

**USE OF SCHOOL PROPERTIES  
PATTONVILLE SCHOOL DISTRICT COMMUNITY AUDITORIUM**

Philosophy:

This facility is dedicated to the cultural and aesthetic education of our students and patrons as well as other uses dedicated to the overall benefit of the greater community.

Policies:

The use of this facility is governed by this document as well as other applicable state laws, district policies, and most importantly, the GOOD JUDGEMENT of students, staff, and community patrons.

Priority Use:

District educational programs, governance activities, and official student activities hold the highest priority for scheduling.

The next priority will be allocated to quasi-school related groups such as PTA/PTO, Booster Club activities, and other agencies which promote the general welfare of students and/or district patrons. District community groups will be given priority over commercial and non-residents. The auditorium is NOT available to groups outside the Pattonville School District without the approval of the Superintendent of Schools.

Scheduling:

1. Applications must be made on the current district Community Auditorium Application form. Current application forms are available from either the district facilities department at 11097 St. Charles Rock Road, St. Ann, MO or from the office of the assistant principal for student activities (hereafter referred to as APA) at Pattonville High School, 2497 Creve Coeur Mill Road.
2. The APA is delegated the authority for the scheduling of school and community activities at the Pattonville Community Auditorium.
3. During regular school hours the auditorium is only available to Pattonville educational and/or activity programs. (Exceptions to this policy must be approved by the Superintendent of Schools.)
4. The district auditorium scheduling for the coming year (July 1-June 30) will be scheduled between March 1 and June 1 of each calendar year. District activities not pre-scheduled may lose their preferential consideration.

5. When there is a schedule conflict between school activities, the APA will contact the appropriate supervisors and attempt to resolve conflicts by consensus. If the conflict is not resolved, the APA will, except in special circumstances, give priority consideration in the following order: high school, middle school, elementary. The APA decision will be final unless an appeal to the chief financial officer is successful.
6. Once a community activity is scheduled, it will not be bumped for a school activity without consultation and agreement of the affected party except when, in the judgment of the superintendent, there is no other alternative. Such consideration needs to take into consideration that this is a school/community auditorium.
7. Application information must accurately represent the intended use. Failure to do so could result in cancellation of contract for usage even at the last moment.
8. The district will accept community use requests for the coming fiscal year, July 1 to June 30, beginning June 15. Community usage will be on first come, first served basis. An application must be complete to hold its scheduled time. Incomplete applications do not hold priority position. Applications filed less than 72 hours prior to requested date will normally be denied.
9. Community use will be made available whenever it is unscheduled for school use provided the request is outside of normal school hours and appropriate approved personnel are available to operate sound, lights, etc.
10. Liability insurance in the amount of \$1,000,000 must be provided by all non-resident individuals or groups. (A resident group is defined as one where the applicant is a district resident and in addition at least one-half of the group are district residents. A list with addresses must be provided.)
11. In the case of severe weather, cancellations will be determined by the district director of facilities in cooperation with the renter.

Charges and Fees:

1. All Pattonville district sponsored events and/or all Pattonville school events, the primary purpose of which is student performances or recognition, will be without charge.
2. Resident, non-profit groups (parent groups, scouts, civic, athletic, etc.) will not be charged other than for the additional cost of personnel (supervisory, security, ushers, equipment operators, electricians, and custodial) fees. Personnel fees are to be charged at the going rate. The superintendent has the authority to waive charges where appropriate
3. All other non-profit organizations will pay \$500 for one performance and one rehearsal. Each additional performance will be at one-half the cost and each additional rehearsal will be \$50 per hour. Included in the price is custodial services, sound and light systems operations (two microphones), heating or cooling, as needed. (Exceptions can be made only by the Superintendent of Schools or designee.)

4. For profit organizations and businesses located in the Pattonville School District will pay \$1,500 for one performance and one rehearsal. Each additional performance will be at one-half the cost and each additional rehearsal will be \$100 per hour. Included in the price is custodial services, sound and light systems operations (two microphones), heating or cooling as needed. (Exceptions can be made only by the Superintendent of Schools or designee.)
5. For profit organizations and businesses located outside Pattonville School District will pay \$2,000 for one performance and one rehearsal. Each additional performance will be at one-half the cost and each additional rehearsal will be \$150 per hour. Included in the price is custodial services, sound and light systems operations (two microphones), heating or cooling, as needed. (Exceptions can be made only by the Superintendent of Schools or designee.)
6. Each rehearsal and/or each performance is not to exceed a four-hour period of time. Extra services such as supervision, pro setup, stage decorations, and security will be available on a pay-as-you-go basis. The rate will be the actual district cost.
7. Light and sound equipment is not available for loan or rental to any groups outside the school district.
8. Any non-profit resident group that requires an admission or fee to be paid by attendees will be subject to an additional charge for facility use. The charge will be the lesser of \$100 or 10% of collected receipts. This may be waived for District supported activities, or with approval of the superintendent.

### **RULES AND REGULATIONS**

1. No food, drink, or smoking is permitted in the auditorium complex. However, with special approval of the APA and with appropriate precautions, refreshments (i.e. , receptions, etc.) may be served in room A002 of the auditorium.
2. Adult supervision of your group is required backstage and in the green room during rehearsals and performance.
3. The balcony is opened only for large groups or special needs.
4. No activity will be permitted that might endanger the auditorium facilities or the persons attending.
5. No one will be allowed in the lighting/sound booth or the prop storage areas without the explicit permission of the auditorium manager. Lights and sound may only be operated by assigned/trained Pattonville personnel or the approved personnel. The auditorium manager will determine who fulfills this requirement.
6. Adequate supervision, as determined by the APA, must be provided at the expense of the renter.

7. No alcoholic beverages are allowed on school premises.
8. Enforcement of guidelines, house rules, and district policy is the responsibility of the renter under the direction of the auditorium manager.

Adopted: June 14, 1988  
Revised: June 25, 1991  
Revised: August 26, 1997  
Revised: April 22, 2003