

COMMUNITY RELATIONS

**APPLICATION FOR USE OF THE OMAK PERFORMING ARTS CENTER**

1. Request the application for use of the PAC from the PAC Technical Director using the adopted scheduling software.
2. Final approval is achieved when the PAC Technical Director approves the request in the software and when a seventy-five dollar (\$75.00) holding deposit is received by the District Fiscal Officer. This will be applied to the rental. Proof of a \$1,000,000 liability coverage will be required, along with proof of Non-Profit status if applicable.
3. Arrange a time to confer with the PAC Technical Director (either in person or via telephone) to determine your needs concerning facilities, equipment, labor, and required supervisory staff. An estimate of overall cost can be given at this time.
4. Final payment of the invoice which will include fees for rental use, Technical Director, and custodian is due upon receipt.
5. If the building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for cost of repair, replacement, and/or cleaning.
6. Food and drinks are not permitted in the school facilities other than in the multipurpose room. Use of tobacco or tobacco products is not permitted anywhere within the facility, including backstage areas even when the technicians are working by themselves.
7. In general, stage sets and equipment may be on the premises only during times reserved for rehearsal(s) and performance(s). At other times the sets and equipment must be removed.
8. Any technical guests or workers must be approved by the PAC Technical Director/district upon making reservation. Required contracts for theatre use or technical support must be completed.
9. Consideration for fee reduction requests must be in writing with the application directed to Omak Schools Superintendent for approval.

10. The district retains priority for all dates and will attempt to schedule all in-district student events that are predictable prior to April 1 of each year for the following school year. After April 1, outside users may request dates. The Omak Performing Arts Foundation Board retains priority for scheduling events over other outside users.

Adoption Date: 06/27/89  
Reviewed: 07/26/05  
Revised: 10/26/99, 09/27/11, 11/26/19