

Germantown School District Performing Arts Center Usage Rules & Regulations

The Germantown Performing Arts Center is a new 764 seat theatre located in the northeastern wing of the Germantown High School. The space features a fifty-six foot proscenium, orchestra pit, twenty-four line sets, and energy efficient LED lighting fixtures. The facility opened in 2019 and hosts a wide range of dramas, musical performances, and special events performed by both students and professionals.

A. Performing Arts Center Booking, Insurance, and Payment:

All applicants must review and agree to adhere to this entire Germantown School District (GSD) Performing Arts Center (PAC) Usage Rules & Regulations document. The facility is available for use by:

- GSD curricular and co-curricular groups.
 - Non-for-profit organizations which are properly insured and have documentation of federal tax exempt status in effect at the time of booking.
 - Business organizations which are properly insured and have a federally issued employer identification number in effect at the time of booking.
1. All applicant organizations must first contact the GSD PAC Coordinator, henceforth “Coordinator,” regarding their preferred booking date(s) and with any other application questions. The Coordinator has authority over the general facility including the lobby, box office, control booth rooms, dressing rooms, green room, adjacent hallways, and other PAC areas. The Coordinator must approve all booking dates, activities, supervisory personnel, and equipment being used in the GSD PAC. Each applicant organization will designate a representative from within that organization, henceforth referred to as the “Applicant”. The Applicant will be the primary contact for the Coordinator to prepare and execute the event(s) with. The Applicant must be at least twenty-one (21) years old, be present during the event(s) being scheduled, and be authorized to legally bind the organization. Any other attendants of the event will be identified as either PAC Personnel, Performers, Students, or Guests.
 2. The Applicant’s “Priority Group” will be identified by the Coordinator and priority for booking will be carried out as defined in the Community Use of School Facilities - PAC Policy 7510.01.
 3. Upon establishing a potential booking date, the Coordinator will assist the Applicant in completing the FSD PAC Application for Use Form. (Found in Appendix B). This form will be used to determine rehearsal and performance details, technical requirements, and potential fees. The Fee Structure can be found in Appendix A of the Facility Use - PAC Policy 7510.02

4. A copy of the finalized Application for Use Form must be signed and dated by the Applicant and the Coordinator. It will serve as the rental contract and confirm the booking date(s), event costs, and personnel estimates. The Applicant must also submit at that time the following:
 - A signed and dated a copy of this GSD PAC Usage Rules & Regulations
 - A detailed layout plan
 - Proof of non-for-profit status (if applicable)
 - A rental deposit of 50% of the total estimated rental cost. Deposits will apply directly to the final event billing. No deposit is required for User Groups that are not assessed rental fees as defined in PAC Policy 7510.02. Deposits made by check should be made out to “Germantown School District”. Deposit checks returned for insufficient funds will not serve to hold the facility as requested by the Applicant. The Coordinator may require payment of the full estimated cost prior to holding the facility and/or approving the event from any organization from which payment has previously been returned for insufficient funds.
5. Insurance coverage must meet the minimum requirements set by policy 7510.01. Applicants of Priority Group 1 do not need to provide proof of insurance. Applicants of Priority Groups 2 -5 must carry liability insurance for a minimum of \$1,000,000 for the duration of the event. Proof of insurance must be submitted to the Coordinator prior to the event date.
6. If the Applicant cancels the event within six (6) months of the scheduled event date(s), the GSD PAC will retain the rental deposit. If the facility use is canceled by the GSD PAC due to inclement weather, public emergencies, or acts of nature the deposit will be applied to a new booking date if it is possible to reschedule the event within twelve (12) months of the original event date(s). If the event is not rescheduled, the GSD PAC will refund the deposit less the expenses incurred specific to this rental. Applicants who cancel a rental with more than six (6) months notice from the scheduled event date(s) will be refunded their rental deposit less the expenses incurred specific to the rental.
7. Any additional equipment, supplies, or personnel which are required to fulfill the needs of the Applicant or satisfy the requirements of the Usage Rules and Regulations will be added to the Application for Use form as they occur, provided that they are available at the time of the request. All of these resources are subject to the Fee Schedule found in Appendix A of the Facility Use - PAC Policy 7510.02. Additional resources not specified in the original Application for Use may be denied for any reason. Additional resources will only be supplemented when identified directly between the Applicant and the Coordinator. Requests made from any other guests or personnel will not be honored until confirmed by the Applicant.
8. A final invoice will be sent to the Applicant subsequent to the event with the outstanding total. This total will include the Application of Use form with the completed itemized list of fees and ticket income (if applicable to the rental). Any property damage will be outlined and billed in this invoice with a detailed description of the damage.

