



Saraland High School

PERFORMING ARTS CENTER

Procedures and Application for Use of Facilities

The Saraland City School System and Board of Education are pleased to offer the use of the Center for the Performing Arts for the benefit of our community.

**House Capacity
TOTAL: 752**

Please schedule all dates and arrangements for the use of the facility with Sandra Strickland, the coordinator for the Saraland High School Performing Arts Center. Mrs. Strickland can be reached at 251-375-5420 or sstrickland@saralandboe.org

Saraland City School System
Central Office
4010 Lil' Spartan Drive
Saraland, Alabama 36571

**SARALAND BOARD OF EDUCATION
BOARD APPROVED
AUGUST 7, 2014**

Saraland High School

PERFORMING ARTS CENTER

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Saraland High School

PERFORMING ARTS CENTER

Rental Fee Schedule

All users are required to submit a completed and signed *Application Packet* with a \$500.00 deposit within three days of application acceptance by the board. Rental Dates cannot be guaranteed without a deposit.

RENTAL FEES - (Public Rental Use)

*Day of Event	\$1,000.00 - 8 Hour Rental
	\$ 120.00 - per hour after the 8 hours
*Rehearsal and Load-In Days	\$ 500.00 - 4 Hour Rental
	\$ 100.00 - per hour after the 4 hour minimum

Any outside sales that take place in the lobby or other locations of the facility are subject to a 10% charge of Total Receipts.

Rental fee includes the following:

- A. Building Manager
- B. Student Stage Manager/Vortek Rigging Operator
- C. Student Lighting Technician/Sound Technician
- E. Cleaning Services

RENTAL FEES - (Speaking Engagement Rental)

\$110.00 per Hour-Minimum of 4 Hours

A Minimum of 2 Technicians will be required at an additional \$10 per hour

RENTAL FEES - (City of Saraland Government/ University of Mobile)

No rental fee will be required for the use of the Center for the Performing Arts by the City Government of Saraland or University of Mobile. These groups will be required to pay a \$300.00 per day utility/staff fee. For up to 5 hours per day which includes a building manager and one (1) student technician. Additional hours are billed at \$60.00 per hour. Determination of such groups or organizations will be made at the discretion of superintendent, principal or their designee.

A completed and signed *Waiver for Use of Facilities Form, Release Form and Application and Contract for use of Facility Form* will be required for documentation purposes only.

RENTAL FEES - (School Organizations)

Organizations, groups and clubs affiliated with The Saraland City School System will yield 10% of ticket sales and entry fees to the Saraland High School Performing Arts Center to help offset supplies, staffing, piano tuning, and maintenance costs associated with producing the event.

RENTAL FEES - (Saraland Arts Council)

The Saraland Arts Council will receive a discounted rate of 50% off the normal rental rate. Additional hours will be billed at 50% off the normal rate. This rate will include only personnel mentioned in the normal rental structure and for a typical 8-hour rental. If an event is primarily for the benefit of Saraland City School's students, the event fees may be waived partially or in its entirety by the Superintendent. In order to justify the discounted rates for other events, the Saraland Arts Council will be required annually to submit documentation showing the benefits provided to the students of Saraland City Schools.

À la carte Rental Items

Steinway Piano

\$150.00 per Rental

Includes 1 time tuning costs prior to show

Lunchroom

\$250.00 per Rental Day

Supply & Cleaning Fee (Does not include use of kitchen or serving areas)

Choir/Band Rooms Cleaning Fee

\$50.00 each per Rental Day

Hall Monitors

\$10.00 per hour

Required when facilities outside the PAC are used such as Lunchroom, Band or Choir Rooms

Orchestra Pit Setup Fee

\$350.00 per Rental

Ticket Salesperson (adults)

\$15.00 per person per hour

DVD Production

No outside individuals may setup and record any event in the Saraland High School Performing Arts Center for duplication or sales purposes without prior written consent.

Concession Sales

Saraland High School and Saraland City Schools reserves the right to sell concessions at all events. No outside sales of Food or Drinks will be allowed at any time.

School Use (by school groups & organizations)

Organizations, groups and clubs affiliated with The Saraland City School System will yield 10% of ticket sales and entry fees to the Saraland High School Performing Arts Center to help offset supplies, staffing, piano tuning, and maintenance costs associated with producing the event.

