

**Great Falls Middle School/Turners Falls High School Theater
Rental/User Regulations**

TFHS: (413) 863-7200 / Fax: (413) 863-3567

GFMS: (413) 863-7300 / Fax: (413) 863-3189

- 1. Booking Priorities:** School events take precedence over all other events. First priority is given to the Great Falls Middle School/Turners Falls High School Music/Arts Department and school district events. Remaining openings are available on a first come, space available basis for qualified events and approved short-term rentals. Renters/users should understand that the facility may become unavailable at any time in order to accommodate an unforeseen school activity. However, every effort will certainly be made to avoid canceling previously scheduled events.
- 2. Reservations:** All renters/users must submit a Theater Rental Application Form to the high school's main office at least thirty days in advance. Forms are available in the office. Once the forms have been completed and returned to the office, an approval may be issued. The application can be approved only when all forms have been returned to the office with the security deposit and proof of required insurance coverage. Reservations are made for a minimum of 3-hours per event. Reservation requests should include load-in time (minimally one hour) and load-out time (minimally one hour). If a group does not include these times in their booking, accommodations cannot be guaranteed. If applicable, rehearsal times must be included in your reservation request.
- 3. General Policies and Guidelines:**
 - a)** All staging, electric, and sound set ups must be approved by school officials before load-in. Any set-up deemed unsafe shall be modified to the satisfaction of school personnel.
 - b)** The renter/user shall follow all fire code regulations regarding public performance, including using flame resistant materials for scenic design purposes. The use of open flame, pyrotechnics, smoke, or chemical fog is prohibited.
 - c)** Great Falls Middle School/Turners Falls High School will provide a safe, clean, and unobstructed area for the event. It is the responsibility of the renter to maintain and restore the area to such condition after the event. The Theater must be returned to its house settings for lights, sound, and rigging after each rental. Approval is required when changing or removing the line sets. Drapery removal and nailing into the stage floor is **not** permitted.
 - d)** Renter/user is responsible for conducting an orderly event and at the conclusion must remove all non-school owned stage sets, equipment, costumes, tickets, and supplies from the theater, and also must clean up all refuse.
 - e)** School assigned technicians will operate all house lighting and audio systems, unless specific arrangements are made with renter/user. In any case, school assigned technicians must in every instance supervise renters/users at all times. Groups renting the theater may **not** operate any technical house equipment without permission from the school's Network Manager. Renter/user must pay for each school assigned technician the rate of \$32/hour.

- f) Renter/user and crew are **not permitted to walk on the catwalks at any time**. Only designated school staff may use the catwalks and must wear safety belts.
 - g) **Food and beverages are not allowed in the theater at any time**. They are allowed in the cafeteria area only.
 - h) Smoking is strictly prohibited on school grounds.
 - i) The renting organization/user is responsible for all licensing rights for the performance. Also, renter/user is wholly responsible for obtaining all necessary releases/permissions to tape record individuals involved in the event, and must provide their own recording equipment.
 - j) The renter/user is responsible for any damages to the Turners Falls High School Theater, caused by, arising out of, or in any way connected to the event.
 - k) Gill-Montague Regional School District reserves the right to assign additional staff members, police, and fire personnel if necessary to ensure the smooth and safe operation of the theater at the cost of the renter/user.
4. **Insurance:** The Theater requires that renters provide a Certificate of Insurance showing comprehensive liability insurance in the amount of \$1 million covering the entire period of the rental permit, naming the Gill-Montague Regional School District and its employees as additionally insured.
5. **Security Deposit Fee:** A deposit of up to \$500.00 is required for approval of the contract. If deemed necessary, any costs for clean up and/or damages, false alarms, including staff costs, may be taken from this deposit as well as any unpaid fees. This payment must be made in full with cash, cashiers check, or money order, made payable to GMRSD. Deposit fees not utilized will be returned 2-4 weeks after the event. While this fee will be waived for Gill and Montague town government departments, reimbursement for any damage is still expected.
6. **Rental fees:** See Use of Facilities fee schedule – File: KF-E-3. All renters/users also must pay for each school staff assigned to be present and/or assist during use and/or for clean up. Payment of a minimum of one hour of custodial time is required for each use.
7. **Rental Confirmation:** Reservations are not guaranteed until a rental contract is signed and one-half the anticipated fee plus the refundable \$500 security deposit is received along with proof of insurance.
8. **Payment Procedures:** All fees are due two weeks prior to arrival. This includes rental fees, anticipated staff fees, and the security deposit of up to \$500. All payments must be in the form of Cashiers Check, Cash, or Money Order made payable to GMRSD. Refund of deposit fees not utilized will be returned and mailed 2-4 weeks after the event.
9. **Cancellation Policy:** All cancellations must be received in writing at least 2-weeks in advance. If adequate notice is not received, future use of the facility may be denied. In case of cancellation, one-half of the security deposit will be considered non-refundable.
10. **Damaged to the Theater or Missing Equipment:** Users should examine the theater with a staff member before and after use and report anything that may be missing or not in good order. The user is responsible for any damage to the theater or its equipment caused by, arising out of, or in any way connected to their use of the space and the equipment. Any damaged equipment must be replaced within 30 days by something comparable of equal or better value as determined by the school principal. The renter is also responsible for any damage to the facility and is liable for all costs associated with repair of such damage.