9. Only GSD may pay its employees for services rendered. At no time will GSD ask the Applicant to make any payment directly to a GSD employee, independent contractor, or volunteer for fees or wages. All applicable fees will be included in the final invoice.
10. If an outstanding balance remains the payment in full is required within (30) days of the invoice date. Payment is accepted by cash, check, or credit card. Checks should be made out to "The Germantown School District Performing Arts Center." Proceeds from your event, less a 5% reserve for ticketing reconciliation will be mailed within (30) days of the conclusion of the last performance. The remaining 5% ticketing software reserve will be mailed within (120) days.
11. When the District receives a payment that, when deposited, is returned marked "insufficient funds", the District Administrator shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the District Administrator to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the payer to recover the fees, appropriate penalties and any additional bank charges.

B. Performing Arts Center Setup and Strike Rules and Regulations:

1. The GSD PAC will be kept free of any obstructions and must conform to all fire code regulations. This includes but is not limited to all displays, decorations, and scenery. The Coordinator must approve any tables or displays placed in the lobby prior to setup. Any layout designs will be submitted with the Application Use Form. All layouts, whether they be for the stage or other PAC rooms, must meet or exceed all fire code regulations. Pre-approved templates for common setups are available through the Coordinator. Capacity limits for each room will be strictly enforced.
2. Tripods, carriers, and any other form of a potential aisle, seating area, and/or fire exit obstructions are strictly prohibited.
3. The Coordinator will be responsible for ensuring the PAC is prepared for the Applicant with all of the agreed-upon resources specified in the Application for Use Form at the indicated start time. The event location(s) will be clean and all equipment will be in working order. If the Applicant disputes the cleanliness of the location(s) or condition of equipment they should report these complaints immediately to the Coordinator to be resolved. The Applicant will not be charged for any PAC equipment which fails to perform its intended use under normal conditions, or the costs of any additional equipment which is supplemented to resolve such issues.
4. The Applicant is expected to leave the location(s) in the same condition in which they were at the time of the arrival by the specified exit time on the Application for Use Form. Late fees will be charged for any additional hours required to return the location to its previous state. This includes full strike of backstage areas and scenery.

5. The Applicant is not allowed to nail, or affix by other means, any displays or decorations to the walls, floors, or ceilings of the PAC without permission of the Coordinator. Alternative means for affixing displays may be suggested. Duck tape will not be used to affix items to any PAC surface or equipment. Spike tape or gaff tape is allowed, provided it is removed at the conclusion of the event. The scenery may be secured to the stage floor by screws provided that a) The screws do not protrude more than one (1) inch into the floor surface. b) All the screws are removed before the conclusion of the event, filled with wood filler, and painted with provided stage floor paint.
6. Only GSD curricular and co-curricular groups will be permitted to construct and paint scenery in the PAC. Assembly of scenic elements is permitted in the scenery area and stage by these groups, although the majority of materials should be cut and shaped in the construction area. The Applicant is responsible for carrying out the proper training and supervision of students involved with scenery construction and painting to the satisfaction of the Coordinator.
7. Other non-for-profit or business organizations will not be allowed to construct scenery on premises or use any shop equipment. The scenery may be loaded-in pre-constructed and pre-painted from the loading dock in the back of the building and assembled on the stage. Minor alterations to the scenery may be carried out on the stage after assembly if required.
8. The Applicant is not allowed to paint any PAC surface without the approval of the Coordinator. If the stage floor is permitted to be painted the Applicant company will be responsible for the fee to re-paint the full stage to black. The Applicant may not opt to paint the floor themselves in lieu of the fee.
9. The overhead doors leading to the theatre may only be opened for short periods of time and will be shut after use. The area under the overhead doors will not be blocked with any items that prevent them from closing. Exterior doors may not be propped open.