- It is the responsibility of the teacher or faculty member to make sure students are aware of proper procedures for using the Performing Arts Center.
 - At no point shall students or a class be present in the Performing Arts Center without a teacher or instructor present. This includes setting up or striking of a set or equipment.
 - For rehearsals taking place on stage, all students' belongings should be placed behind the stage and not in the seating area. At no point should food or drinks be allowed in the Performing Arts Center seating areas during the day unless concessions are being sold.
 - All food and drink at rehearsals and or shows must be kept off stage. Because of the wood on the stage floor, warnings will not be given and all items immediately thrown away.
 - There should be no jumping onto or off of the stage into the seating areas.
 - There should be no sitting on the front edge of the stage.

Usage

- Musicals, Stage Plays, and Musical Theatre reservations will be limited to 10 days in length unless there are days still available 30 days in advance.
(Except Month of May & December)
- Choral, Band, and other organizations are limited to reservations of no longer than 7 Days. (Except Months of May & December)
- During the Months of May & December, all organizations may be limited to 1 day due to the number of events held in the Performing Arts Center.

General Policies, Procedures and Information

IT IS THE RESPONSIBILITY OF THE CLIENT RENTING THE SARALAND PERFORMING ARTS CENTER TO NOTIFY ALL PERFORMERS AND CREW OF THE RULES, POLICIES, AND PROCEDURES CONTAINED IN THIS PACKET. RENTER IS ALSO RESPONSIBLE FOR PROVIDING SUPERVISION OF STAFF TO ENSURE ALL REGULATIONS ARE FOLLOWED.

TERM DEFINITIONS:

- **ALCOHOLIC BEVERAGES:** No alcoholic beverages are allowed on campus property.
- **ANIMALS PROHIBITED:** Animals are not allowed in the spaces for any reason other than use in a show. Pre-notification required. Pre-approval and special care requirements are the responsibility of the event or client.
- **BLOCKING OF HOUSE EGRESSES:** Due to Fire regulations, no aisle or part of an aisle is allowed to be blocked in any manner, i.e. cable, equipment or people. Any cable may run center of the house under all seats. All cable will be taped or covered where patrons will walk.
- **CHAPERONING OF CHILDREN:** Events incorporating groups of children must have adult supervision at all times in all areas of the Saraland Performing Arts Center. These adults must be supplied by the client.
- **CONTRACTS:** The client will submit to SPAC copies of any and all artist contracts, riders, letters of agreement, etc. with the performers whose services form the basis for use of the spaces.
- **CONTROL OF PREMISES:** It is understood that no agreement with the client relinquishes SPAC's right to control the management of the facility and to enforce all necessary laws, rules and regulations.
- **CONTROL OF STAGE EQUIPMENT:** No stage rigging, stage lighting or any other stage equipment can be used or changed without the prior approval of the SPAC Director.
- **CONTROLLED SUBSTANCES:** No use or possession of controlled substances is permitted on Saraland City School property.
- **CURTAINS' SOFT GOODS (legs, scrim, eye, etc.):** Nothing is allowed to be placed within 1 foot up/downstage of flying curtains.
- **DEFAACEMENT OF FACILITY:** No client shall allow nails, tacks, stage screws, or similar material to be driven or placed in any part of the premises. No items may be placed less than one foot upstage and downstage of flying soft goods, i.e. grand drape, legs or eye. Repair of all damage is the responsibility of the client.
- **EQUIPMENT:** Anything on SPAC premises, i.e. chairs, tables, carts, etc. are not to be removed from SPAC premises and are to be used for their intended purpose only.
- **FIREPROOFING:** All scenic materials brought in by client must be flame proofed and/or conform to the Uniform Fire Code.
- **GEL:** SPAC carries no gels. We can supply this gel to clients at a modest replacement cost. Any other gels must be supplied by renter.
- **GUESTS BACKSTAGE:** Guests are not permitted anywhere onstage before, during or after a performance or during intermission. All areas leading to the stage will be blocked and no admittance gained following a performance and during intermissions.

