

SCHOOL DISTRICT 54
(Bulkley Valley)
ADMINISTRATIVE PROCEDURES

THEATRE USE
(Della Herman Theatre)
Administrative Procedure 10.115-1
(Policy 10.115)

BACKGROUND

The Della Herman Theatre was opened in 1992 and named after Mrs. Della Herman, a respected teacher and Principal in the District for over 40 years.

The original concept of a classroom/theatre was initially identified in 1989. Construction began in 1990-91 with the District providing the principal funding. The construction effort was supported by contributions and grants from public organizations, service clubs, and private donations. In particular, the Bulkley Valley Community Arts Council (BVCAC) and the Bulkley Valley Concert Association (BVCA) are acknowledged as specific contributors to the initiative. The School District recognizes the importance of the Smither Secondary theatre as a community resource.

The School District has attempted to try and find a balance between affordable community access to the Della Herman Theatre and a cost recovery fee-based system. This administrative procedure also provides regulations supporting community access to the theatre while prioritizing educational programming. The administrative procedures also support the access, controls and costs associated with the safety, security, cleanliness and maintenance of the theatre and facilities in proximity to the theatre. Given the school district funds all current costs to maintain and upgrade the theatre and surrounding spaces, the school district retains the right to manage user access, and fees associated with rental of the theatre space.

1.0 User Class Structure¹:

Theatre user groups are defined and categorized as follows:

Class 1: Student or School Educational Sanctioned

Activities involving district sanctioned users or school district students involved in educational activities.

Class 2: Community Based

Non-commercial and not-for-profit users or organizations that do not conform to Class 1 or 3. This includes local community groups that are not inherently commercial (no intent to generate profit); though, revenues may be charged to recover costs as a not-for-profit society. Example user groups would include the BV Community Arts Council (BVCAC), or groups within the scope of the BVCAC, and the BV Concert Association. Visiting or non-community groups may be asked to produce documentation supporting.

Class 3: Commercial

Commercial (revenue and profit generating) users or other individuals and organizations that do not conform to Class 1, or 2.

¹ The decision of which class level (1, 2, or 3) rests solely with the school district.

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2.0 Rental Rate Structure²:

Theatre rates tiers are defined and categorized as follows:

User Class	GENERAL RATE ³	REHEARSAL RATE ⁴	TECH. PREP. RATE
	<i>Per 6-hour block. All hours in excess of the 6 hours are subject to a rehearsal rate.</i>	<i>Time association with a performance date outside of 6-hour block.</i>	<i>No renters present, technician set-up, or take-down activities.</i>
Class 1	Not applicable	Not applicable	Not applicable
Class 2	\$400	\$40/hr.	\$30/hr.
Class 3	\$850	\$50/hr.	\$30/hr.

² Rental rate structures are at the sole discretion of the school district

³ General rate for theatre rental includes the technician support person for six (6) hours and two (2) hours of custodial time

⁴ Rehearsal rate may or may not be subject to custodial charges of \$30/hr based on when the rental occurs and whether regular school custodial time can accommodate the cleaning

3. Available Facilities:

- Della Herman Theatre.
- Theatre rental includes round room outside theatre.
- washrooms outside theatre.
- Up to 2 classrooms in school 500 wing as determined by school administration.

4. Available Times to Public Renters:

- Dates for theatre rental:
 - September 1 – June 30 (facilities are closed in July and August for maintenance and cleaning).
 - Exceptions:
 - week of CarolFest or other days required by district/school in December.
 - week of high school graduation or graduation celebration activities in June.
 - facility closure for maintenance.
- Times for rental:
 - access from 4 pm - 9.30 pm during Monday to Thursday.
 - access from 8 am - 10:30 pm during Friday and weekends.
 - access to the theatre facilities outside the two daily times above will require application, by email to the Facilities Department, & special permission from the school district in order to plan for cleaning, access, security/alarms.
- The school district reserves the right to change or cancel booking if necessary for maintenance. Consideration will be given by the school district to public renters given type of activity (for example,

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weekly practices-low regard or long-standing, pre-arranged performances with financial implications-high regard).

5. Booking Facility Space:

- Facility rental should be booked through the district Ebase software system by registered users.
- If the users are reserving space or renting for a single performance event, inclusive of contracts involving performers or revenue generating performances, rental bookings may be submitted up to 2 years prior to event.
- If the users are reserving space or renting for regular practice events, rental bookings may be submitted up to 2 years prior to event. Rental bookings will be open as of July 1 for the following period of September 1 – June 30.

6. Certificates of Insurance:

- Certificates of insure are required for facility rentals from community or public entities.
- For **Class 1** users, a certificate of insurance would not be necessary as the rental activity would be a district/school sanctioned educational activity.
- For **Class 2 & 3** users, certificates of insurance must be provided to the school district prior to the event.

7. General Procedures:

- 7.1 Theatre rental must have the theatre technician on-site. All theatre rentals are subject to the theatre technician being available.
- 7.2 Rental times must allow for custodial clean prior to school programming.
- 7.3 Rental fees must be paid in advance of facility rentals. Outstanding payments will result in cancellations of bookings and restriction on future bookings.
- 7.4 The school district facilities rental department shall be afforded due respect and consideration. Disrespectful, abusive or argumentative behaviours shall result in a user group losing their future right to rent school district facilities.
- 7.5 The school district reserves the right to refuse or cancel a facility rental.