C. Performing Arts Center Supervision Rules and Regulations:

1. Either the Coordinator or PAC House Manager will be present and in authority for the entire duration of the event.
2. An on-call custodian is required for the entire duration of any PAC event and will be provided per Administrative Guideline 7510a. The custodian will be responsible for typical facility cleanliness but will not be used to satisfy any specified PAC technical roles, nor do they satisfy any other supervisory roles set to the Applicant for the event. They are not responsible for any setup or alterations needed during an event.
3. The Applicant is expected to be present for the entire duration of the event during which performers and guests are present.

4. The additional technical and supervisory personnel required for each type of event is identified in the Application Use Form. The Applicant may supply their own personnel for these positions provided that each individual completes the training and meets the standards required by the Coordinator. All of these personnel are subject to the rules and requirements laid out in the GSD Employment of Personnel for Co-Curricular/Extra Curricular Activities Policy 3120.08 and GSD Volunteer AG 8120. Background checks are required for individuals to complete the training and must meet the expectations detailed in GSD Criminal History Record Check Policy 4121. Students filling a technical or supervisory role will not be required to have a background check, but must still follow through with the other requirements and training. All technical and supervisory personnel will adhere to all GSD PAC Use Rules and Regulations, as well as fulfill their duties outlined in their respective Role Sheets.
 - A stage manager must be on duty any time the stage is in use for a rehearsal or performance.
 - A house manager must be on duty any time guests will be present.
 - Additional technical and supervisory personnel will be required at the discretion of the PAC Coordinator.
5. The Coordinator will provide an estimate of the expected costs of technical and supervisory personnel to the Applicant from the Fee Schedule. The completed total of personnel costs will be provided on the final invoice to the Applicant.
6. If any required technical or supervisory personnel are absent from their position for any reason during the time of the event(s) the PAC Coordinator will make arrangements to replace that person with an equal substitute. If the absent individual is a volunteer or professional provided by the Applicant, the Applicant will assume all charges associated with replacing that person with an equal substitute.

D. Performing Arts Center Ticketing and Donation Rules and Regulations:

1. Ticketed events held at the GSD PAC are required to use the in-house ticketing system for admission. The ticketing system may be required for free events if the event is expected to have more than 600 attendants. The Coordinator will make the final determination whether or not an event should be ticketed. The Applicant organization is not allowed to sell or distribute tickets for their PAC event(s) outside of the in-house ticketing system. If an event sells out a sign will be posted at the main entry and remaining guests will not be allowed into to the auditorium.
2. The Applicant will have the option to make their event open to the public or by private invitation. The Applicant may opt out of any marketing typically undertaken by the PAC.