- **INTERRUPTION OR TERMINATION OF EVENT:** SPAC retains the right to cause the interruption or termination of any event when, in the sole judgment of SPAC such action is necessary in the interest of public safety.
- **KEYS TO FACILITY:** No keys to SPAC will be afforded to any client or artist hired by the client. Keys to stage area are assigned, with SPAC Director approval, only to employees of the Saraland Performing Arts Center. Areas of SPAC shall be opened only by such employees.
- **LIGHTING:** SPAC will do everything we can to ensure a successful and attractive performance; however, we will not be responsible for purchasing of gobos, gels, etc. We retain the right to substitute the client's light plot with equivalent inventory. Because of a tight calendar year the light plot must be received a minimum of 4 weeks in advance of the event.
- **LIGHTING INVENTORY:** The lighting inventory will be used as is. No re-lamping will be done after the light focus is finished and no substitutes will be made.
- **PAYMENT FOR DAMAGE:** Client agrees to pay costs of repair or replacement for all damages to SPAC or its equipment resulting from use by the client.
- **PROCEDURE FOR OPENING HOUSE:** The House opens 30-60 minutes prior to performance. The SM (stage manager) will find out from the performers when they are ready. All pre-sets, sound and light checks will be completed by this time. SM will contact Front of House. Front of House only will open the doors. The doors remained locked until such time.
- **PUBLIC SAFETY:** Client agrees that at all times he/she will conduct his/her activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized campus and governmental agencies responsible for public safety. Client assumes responsibility for insurance and safety of patrons.
- **SCENERY REMOVAL:** All scenery, props, costumes, equipment, etc. belonging to the client must be removed by the client immediately following the final performance. All items not removed immediately from spaces will be assumed trash and disposed of accordingly. SPAC takes no responsibility for removal of any items.
- **SECURITY OF VALUABLES:** No lockbox is provided to clients of the performance space. It is suggested that anything valuable not be brought onto the stage/backstage area. A member of client's staff should collect valuables pre-performance.
- **SMOKING POLICY:** Smoking - including e-cigarettes - is not permitted anywhere in the buildings of Saraland City Schools.
- **SOUND:** Maximum level of 95 db allowed. No equipment is allowed to be rolled over any cabling, i.e. microphone, monitor, electrical. If a sound person is from an outside source, they are responsible for their own set up.
- **SPECIAL EFFECTS:** Advance notification and approval is required for these special effects: haze, fire, guns, special rigging and strobe. Proof of certification is required, in advance, per special field. An announcement will be made prior to the performance to alert the audience of special effects used, i.e. strobe, guns.

GLOSSARY OF HOUSE TERMS:

- **Deck:** The stage floor. On the deck means on the stage floor.
- **Gel:** This is the material put in front of a lighting instrument to give color. This material comes in sheets and is cut to size depending upon what shape instrument is being used. Gel or color media is made of plastics.
- **House Geography:** These directions are from the audience's point of view, looking at the stage. House right, house left, etc.
- **Light trees/Booms:** Poles or stands that hang additional lighting instruments generally used for side lighting. These can also be used in positions that would allow lighting from other directions as well. Tree/booms are most often used in dance, ballet, in order to light the dancer's bodies from all sides.
- **Production Control Panel:** Panels located downstage right on the upstage of the proscenium wall of the theatre. Control for house, work and rehearsal lights are duplicated here. These controls are also in the control booth of the theatre.
- **Proscenium:** The wall that separates the stage from the auditorium and provides the arch that frames it.
- **Soft goods:** These are standard equipment, made of fabric, on a stage floor. These include, but are not limited to:
 - **curtains** - usually a main curtain at the opening of the stage, which can either be moved open laterally (travelled) or flown out (guillotined) over the stage floor legs - long, narrow vertical curtains used to mask or hide offstage areas borders - long, narrow horizontal curtains used to mask above scenery cycloramas or eyes - huge, unseamed fabric onto which patterns of light washes of light can be projected.
 - **scrim** - material, which when backlit, will reveal images behind; when frontlit, will cause images behind to disappear.
- **Stage Geography:** This is always from the artist's point of view facing the audience. Stage right, stage left, etc. Upstage is the area further away from the audience on the stage floor. Downstage is closer to the audience.
- **Stage Manager or SM:** This is the person who calls the show. Calling a show means to give the cues to the stagehands as to when to change lighting, sound, etc.
- **Technical Rehearsal:** This is the time before a show goes into performance when everyone teams and rehearses their stage duties associated with the show. Some are done without actors/dancers/musicians being present. These are known as Dry Techs.

