

# ISD 199

## PERFORMING ARTS CENTER (PAC)



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### Contact Information:

#### Simley High School

2920 80th St. E.

Inver Grove Heights, MN 55076

### Staff:

Joseph Dolmon, Theater Supervisor — [dolmonj@isd199.org](mailto:dolmonj@isd199.org)

Sadia Khatoon ISD 199 Health, Safety and Facilities Specialist | 651-306-7870 – [khatoons@isd199.org](mailto:khatoons@isd199.org)

ISD 199 Athletics Office | 651-306-7001

### Terms of Use:

- Included in your rental of the Performing Arts Center are the following spaces;
  - Dressing Room
  - Ticketing Booth
  - Main Commons Area
  - Bathrooms
- All other spaces (gyms, choir room, Spartan Center, etc. can be rented at an additional charge)

- House lighting and basic sound (one mic) will be provided unless additional setup is requested by the renter. The renter will be responsible for the cost of the Performing Arts Supervisor for sound/light setup and operation.
- **No food or beverages in the theater**
- **No driving allowed on sidewalks at any time.** Failure to do so by renters or spectators may have damage charged at renters expense.
- Do not touch or move instruments, equipment, etc.
- Use garbage receptacles
- No chemical sprays (e.g., tanning, body or hair), glitter, or makeup application. Please use the bathrooms for these products.
- The school is **closed to the public until 3:00pm** on the days school is in session
- We are unable to provide **photocopies**.
- If **adhering signs** to the walls, please use removable tape (e.g., blue painters).
- We do not supply **extension cords**. Please plan to bring your own as needed.
- We request **no rosin** be used by dancers if our Marley Floor is being used; please notify your attendees. And absolutely no application of rosin directly on our stage.
- All outfit changes must occur in **designated changing rooms**, or temporary rooms must be built by your staff. Absolutely no changing in public areas (e.g., hallways).
- No **refrigerator space** is available on site.
- Absolutely no drinking of **alcohol or smoking** anywhere on school property, which includes parking lots. Please communicate this with your attendees.

#### Staffing/ Fees

- If setup is needed beyond house lights and one microphone, renters will be charged for a Performing Arts Supervisor at the rate of \$35/hour. This charge will cover any setup needed and operation of PAC
- If event is on a Saturday, renters will be charged the cost of a custodian at \$50/hour
- If event is on a Sunday/Holiday, renters will be charge the cost of a custodian at \$70/hour
- Custodial coverage is provided Monday-Friday, 3-9pm during normal school days

#### Use of Theater:

- Only trained persons and those approved by the Facility/PAC Supervisor allowed in the Control Booth
- Sound, lighting, and video equipment must be moved and set up by our staff or those approved by the Facility /PAC Supervisor in writing.
- Permission is required to use sound and lighting systems.
- **Only gaff, spike or marley tape may be used.** No duct tape, clear tape, or masking tape on stage floor). If a **Marley Floor** is being put down, only Marley Tape may be used, no Gaff tape to adhere Marley floor.
  - You may provide your own Marley Floor or rent from ISD 199 for a rental charge of \$500/weekend rental.
- **No painting on the stage** (if deemed necessary, a drop cloth must be used).
- **Fly system** to be used by PAC Supervisor only.
- Permission is required to use the **Scene Shop**.
- No renters are allowed on the **catwalks** at any time.
- Renters must **strike** their productions immediately following the final performance.
- **NO FOOD OR BEVERAGES ALLOWED IN THE THEATRE AT ANY TIME.**

### Parking Information:

#### Simley High School

- Use the “High School Staff” and “High School Student” Parking lot (refer to map below)
- Public enters through door #1
- Renters can load into the Performing Art Center through garage door #4



### School Closings:

When school is canceled due to inclement weather or physical problems, all activities during the day and after school *may* be canceled, as well as ALL evening activities. The school district reserves the right to cancel any reservations should the district deem necessary. Check our website at [www.isd199.org](http://www.isd199.org) or listen to WCCO-AM radio. Please note: If *school activities* are cancelled that does not necessarily mean *outside activities* are also cancelled; contact facilities to confirm.

## **Concessions/Advertisement/Signage:**

### **Concessions**

If you would like to serve Concessions at your event, we strongly suggest you go through our High School Booster Clubs. The District does not get involved in the coordination, but you can contact them directly at the emails below:

Simley Theatre Boosters: [boosterpres@simleytheatre.org](mailto:boosterpres@simleytheatre.org)

### **Commercial Concessions Vendors**

Approval for all outside, Commercial Food Vendors, must be made by ISD 199, at the discretion of the District, prior to rental. If you plan to have outside concession companies on site selling at the time of event (ex. Food trucks, mini-donut, popcorn, etc). **You must notify the District at the time of rental.** ISD 199 requires they have a current food vendor license from the State of Minnesota Department of Public Health. Groups who do not comply will not be allowed to serve food at the event and may result in termination of the permit.

### **Designated Food Consumption Area**

If you will be providing concessions, patrons will be required to consume food in the Spartan Center or Cahill Court (as determined by the Facility Coordinator/Director of Buildings & Grounds). Failure to do so may result in additional cleaning fees or termination of future rental permits. **Food and beverages are NOT allowed in the Performing Arts Center under any circumstances.**

### **Advertisement/Signage**

All advertisements and signs that will be posted inside/outside of the building must be approved by ISD 199 prior to rental. ISD 199 restricts that use AND advertisement/sponsorship of all alcohol and tobacco on school grounds.

## **Performing Arts Center Details (PAC)**

**Seating Capacity: 750 person capacity (451 lower level, 299 upper level)**

**Seating Diagram:** [Click Here](#)

**Elevator.** A 54" x 36" wheel chair lift with a weight capacity of 750 lbs accesses the stage and orchestra pit stage left

**Orchestra Shell.** The Simley High School PAC is equipped with a full stage acoustic shell. The shell includes seven (7) wall sections and two (3) roof sections that are on the fly system. The roof sections include built-in lighting. The shell must be set up by Theater Manager only.

**Behind Stage Storage and Loading Dock.** Simley High School has limited space behind the stage and to the side of the stage. Rental of the theater does not guarantee storage space will exist for your event, but please let us know

your needs and we will do what we can to clear some space. The PAC has a loading dock that is street level, located on the north of the school (door 4).

**Scene Shop.** This space is often used for set building and painting for school productions and has limited space. Rental of the theatre does not guarantee access to the scene shop. If you would like access, please let us know your needs and we will do our best to accommodate.

**Dressing Rooms.** There is one Makeup Room located stage left (across the hallway). The Makeup Rooms consists of one room (with doors), and one bathroom. We utilize our Dance Room, classrooms and gym (at an additional fee) if additional dressing rooms are needed for large dance groups. Those rooms are assigned based on size of group.

### **PAC Equipment Specifications**

- Seven battens- Dual traveler, mid-stage and down-stage
- 4 motorized electrics
- One full straight cyclorama and matching scrim drop
- 120 house lighting fixtures
- Orchestra shell lighting and pit with pit lighting (all collapsible)
- ION light board programmable 2 universe with smart lighting capabilities (LEDS)
- 18 focusable LED light fixtures with RGBA UV and white
- Yamaha CL6 soundboard up to 48 wireless channels
- 12 wireless hand-held mics, 12 wireless hands-free mics
- Internal communication system (Clear COM)