3. All rates, costs, and fees related to ticket admission will be decided between the Applicant and Coordinator and specified on the Application of Use form.
4. Guests may purchase tickets for any event either online, over the phone, or walkup during the regular Box Office hours.
5. The number of comp vouchers supplied to the Applicant will be specified on the Application of Use form and may only be applied to the Applicant's own event(s). Comp vouchers must be redeemed through the Box Office for an actual ticket. Comp vouchers may not be exchanged for an event not listed on the voucher. The Coordinator may issue additional comp vouchers which are redeemable for GSD curricular or co-curricular events only.
6. Ticketed events will be required to reserve two (2) seats (L106-L107) to be used for press or to resolve guest issues. If an event approaches its sell-out capacity the seats will be released for general sale. Usher seats R1, R2, R17, R20, R101, and R114 will be held for use by the ushers at the discretion of the Coordinator.
7. A status report will be available at the beginning of each week once the event is active for sales. The report will include the event date and start time, the number of tickets sold, the number of comp vouchers redeemed, and the total gross income received to date through ticket sales for each individual event. This report will also include demographic sales information. The Coordinator will provide this report each week at the request of the Applicant.
8. At the conclusion of the event(s), the final report of sales will be provided with the final invoice. The portion of Applicant income through ticket sales will be specified on the Application for Use form and calculated to the invoice. The Applicant is responsible for any outstanding costs related to the event. If a profit for the Applicant is determined less the costs incurred, GSD will issue a check for those funds with the final invoice to the Applicant organization. Proceeds from your event, less a ticketing software 5% reserve will be mailed within 30 days of the conclusion of the last performance. The remaining 5% ticketing software reserve will be mailed within 120 days.
9. Ticket transactions are subject to all other policies, rules, and regulations for ticket sales set forth by the GSD PAC and Vendini as specified in the ticket policies listed on the bottom of the event sales website.

Performing Arts Center Copyright, Advertising, and Merchandise Sales Rules and Regulations:

1. The Applicant organization is responsible for securing and providing all licensing rights for performance royalties, copyrighted materials, and novelty merchandise sales. This includes but is not limited to licensing for music and sound bites provided by the Applicant. The Applicant organization is responsible for retaining rights from ASCAP, BMI, or any other organization holding the rights to copyrighted material. Germantown School District and/or the GSD PAC are not responsible for violations of licensing rights.

2. Third party sponsors will not be allowed to distribute materials, place objects bearing the sponsor's name, or highlight their product or service without prior approval of the GSD and the Coordinator. If contemplated, please submit sample materials in advance to the Coordinator.
3. Performers will be allowed to sell their own merchandise in the Lobby area provided that a) The individual is performing for that specific event. b) The materials are related in nature and scope to the material being performed at that event. c) The performer accepts liability for all such activities. d) The merchandise area does not inhibit other sales areas or intrudes on traffic patterns. Additional personnel will not be supplied to care for or sell performer merchandise. Transactions are the sole responsibility of the performer and will not be supported financially by any means by the GSD PAC. Approval prior to the event for such activities is required.
4. Raffles and other types of fundraiser activities are allowed in the PAC provided that a) The Applicant provides all resources for such activities. b) The fundraising area does not inhibit other sales areas or intrudes on traffic patterns. c) The activity meets the requirements in GSD Student Fundraising Policy 5830 and/or Wisconsin State law. d) The Applicant accepts all liability for such activities. Technical and supervisory personnel will not be used to take part in fundraising activities. Transactions are the sole responsibility of the Applicant organization and will not be supported financially by any means by the GSD PAC. Prior approval from the Coordinator is required for any such activities.
5. Any broadcasts, telecasts, audio and/or visual recordings, etc., require prior written consent of GSD. The user organization is responsible for any associated fees and/or licensing issues.

E. Performing Arts Center Food and Beverages Rules and Regulations:

1. Alcoholic beverages and tobacco are not permitted on GSD premises, (Wis. Stats. 120.12(20); 125.09(2)).
2. Water in closeable containers is allowed in the PAC. Any other carry in food or beverages by guests is not allowed. Food and drink may be available for purchase at the concessions and is only permitted for consumption in the lobby area. Guests may bring their purchases into the auditorium as long as they are in closed containers and not consumed.
3. The Applicant will be given the option to open the concessions area for their event on the Application for Use form. All food and beverages in the concessions area are stocked by the PAC and are the property of the PAC until sold. Food or merchandise items from the Applicant organization will not be sold from the concessions area. Profits from the concessions area are held by the PAC.