GLOSSARY OF LIGHTING TERMS:

- **Area Lighting:** Visibility lighting within a given area. Within a light plot, a determined area of stage has visibility light focused into that area. That same area may have washes, specials, etc. focused into the area.
- **Board Operator:** The stagehand that is physically operating the controls for the lighting during the course of a show.
- **Cues/cue sheets:** These represent the 'looks' - the changes lighting makes during the course of a show. These are programmed into the light board computer. This is done prior to the performance.
- **Electrics:** These are overhead, onstage pipes that contain circuitry for lighting instruments.
- **Follow spot:** These are instruments that will move or track onstage. The movement is manipulated by a stagehand serving as the follows spot operator. There are two follow spots.
- **Light Plot:** This is a design of lighting used in a given show. A lighting designer designs a light plot according to the needs of that show in terms of lighting intensity, angle of light, color and texture need. It is drafted on plan and section views of the theatre.
- **Specials:** These are static or once placed, immovable lighting instruments focused for a specific purpose on a specific location, i.e. a conductor's special. Light would be focused at the conductor's podium for a "punch" of light to highlight the conductor's address to the house.
- **Washes:** These are colors of light focused on stage for mood, atmosphere, effects, etc.

Guidelines for Use of Facility

Applies to both Public Rentals & School Use

General information

Saraland High School is an educational institution. The user is expected to use discretion in regards to choice of language, content and subject matter. Saraland High School reserves the right to cancel the event and terminate this agreement at its sole discretion based upon the language, content and/or subject matter of the proposed event. The sole remedy and damages available to the organization shall be return of any funds paid to Saraland High School pursuant to this agreement.

- It is understood that no agreement with the renter relinquishes Saraland High School's right to control the management of the facility and to enforce all necessary laws, rules and regulations.
- All groups using the Saraland Performing Arts Center (SPAC) must identify an adult at least 25 years of age as the contact person for the group for who will be responsible to the Saraland City Board of Education for the use of the facility.
- Organization/User shall not bring into the SPAC or onto its premises any materials, equipment or objects which is likely to cause damage to the facility, endanger the life of, or to cause bodily injury to any person in the facility or which is likely to constitute a hazard. The Facility Manager has the sole discretion on what shall be allowed and not allowed for safety or health reasons
- The use of tobacco, alcoholic beverages and controlled substances are strictly prohibited in or on the Saraland High School Campus.
- Concessions are sold only by and at the sole discretion of Saraland High School and Saraland City Schools.
- Only Gaffers tape is to be used on the floor in the facility. NO DUCT, PAINTERS, OR MASKING TAPE.
- No holes are to be placed in any walls for hanging of equipment or signs. Holes will be charged at \$50 each.
- Clear paths to all exit doors must be available at all times. A MINIMUM of 48" is required.
- All signs must be hung with "sticky tack" or poster putty.
- Saraland High School will not be responsible for any valuables brought into the facility.
- Shoes must be worn at all times while in the facility.
- A pre-show announcement may be required to point out fire exits and severe weather plans.
- The number of tickets issued for an event may not exceed the maximum seating capacity of 752.
- ***THERE IS TO BE NO GLITTER USED IN THE FACILITY FOR DECORATIONS. THERE WILL BE A GLITTER FEE CLEANING CHARGE FOR ANY GLITTER USED IN THE AMOUNT OF \$250.00. Glitter causes excessive and time consuming cleanup that is not covered under the normal rental agreement.***

Lobby

- A Minimum of 3' feet of clearance is required around all doors, fire extinguishers, and fire alarm pulls.
- Decorative Trees or Benches will not be moved for any sort of setup purposes.
- Decorative Trees are not to be decorated.
- Concessions are sold only by and at the sole discretion of Saraland High School and Saraland City Schools.
- Lobby doors are not to be propped open.
- No signage may be placed on the Lobby glass doors with tape.
- Performers in costume whose costume includes glitter or any other loose materials are not allowed in lobby or seating areas.

Dressing Rooms

- Signage may be placed on walls only with Sticky Tack/Putty.
- Under no circumstances will balloons or glitter be allowed in the facility.
- Doors may not be propped open with chairs, tables or other furniture.
- Guests are not permitted anywhere onstage or backstage before, during or after a performance. This is for the safety and security of the cast, crew and facility.
- All furniture and equipment in Dressing Rooms is not allowed to be moved/removed without prior permission.

