000 deductible. Evidence of such insurance must be provided at least seven (7) days prior to performance.
- 7.2 To facilitate groups with limited access to the above insurance, School District No. 36 (Surrey) will coordinate liability insurance policies as above to be paid for by the user group.

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**8. MERCHANDISE SALES**

- 8.1 There is a charge of fifteen percent (15%) of the gross receipts from souvenirs, programs, librettos or any other performance articles offered or displayed for sale, or for which a donation in kind is taken payable within seven (7) days of the rental. The sanction of the district theatre management must be obtained before any such sale or exchange for donation is conducted on-site.
- 8.2 District schools and other internal users are encouraged to undertake lobby sales of merchandise in conjunction with a rental. This activity is exempt from any surcharge.
- 8.3 Lobby sales of merchandise for which 100% of the net proceeds will be donated to a registered Canadian charity are exempt from any surcharge.

**9. OPERATIONS**

- 9.1 The Manager, District Theatre Technical Operations, will plan, assign, schedule and supervise the Associate Manager, District Theatre Client and Audience Services.
- 9.2 The Manager, District Theatre Technical Operations, will plan, assign, schedule and supervise the school district's technical staff, contractors and community volunteers where appropriate.
- 9.3 The Associate Manager, District Theatre Client and Audience Services, will plan, assign, schedule and supervise the school district's front-of-house staff, contractors and community volunteers where appropriate.
- 9.4 Career Preparation students may be assigned to sponsors as front-of-house staff, ushers, concession staff and assistants to technicians in conjunction with the Career Preparation Department of the district and the approval of the Principal or designate of the host school.
- 9.5 Students at schools hosting a district theatre will be given the opportunity to train on the equipment and the workings of the district theatre. When the Manager, District Theatre Technical Operations, determines that sufficient understanding and proficiency has been obtained, the student will be permitted to work as a student volunteer

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and operate theatre equipment for productions of the host school without direct supervision.

- 9.6 Internal users will compensate the district theatre operations for its related costs.
- 9.7 All external organizations seeking to gain access to the district theatre will provide financial compensation to the district theatre.
- 9.8 All equipment brought in by users is subject to the approval of district theatre management.
- 9.9 All user staff must meet appropriate certification requirements prior to maintaining or operating any equipment within the district theatre.
- 9.10 The Secretary-Treasurer will liaise with internal and external stakeholders.

**10. FOOD AND BEVERAGE**

- 10.1 No food or drink may be served in the district theatre, or ancillary areas, or on any of the grounds of the facility by any agency other than the district theatre's concession without the authorization of the Manager, District Theatre Technical Operations. If user supplied catering is approved, there will be a \$100 surcharge and all appropriate licensing must be secured by the user.
- 10.2 No food or drink may be brought into the seating area by audience members with the exception of bottled water.

**11. RENTAL RATES**

- 11.1 Rental rates are set periodically after regular review to reflect rates charged by other comparable Greater Vancouver Regional District community theatres.

The following rates are valid:

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Rental with Audience July 1, 2008 -  
June 30, 2009

Statutory Holiday	\$1,900
Friday/Saturday/Sunday	\$1,700
Monday to Thursday	\$1,500

Rental with user supplied catering - \$100 surcharge

Includes:

One (1) Technical Director for seven and one-half (7.5) hours  
One (1) Front-of-House Manager for seven and one-half (7.5) hours  
Access to all Performer & Audience Resources for eight (8) hours  
(Note that access to the lobby, concession and coat check is limited during school hours.)  
Ushers/Ticket Takers

8 Hour Rental with No Audience July 1, 2008 -  
June 30, 2009

Statutory Holiday	\$1,700
Friday/Saturday/Sunday	\$1,500
Monday to Thursday	\$1,300

Includes:

One (1) Technical Director for seven and one-half (7.5) hours  
Access to all Performer Resources for eight (8) hours (Note that access to the lobby, concession and coat check is limited during school hours.)

4 Hour Rental with No Audience July 1, 2008 -  
June 30, 2009

Statutory Holiday	\$1,000
Friday/Saturday/Sunday	\$900
Monday to Thursday	\$800

Includes:

One (1) Technical Director for four (4) hours  
Access to all Performer Resources for four (4) hours (Note that access to the lobby, concession and coat check is limited during school hours.)

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- 11.2 School District No. 36 users will receive a \$700 discount on the above eight hour rates and a \$350 discount on the above four hour rates.
- 11.3 In addition to the \$700 discount noted in 11.2 above, schools hosting a district theatre will receive an additional \$600 discount on the above rates for a total of a \$1300 discount.

During school hours, schools hosting a district theatre may book the facility at no charge. In discussion with the Manager, District Theatre Technical Operations, theatre staffing requirements will be mutually agreed upon prior to use of the facility. If a paying customer is subsequently secured or if the theatre is unavailable due to maintenance, the reservation by the host school will be otherwise accommodated.