4. GSD curricular and co-curricular groups will be allowed to host bake sales and similar activities in the lobby provided that a) The organization accepts liability for all such activities. b) The sales area does not inhibit other sales areas or intrudes on traffic patterns. c) The activity meets the requirements in GSD Student Fundraising Policy 5830 d) All food items must meet or exceed the GSD Food Director's standards of food service. The Coordinator must be given notice prior to the event and provide approval to the organization for any such activities. Additional technical and supervisory personnel will not be used to care for or sell goods. Transactions are the sole responsibility of the Applicant organization and will not be supported financially by any means by the GSD PAC.
5. Catering for events must be pre-arranged between the Coordinator and Applicant and will be specified on the Application for Use form. The Applicant is responsible for any outstanding fees and damage incurred by the catering company. The Catering company must have liability insurance for \$1,000,000, and assumes all liability for issues related to the serving of their foods on PAC GSD premises.
6. Bottled water is allowed in the booth provided that the water is stored below desk level. Drinks are strictly prohibited on the desktop and over electronic gear.
7. Performers, students, and support staff may bring in personal food and covered beverages as long as they are consumed in the green room. Actors are strongly discouraged from eating or drinking in-costume unless approved by the stage manager.
8. Water in closed containers is allowed on stage and in the pit, provided that they are kept at a safe distance from electrical equipment. Other beverages and foods are only allowed in these locations if they are being used as a consumable prop, and must adhere to all theatrical food preparation guidelines provided by the stage manager. Foods prepared for stage use may be stored in the green room until required on stage. All foods and beverages must be kept away from electrical stage equipment at all times.
9. Performer meals are available for up to (12) performers when requested by the Applicant. Meals will be purchased from an offsite restaurant and delivered to the Green Room. All costs and fees for this service will be listed on the Application for Use form and billed to the Applicant.
10. GSD curricular and co-curricular groups may choose to provide meals for their students after school hours in the green room. Meals will be organized by the PAC Coordinator. Parents wishing to assist with these student meals should be directed to the PAC Coordinator.

E. Performing Arts Center Technical Equipment Rules and Regulations:

1. Only approved personnel will be allowed access to their respective theatrical equipment. Each role will follow the guidelines for their position as indicated on their applicable role sheet. The Applicant, guests, and performers are prohibited from interfering or altering theatrical equipment. Any damages incurred from unauthorized Applicant personnel interfering or altering theatrical equipment will be charged as damages to the Applicant.
2. Each technical and supervisory role will carry out their duties to the satisfaction of the Coordinator, PAC House Manager, and/or PAC Stage Manager on duty to maintain a safe and high-quality theatrical experience. Any personnel failing to adhere to these applicable role assignments risks being dismissed and replaced by the Coordinator. The Applicant will not have the authority to dismiss PAC personnel.
3. Any requests or questions related to the theatrical equipment during an event should be directed to the Coordinator by the Applicant. The Coordinator will determine if the requests are feasible and communicate such changes to the approved personnel.
4. For rules regarding the addition of equipment or resources please see point 5 under Booking, Insurance, and Payment.
5. Some common amenities are available free of charge to the Applicant. These amenities are subject to availability and include the following: basic tools, minor use of office supplies, general toiletries, children's booster pillows, assistive listening devices for the auditorium, free parking, loading dock access, coat check, and an iron/ironing board. Applicant groups will have access to minor use of spike tape and gaff tape; not to exceed more than 1 roll. Only local calls are permitted from GSD PAC phones with permission of the box office personnel. Wifi is available for guest use.