Seating Area

- No Food or Drink is allowed except when Concessions are being sold.
- No Tape or Pins are allowed on the Chairs/Seats.
- Due to fire regulations, no aisle or part of an aisle is allowed to be blocked in any manner, i.e. cable, equipment or people.
- Absolutely no food or drink will be allowed in seating areas during rehearsals. Cleaning charges will apply when the seating area has to be cleaned between rehearsals and performances.
- Guests are not permitted anywhere onstage or backstage before, during or after a performance. This is for the safety and security of the cast, crew and facility.
- Lobby benches are not to be used for other reasons besides sitting.
- Body makeup is not permitted in the seating areas of the theater.
- Performers in costume whose costume includes glitter or any other loose materials are not allowed in lobby or seating areas.
- There should be no jumping onto or off of the stage into the seating areas.
- There should be no sitting on the front edge of the stage.

Stage

- No Food or Drink is allowed at any time, including water.
- All scenery, props, costumes, equipment, etc. belonging to the renter must be removed immediately following the final performance. All items not immediately removed from the facility will be assumed trash and disposed of accordingly.
- Nothing is to be hung or pinned to the draperies or stage curtains. Curtains are not to be taped.
- No unauthorized personnel are allowed onstage or in the technical areas.
- Only Gaffers tape is to be used in the facility. NO DUCT TAPE OR MASKING TAPE.
- No Holes are allowed in any walls for any reason.
- Attaching equipment to the stage floor with anything other than Gaffers tape is forbidden.

- **No nails or screws are allowed in the Stage Floor.**
- **Under no circumstances will balloons or glitter be allowed in the facility.**
- **Performers in costume whose costume includes glitter or any other loose materials are not allowed in lobby or seating areas.**
- **There should be no jumping onto or off of the stage into the seating areas.**
- **There should be no sitting on the front edge of the stage.**
- **All food and drink at rehearsals and or shows must be kept off stage. Because of the wood on the stage floor, warnings will not be given and all items immediately thrown away.**

Application and Contract for Use of Facilities

School facilities shall not be used by any religious group except upon application to and approval by the Saraland City Board of Education

DIRECTIONS: Please complete this application in its entirety. An officer of the organization requesting the use of the facility must sign the application. This form must be approved by the Building Principal or designee at least 30 days prior to the event unless a written request is received and approved by the building principal.

1. Date of Application: _____

2. Date(s) Facility is needed: _____

3. Purpose of Activity or Event: _____

(For Events other than Dance Recitals or Pageants, please attach a written description and plan of use for the facility to include lists of performers, agent contact information, names and information on acts, and a copy of any contract made with an outside organization. References on performers should be made available upon request.)

4. Event Title: _____

5. Admission Charge Required? Yes _____ No _____ Price of Admission \$ _____

6. Number of Performers and Crew: _____

7. Estimation of Audience Attendance: _____

CONDITIONS OF APPLICATION: In making this application, it is understood and agreed that the provision of the rules and regulations governing the use and rental of school facilities as adopted by the Saraland City Board of Education be adhered to in every instance.

NUMBER OF SPECIAL SECURITY PERSONNEL REQUIRED: (To be secured and paid for by the applicant)

One police officer per 500 attendees is required

Police needed: _____

APPLICATION MADE BY:

Name of Organization: _____

Address of Organization: _____

Name of Representative (please print): _____

Signature of Representative: _____

Phone # of Representative: _____

Phone # of Organization: _____

Email Address: _____

Certificate of Liability Insurance Attached: YES _____ NO _____

Written Description of Event Attached: YES _____ NO _____

Saraland High School PERFORMING ARTS CENTER

Rental Agreement

Organization: _____

Event: _____

Date of Event: _____

Date of Load-In/Rehearsal: _____

The above named organization agrees to rent The Saraland High School Center for the Performing Arts for the dates listed.

Rental Fees are set as listed in the Rental Fee Schedule

****Saraland High School is an educational institution. *The user is expected to use discretion in regards to choice of language, content and subject matter.* Saraland High School reserves the right to cancel the event and terminate this agreement at its sole discretion based upon the language, content and/or subject matter of the proposed event. The sole remedy and damages available to the organization shall be return of any funds paid to Saraland High School pursuant to this agreement.**

Please coordinate all arrangements with the Manager/Director of the Saraland High School Center for the Performing Arts.