Further to the above, schools hosting a district theatre may book the facility at no charge Monday to Thursday, outside of school hours. In discussion with the Manager, District Theatre Technical Operations, theatre staffing requirements will be mutually agreed upon prior to use of the facility. If a paying customer is subsequently secured or if the theatre is unavailable due to maintenance, the reservation by the host school will be otherwise accommodated.

Each year the host school can secure one five (5) day period in each semester for drama productions, as well as twelve (12) dates throughout the school year for the Fine Arts productions.

- 11.4 Rental charges for use by the Curriculum & Instructional Services Centre for district professional development and district student performances and events are exempted. The Curriculum & Instructional Services Centre will be required to pay for the costs of the Technical Director and Front of House Manager.
- 11.5 Non-school district bookings in excess of fifty (50) paid events may qualify for discounted rates not to exceed the discount extended to School District No. 36 users in Section 11.2.
- 11.6 The standard rental unit is for a maximum of an eight (8) hour period. The rental begins with the set up of the event and ends when all facilities are clear and restored to their original condition. Every hour (or part thereof) that exceeds the rental time is subject to overtime charges at a rate of \$300 per hour for Rental with Audience and \$265

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per hour for Rental with No Audience, less a reflection of any applicable discount as expressed in clauses 11.2, 11.3 and 11.4.

- 11.7 Additional staffing requirements including technical services, security and extra cleaning or maintenance work, if needed, will be provided at the cost of the user group.
- 11.8 Rental storage space for current users may be provided for at the discretion of the Manager, District Theatre Technical Operations, at the rate of \$0.19 per square foot per week or portion thereof, subject to the user groups carrying the necessary insurance and providing appropriate responsibility waivers to the district.
- 11.9 Other than as noted above in 11.2, 11.3, 11.4, and 11.5, no authority for rental rate discounts or gratuitous usage of the district theatre is engendered.
- 11.10 Rental agreements will set out the terms and conditions of rentals including all other charges for all non-standard equipment rental, training, etc.

**12. TICKET OFFICE**

- 12.1 The District Theatre ticket office services shall be employed by all users with all tickets to be processed and distributed for each event. The only exception to this is for tickets sold through TicketMaster.

Custom Ticket Printing:

For events where tickets are required in bulk and are either sold or gifted outside of the district theatre ticket office, the charge will be:

- (a) \$25 Set-up Fee (General or Reserved Seating);
- (b) 15 cents per ticket;
- (c) GST on above listed fees.

Full Ticket Office Services:

For ticketed events requiring full ticket office services, the charge will be:

- (a) \$25 Set-up Fee (General or Reserved Seating);
- (b) \$1.50 Service Charge per ticket sold;
- (c) 15 cents per complimentary/consignment ticket;
- (d) GST on above listed fees;
- (e) 2% fee on credit card sales.

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The ticket office services include in-person and telephone sales.

The ticket office will operate every weekday except statutory holidays.

The ticket office will be open 1 hour prior to an event for will call and ticket sales.

Tickets may be issued to Licensee for consignment sales.

Tickets may be issued to renter Licensee on consignment for outlet sales.

Reconciliation of consignment sales must take place no later than three (3) business days prior to event. Failing this, the Bell Performing Arts Centre assumes no responsibility for the sale of these seats.

**13. JANITORIAL**

13.1 The Manager, District Theatre Technical Operations, will coordinate with the Service Operations Department in regards to janitorial services.

**14. SECURITY**

14.1 The district theatre business office reserves authority for issues pertaining to the safety and security of the patrons, staff and performers at the facility. In addition, the district theatre business office is charged with the responsibility of ensuring the security of the school and grounds during a performance.

14.2 The district theatre business office reserves the right to require security personnel, including off duty police officers if deemed necessary, for an event at the renter's expense.

14.3 The premises will be secured when not in use to prevent unsupervised access to the facility.

14.4 The district theatre management and the hosting school administration will ensure that when events are taking place simultaneously at the district theatre and the hosting school, the security and safety of the students and patrons will be the utmost priority.

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**15. TICKETS ADMINISTERED BY MANAGEMENT**

15.1 Depending on the event, there will be tickets held by district theatre management to deal with:

- (a) seats for ushers;
- (b) seats for district theatre management to monitor a performance;
- (c) seats for district theatre promotional purposes, and
- (d) seats to deal with ticketing problems.

These above seats are specifically not to be solicited for by non-district theatre staff.

15.2 There may be, from time to time, seats made available to the Superintendent for district promotional purposes.

Appendices:            Bell Performing Arts Centre, Surrey – Lower Level  
                              Bell Performing Arts Centre, Surrey – Orchestra Level  
                              Bell Performing Arts Centre, Surrey – Balcony Level

Revised:                2008-05-28

Revised:                2004-11-23

                              2004-03-02

                              2003-06-17

Approved:              2001-09-11

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