

### Jerry Fay Wilhelm Center for the Performing Arts Rental Request Form

Activities conducted in the Jerry Fay Wilhelm Center for the Performing Arts must meet the policies and regulations of the Bastrop Independent School District (BISD) Board of Trustees, as well as state and local laws. Sponsors (Requestors) of organizations who request use of this facility are responsible for reading all rules and guidelines for Facility Usage and communicating them to their organizations, staff, volunteers, performers, students, parents, other participants, and audience members as appropriate. Sponsors (Requestors) **must initial** at each area as indicated, and **SIGN** where designated throughout this form and then return original copies of the agreement, along with any and all relevant documents, to the Jerry Fay Wilhelm Performing Arts Center located at 1401 Cedar Street, Bastrop, Texas 78602. Note: Please retain a copy for your records. This Facility Rental Agreement must be on file with the Office of the Performing Arts Center prior to use of any facility. If any changes occur, the Performing Art Center is to be notified immediately at (512) 772-7800.

**Organization & Billing Information:**

Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Sponsors (Requestors): \_\_\_\_\_

Billing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

BISD Organization YES / NO

Non-School Organization YES / NO

**Rental Information:**

Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

<b>REHEARSAL DATE (S):</b> _____ (list additional dates on back if necessary)	<b>PERFORMANCE / USE DATE (S):</b> _____ (list additional dates on back if necessary)
<b>FACILITY UNLOCK TIME:</b> _____	<b>FACILITY UNLOCK TIME:</b> _____
<b>REHEARSAL BEGIN TIME:</b> _____	<b>PERFORMANCE / USE BEGIN TIME:</b> _____
<b>REHEARSAL END TIME:</b> _____	<b>PERFORMANCE / USE END TIME:</b> _____
<b>FACILITY LOCK DOWN TIME:</b> _____	<b>FACILITY LOCK DOWN TIME:</b> _____

## RENTAL FEES & SERVICES

**Sponsors (Requestors) agree to the payment for the services of the following space + available equipment**

- Main Auditorium / Theatre @ **\$300/hr** (minimum 4 hours – *includes access to dressing rooms*)
- Black Box Theatre @ **\$200/hr** (minimum 4 hours)
- Green Room @ **\$150/hr** (minimum 4 hours)
- Foyer/Lobby @ **\$100/hr** (minimum 4 hours)
- Entire Facility @ **\$400/hr** (minimum 4 hours)

Circle the Category that applies to your group or organization:

Category A

Category B

Category C

Category D

Category E

### Facility Usage Category Information:

**Category A** – School Affiliated, youth oriented, non-profit groups such as PTA, PTSO, PTO, booster clubs, local professional educator organizations, and campus registered student clubs. For **Category A** there will be no facility use rental fees, however, hourly labor costs may be applied depending upon the size and scope of proposed use.

**Category B** – Non-profit, non-school affiliated youth-oriented groups such as youth sports associations, youth sports clubs, and BISD sanctioned programs that benefit BISD students; and if the organization or group is open to all children and is community-wide in nature and offers a program of interest and benefit to the general public. For **Category B**, qualified organizations and groups will receive a 40% discount on facility use rental fees, however all associated hourly labor costs will be applied at their full hourly rate.

**Category C** – Non-youth oriented, non-profit groups such as Churches, civic organizations, government entities, and homeowners' associations – membership must be comprised of 50% of residents residing within District boundaries and a membership roster reflecting member addresses must be provided with a completed facility rental agreement. For **Category C**, qualified organizations and groups will receive a 40% discount on facility use rental fees, however all associated hourly labor costs will be applied at their full hourly rate.

**Category D** – Profit groups, Private Groups, or Commercial Enterprises not defined as any group with non-profit status if an educational, civic, or charitable purpose shall be served; and a substantial segment of the community shall be benefited; and alternate facilities are unavailable.

**Category E** – Non-profit youth service groups comprised of students enrolled in BISD such as Boys & Girls Club, Boy Scouts and Girl Scouts; and if the organization or group is open to all children and is community-wide in nature and offers a program of interest and benefit to the general public. For **Category E**, qualified organizations and groups will receive a 40% discount on facility use rental fees, however all associated hourly labor costs will be applied at their full hourly rate.

**Sponsors (Requestors) must initial, signifying that the above is read and understood: \_\_\_\_\_**

**Sponsors (Requestors) agree to the payment for the services and or the following staff ~**

- PAC Manager/Assistant PAC Manager on duty @ \$45.00/hr (minimum 1)**
- House Manager @ \$20.00/hr (minimum 1)**
- Stage Manager @ \$20.00/hr (minimum 1)**
- Custodial Staff @ \$30/hr (1 custodian required for all events. Events larger than 200 patrons will require additional custodial staff, as determined by PAC Manager.)**
- Technician @ \$20/hr (minimum 1, in any of the following duties)**
  - o Lighting Technician
  - o Audio Technician
  - o Follow spot Technician # 1
  - o Follow spot Technician # 2
  - o Projector Technician
  - o General Backstage Technician
- Parking Attendant @ \$20/hr** (typically 3 attendants, required as necessary for directing audience traffic and pedestrians. The Jerry Fay Wilhelm Center for the Performing Arts has ample parking for most small events, however large events will require parking over-flow to be directed to Bastrop High School Parking facilities)
- Security @ \$55.00 per hour.** Paid directly to Security Personnel. **REQUIRED FOR CROWDS IN EXCESS OF 150**
- Concert Grand Piano** – requestor will be charged a **\$125.00** maintenance and tuning fee.
- Harlequin Dance Floor** - requestor will be charged a **\$200.00** set up fee.
- Diva Orchestral Shell System** – requestor will be charged a **\$200.00** set up and break down fee.
- Table Skirting** – If 3 or more tables require covering and skirting, a **\$50.00** set up fee will be charged.
- Iced Tea** – product can be provided by the PAC for concession iced tea maker for a charge of **\$7.50** per each 3-gallon container used. Requester/Sponsor will provide cups, condiments and any other needed supplies.
- Coffee** - product can be provided by the PAC for concession coffee maker for a charge of **\$2.00** per each 8-cup coffee pot used. Requestor/Sponsor will provide cups, condiments and any other needed supplies.

There will be 2 hours added to the time reserved for all personnel costs to cover set-up and strike for most large events.

**Only BISD personnel may be used for the above named**

**Sponsors (Requestors) initials: \_\_\_\_\_**