Please provide a certificate of liability insurance naming The Saraland City Board of Education as a Certificate holder and additional insured in the amount of no less than \$1,000,000.00 to Saraland High School.

****By signing this rental agreement, the user confirms that all information provided in this application packet is accurate and that the guidelines included for the use of the Saraland High School Performing Arts Center have been read and understood.**

Superintendent, Saraland City Schools Name of Organization

Principal, Saraland High School

Event/Organization Representative

Date

Saraland High School

PERFORMING ARTS CENTER

Release of All Claims Agreement

In consideration of the Saraland City Board of Education allowing:

(Name of Organization)

to use the Center for the Performing Arts on the campus of Saraland High School, the organization agrees to release the Saraland City Board of Education, its member, employees, administrators, agents and attorneys and all other persons associated therewith from any and all liability or damages arising out of the use of this facility by the renting organization.

In further consideration of the undersigned being allowed to use the Center for the Performing Arts, the organization agrees to indemnify and hold the Saraland City Board of Education, its members, employees, administrators, agents, attorneys and all other persons associated therewith, harmless from any and all liability and damages arising out of the use of said facility.

Superintendent, Saraland City Schools Name of Organization

Principal, Saraland High School

Event/Organization Representative

Date

Saraland High School

PERFORMING ARTS CENTER

Waiver for Use of Facilities

Only For Organizations Affiliated with:
The City Government of Saraland
University of Mobile

As the representative for:

Name of Organization

I (we) assume all responsibility for any type of damages that should occur during the use of the Saraland High School Center for the Performing Arts Facility. I (we) also assume Responsibility for any costs for required utility and staff based on the *Rental Fee Schedule*. These fees will be remitted to Saraland High School no later than one week after the scheduled event. I (we) also agree to follow and enforce the *Saraland High School Center for the Performing Arts Guidelines and Procedures* during our event.

Superintendent, Saraland City Schools Name of Organization

Principal, Saraland High School

Event/Organization Representative

Date

Saraland High School

PERFORMING ARTS CENTER

LOAD-IN / LOAD-OUT TIME ESTIMATES:

Date: _____	Load-in time: _____	Out time: _____
Date: _____	Load-in time: _____	Out time: _____
Date: _____	Load-in time: _____	Out time: _____
Date: _____	Load-in time: _____	Out time: _____

(If more days, list on separate attachment)

PERFORMANCE TIME: _____

Rental Estimate

_____ Rehearsal Day(s) @ \$500.00 4 hours
\$100.00 per hour after the 4 hour minimum
_____ Performance Days @ \$1000.00 8 hours
\$120.00 per hour after the 8 hours

+ 10% of Total Outside Sales Receipts

+ Ala Carte Items

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimate \$ _____

This estimate does not include Commission of Ticket Sales, exact amounts for Ala Carte Items, Percentage of outside Sales Receipts or any extra hours required beyond a normal rental schedule. ***This is only an estimate.***

PAC Manager, Saraland City Schools

Name of Organization

Signature of Event/Organization Representative

Date

Saraland High School

PERFORMING ARTS CENTER

Signature Page

I have read and received a copy of the following pages which are a Part of the Rental Contract for the Saraland High School Performing Arts Center.

Please Initial Each Item and Sign and Date the Bottom

- _____ *Application and Contract for Use of Facilities*
- _____ *Rental Fee Schedule*
- _____ *Rental Agreement*
- _____ *Release of All Claims/Waiver for Use of Facilities*
- _____ *General Policies, Procedures, and Information*
- _____ *Glossary of Terms*
- _____ *Guidelines for Use of Facility*
- _____ *Rental Estimate*
- _____ *Saraland High School's Severe Weather Plan*
- _____ *Saraland High Schools Evacuation Plan*