Name: gsd-guest
6. Use of the scissor lift is strictly prohibited by uncertified users.
7. Audio for the event must be submitted in its final edited form at least two (2) weeks prior to the event date in a via a .mp3 or .wav file. Audio files may be sent through email, Google Drive, Dropbox, or thumb drive. Live audio will not be streamed from online sources during an event. Audio will not be played from phones or other personal devices for a live event.
8. Projections should be submitted at least (24) hours prior to the event. Applicants may provide their own laptop for running projections provided that the laptop is brought to the premises at least (24) hours prior to the event to confirm compatibility and levels. Our projection system uses HDMI inputs.

F. Performing Arts Center Performance Standards Rules and Regulations:

1. To maintain continuity, safety, and quality at the GSD PAC all events will adhere to the following performance standards unless exclusion is provided from the Coordinator on the Application for Use Form.
2. Printed programs or displayed program information should be available for every ticketed performance event. If the Applicant chooses to provide their own programming, the programming must include the PAC logo and any other information provided by the Coordinator. If the Applicant chooses to have the PAC print programs, the Applicant should provide all information specified in the Program Info Sheet. The Coordinator will complete the template for the program and submit it for editing. The Applicant will receive a final copy to approve before printing. Editing and printing costs will be provided to the Applicant before printing begins. Refunds will not be available for mistakes in the program. Should inaccuracies be found which were not present on the final copy the GSD PAC will rectify the mistake with a small printed insert at no cost to the Applicant, if necessary.
3. Events in the auditorium are required to have at least one (15) minute intermission for every 2 ½ hour performance block. If the event is completed in 2 ½ hours or less an intermission is not required. Additional intermissions or extended intermissions may be included by the Applicant on the Application for Use Form.
4. The following light and sound signals for performances in the auditorium:
 - The front doors will open to the public no less than 90 minutes prior to a performance.
 - The auditorium doors will be opened 45 minutes prior to a performance, at the discretion of the house manager and stage manager on duty.
 - Events will begin at their designated start times at the discretion of the house manager and stage manager. Most events are scheduled to begin at 7pm.
 - When a performance is to begin, the house lights will be dimmed to half for a moment and a pre-show announcement will be played. After the announcement there will be a blackout and the performance will begin.
 - Events with more than 2 ½ hours long must have an intermission. This intermission is typically 15 minutes long.
 - Intermission will be concluded by the house manager and stage manager. The lobby lights will be flashed to warn guests to return to the auditorium. When ready to resume the house lights will be dimmed to half until all guests are seated, and then taken to a blackout to start the second act.
 - At the conclusion of the performance the house lights will be returned to full.
5. The PAC Stage Manager and PAC House Manager are responsible for coordinating the above transitions to the satisfaction of the Coordinator and will do so in a manner which puts the safety of guests first.

6. The content of any performance must meet the expectations laid out in GSD Policy 7510.1 section B. Presentations, programs, plays, or theatrical productions may be prohibited if the proposed event contains depictions of or glorification of violence, drug use, sexual activity, or depicts or encourages other similar conduct inappropriate for a school facility. The District may require restricted attendance for any production that is rated for mature audiences only. If a performance contains adult content, strobe lighting, or sudden loud noises signs stating these warnings will be placed in a prominent area for guests to see both on the sales information and in the lobby prior to the event.
8. Animals are not permitted in any PAC area unless being used as a service animal per AG Use of Service Animals 8390.
9. Performers may temporarily use the auditorium aisles for entrances and exits with approval from the Coordinator.

G. Performing Arts Center Emergency Procedures Rules and Regulations:

1. All PAC certified personnel and approved Applicant personnel will be trained on how to handle and respond according to their roles in situations including:
 - Fire
 - Medical Emergency and Accidents
 - Power Outage
 - Severe Weather Warning
 - Security Threats and Active Shooters
2. Quick Reference sheets will be available in multiple locations throughout the PAC, including by every telephone.
3. In the event of an emergency, the PAC House Manager will inform the PAC Stage Manager immediately, or vice versa and the appropriate actions will be taken to inform all guests how to proceed if needed. Trained personnel may be required to assist in the response to these events.
4. The PAC House Manager and PAC Stage Manager have the authority to postpone or interrupt any event due to a perceived emergency, technical problem, or guest issue.
5. If an event is postponed or interrupted for a period greater than (15) minutes due to an emergency situation the Applicant will not be charged hourly fees for that period of time until the emergency is resolved. The Applicant's exit time will be automatically extended without charge for the duration of the emergency.
6. If an emergency situation interrupts an event and prevents it from being completed, the PAC will not offer refunds for tickets. The Coordinator and Applicant may work together to find a suitable

