

**West Ottawa Public Schools  
Performing Arts Center  
RENTAL RATES  
2014-2015**

	GROUP 1	GROUP 2	GROUP 3
<u>BASIC RENTAL</u>			
Minimum of 4 hours (opening to closing)	\$ 0.00	\$ 575.00	Double Group 2
<u>ADDITIONAL HOURLY COST</u>			
For rental hours beyond the Basic Rental	\$ 0.00	\$ 141.00/hr	"
<u>PERFORMING ARTS CENTER FACILITATOR</u>			
Non-holidays	\$ 0.00	\$ 50.50/hr	"
Holidays	\$ 0.00	\$ 67.33/hr	"
<u>CUSTODIAL SERVICES</u>			
Non-holidays	\$ 0.00	\$ 50.00/hr	"
Holidays	\$ 0.00	\$ 66.58/hr	"

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Basic Rental includes: Set-up, rehearsal time, performance for any group requesting availability.

Reduced Rates are available if the rental will be at a time when no heat or air conditioning are required. The reduction in rate depends on the time of year, but is generally 15% less if extra utility cost is not incurred by the School District.

Areas included in the Basic Rental: basic stage lighting, microphones, compact disc player, cassette player, reel-to-reel tape player, two slide projectors (w/remote, slide dissolve unit w/remote), overhead projector, VHS or SVHS video cassette player, DVD player, video projection system, computer/video interfacing, screen w/remote.

\*\* All users require the presence of the Performing Arts Center Facilitator or have approval from the Facilitator

\*\* Any event requiring the Performing Arts Center Facilitator's services prior to the scheduled use of the facility must pay the hourly rate.

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Group 1: Applies to school curriculum or co-curriculum groups, school sponsored organizations, or those closely related to the school itself or the school program. School sponsored groups include Scouts, PTAs/PTOs, Booster Clubs, and not-for-profit groups made up of West Ottawa students.

Group 2: For profit athletics or recreation, religious, non-partisan civic groups, and private sector businesses which are residents of West Ottawa Public Schools.

Group 3: Any other group (non-resident and for-profit institutions).

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Scheduling Procedure (All Groups)

- To schedule use of The West Ottawa Performing Arts Center (PAC) a contact person must request use of facility from the Performing Arts Center Facilitator (PACF) at least 4 weeks in advance. At which time, the Operations Department and PACF complete the application/contract information. Each application/contract is assigned an identification number by the Operations Department.
- The PACF and Operations Department tentatively schedule the event(s) into the PAC calendar on the computer.
- A copy of the application/contract is kept at the PAC office.
- The original is then forwarded to the contact person for acknowledgement.
- The original application/contract, along with proof of insurance, signature, and deposit is then returned to the Operations Department for final approval.
- If the application/contract is approved, the Operations Department and PACF then confirm the scheduled event on the PAC calendar. A copy is then forwarded to the renter for their records. The original copy is filed at the Operations Department.
- The 50% deposit, insurance rider and forms are due in the PAC office at least 4 weeks prior to the event.

Please Note: The rental rates can no longer be subsidized by the School District. This began in 2012 when the State of Michigan reduced funding to the School District by \$3.5 million annually. We apologize for the change in policy that was made necessary by the Michigan legislature's large cuts in funding to the School District.