Name of Organization

Signature of Event/Organization Representative

Date

Saraland High School

PERFORMING ARTS CENTER

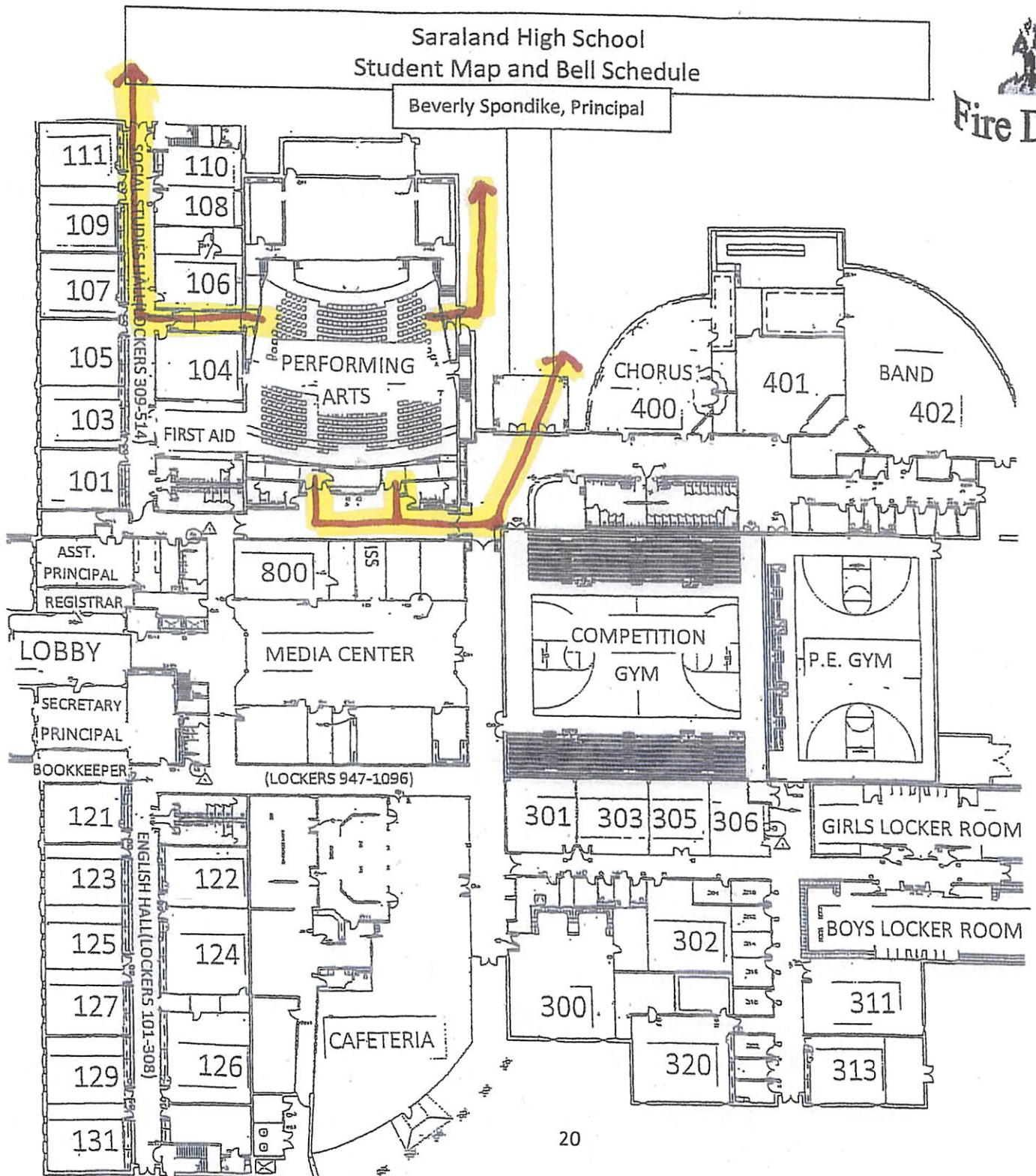
Building Evacuation and Weather Safety Procedures

Performance or rehearsal may be interrupted to deliver emergency information and implementation of the following evacuation procedures:

- **During an emergency evacuation, all patrons and users of the facility are required to leave the building and report to a designated area outside. Reporting to this designated area is vital to insure that everyone is out of the building safely.**
- **In the event of severe weather or other emergencies, the Saraland City Schools Safety Plan and Procedures will be followed.**

PLEASE SEE FOLLOWING PAGES FOR COPIES OF THE BUILDING EVACUATION AND SEVERE WEATHER PLANS.

Saraland Performing Arts Center Evacuation Plan



Saraland Performing Arts Center Severe Weather Plan

TORNADO DRILL

Saraland High School
Student Map and Bell Schedule

Beverly Spondike, Principal