alternative event date for which guests may exchange their tickets to within twelve (12) months of the original event date, but all other fees and costs will be absorbed by the Applicant as if it were a new facility use date.

7. If the GSD PAC declares a cancellation of an event due to an emergency situation prior to the scheduled event start time the Applicant will be given the opportunity to schedule an alternative event date within twelve (12) months of the original event date. Guests will be allowed to exchange their tickets for the alternative date. Refunds will be issued for those who cannot attend the alternative date or if no mutual date is agreed to. If no mutual date is found available, the Applicant will be refunded any fees and/or deposits specific to that event less the expenses incurred specific to the rental.

H. Performing Arts Center Guest Use Rules and Regulations:

1. Guests who arrive early and unescorted to the agreed event may not be permitted entry into the building. Doors will be opened at the agreed event start time.
2. Free parking for general PAC access is available in the lot to the North and in front of the PAC, pending availability. Parking in this lot is subject to availability and GSD staff and students have priority use of this lot. The GSD and the PAC are not responsible for any parking tickets incurred by lot users. Parking on the grass of GSD is strictly prohibited.
3. Weapons are not allowed on school property except where exempt in Weapons policy 7217. Props weaponry is exempt from this policy and will be handled in accordance with the PAC Props Weapons Policy.
4. Smoking and vaping is not allowed on school property.
5. Guests will only be permitted to the specified location(s) in the PAC as agreed to in the Application for Use Form. There will be only one area of outside access available at any given time. All other building locations and entrances will be locked. Keys will not be granted to the Applicant or any unauthorized personnel for any reason. Applicant guests and personnel are prohibited from entering any area of the PAC which is not listed in the Use Agreement.
6. Room capacities will be strictly enforced at all times. Standing room is not allowed during a performance. Guests must remain in their seats until the conclusion of the performance. Children are not allowed to sit or play in the aisles during a performance.
7. GSD PAC house ADA seating spaces are exclusively reserved for the use of patrons with wheelchairs and other forms of mobility impairment aid devices. No other items will be permitted in these spaces. Prohibited items include but are not limited to backpacks, baby strollers, cases, infant carriers, etc.

8. GSD PAC house ADA Companion Chairs (single chairs immediately adjoining each ADA seating space) are exclusively reserved for the companion of a patron using a wheelchair or other mobility impairment aid device.
9. Only service animals are allowed in the PAC per AG Use of Service Animals 8390. Other pets will not be allowed inside the building. Service animal owners are advised to take extra caution when attending an auditorium event where flashing lights and loud noises may confuse or excite a service animal. Refunds will not be issued if the guest must leave the event for this problem.
10. Guests will not be allowed to use cell phones or personal devices in the auditorium during a performance.
11. The GSD PAC is not liable for any lost or stolen items. A lost and found box is located in the Box Office.

By signing below the Applicant agrees to adhere to all of the above rules and regulations. The Applicant will ensure all of their organization participants are informed and follow these rules. Organization participates includes but is not limited to performers, volunteers, parents, and any other groups and/or individuals associated with or peripheral to the rehearsal and event. Individuals found in violation of these rules may be dismissed from the building and prohibited from PAC involvement in the future. If an Applicant organization does not adhere to the GSD PAC Rules and Regulations the event may be discontinued at the expense of the Applicant and the Applicant organization may not be permitted to use the facility in the future.

Applicant Organization

Date

Applicant Name (Print)

Applicant Signature