

Performing Arts Center Guidelines, Policies, and Procedures Handbook





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Table of Contents

Performing Arts Center Staff	5
Facilities	6
I. Information about the Performing Arts Center.....	6
The State-of-the-Art Technology Systems and Acoustics in the Auditorium	7
Full Fly Tower and Rigging System, Catwalk, Lighting.....	7
Audio and Visual Equipment.....	8
Performing Arts Center Policies and Guidelines	9
General Information: Use of and Respect for Property and Performing Arts Center Facilities	9
II. Performing Arts Center Policies and Procedures	9
Hours and Days of PAC Usage.....	10
Acceptable uses of the Performing Arts Center facilities include	11
Unacceptable uses of the PAC facilities	11
Food and Beverages.....	11
Foods not permitted	13
Food Permit.....	13
Set Construction.....	13
Tobacco, Alcohol, Illegal Substances, Weapons.....	13
School Events on Wednesday Evenings and Sundays.....	14
Supervision	14
Technical Services	15
Hospitality.....	15
Clerical	15
Promotions and Coverage.....	15
III. Performing Arts Center Services.....	15
Ticket Sales.....	16
Security	16
Rental Overview.....	17



Deposit	17
Contact Person	17
IV. Rental Rates, Deposits & Damages.....	17
Damages	18
Fees	18
Non-HCISD Users – Documentation required.....	19
HCISD Users	20
Rescheduling and Cancellations	20
V. Priority Scheduling.....	21
Priority Reservation Request Schedule.....	22
Overview	23
General Reservation Request Instructions and Information	23
VI. Performing Arts Center Facility Reservation Procedures	23
Approved Reservations.....	25
Create a Request	28
VII. Online PAC Reservation Request Form Instructions.....	28
Equipment.....	29
VIII. Facility Use Instructions.....	29
General Instructions.....	30
Operation of Technical Theater Equipment	31
General Sound Instructions.....	31
Stage Instructions.....	32
General Dressing Room Instructions.....	34
Lobby Instructions	35
Audience Instructions.....	35
For your program: “Audience Manners”	36
Ticket Booth	37
Kitchen	37
IX. Technical Services – Event Use Levels	38
Floor Dimension Plan	40
X. Performing Arts Center Credits.....	41



XI. APPENDIX: Documents and Forms.....	46
2014-2015 PAC Rental Rates	57
Rental Application Instructions and Contract	58
XII. Performing Arts Center User Agreement.....	60



The Performing Arts Center at Harlingen C.I.S.D.

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I. Information about the Performing Arts Center

Facilities

The new 30,000 square foot Performing Arts Center at Harlingen C.I.S.D., designed by John Percy, architect, and Meg Jorn, designer, of Megamorphosis Architecture and Design, with input from the PAC Design Committee, made up of members of the board, community, high school theater and music faculty, and administrators. In the Spring of 2011 the Design Committee toured a number of performing arts facilities in Austin, San Antonio, and the Rio Grande Valley. The functionality of the center located in Hayes CISD was of particular interest because of its stadium seating, acoustics, and multipurpose rooms, which allowed for rehearsals and UIL competitions.

The design concept is a blending of traditional Mexican culture with contemporary designs. It is centered around the theme of a Talavera tile pattern, found on the mural at the front of the building and Saltillo tile, which served as a basis for creating the color palate found throughout the Performing Arts Center. This theme is even found in the restrooms off the lobby, where imported Mexican Talavera tiles border the sink areas and where travertine counters were installed.

The facility includes a ticket booth and concession stand area designed in a distinctive conical shape, a 956-seat capacity auditorium, two 2000 s.f. multi-purpose rooms, a "green room" – a 1000 s.f. multipurpose room, men's and women's dressing rooms and restrooms, a percussion storage room, offices, and storage areas. A feature important to performing artists, is also the dock area, large enough to haul in equipment, instruments, and stage sets directly onto the stage.

The 4800 s.f. stage provides performers with large wings in which to prepare for entering the stage area and to store props, scenery, and equipment used in the performance. There is also a storage room dedicated to grand piano storage with specialized climate and humidity control systems. A second storage closet holds three upright pianos to be used in the multipurpose rooms or on stage. Boston label Pianos were purchased from Steinway of San Antonio and are available for performances.

An orchestra Pit allows for instrumentalists to play from the area beneath the stage during a musical, or can be an extra set up area for performers. Recently, this was used for special reserved seating.



Sound-proofing was also important to the Design Committee. Since there will be many occasions for multiple rooms being used simultaneously, additional steps were taken to prevent sound from travelling into or out of the multipurpose rooms and auditorium. For one, the air conditioning ducts have extra insulation so as not to disturb performances and units are placed away from the auditorium and stage. The multipurpose rooms have two doors so that rehearsals or contests are not disturbed by sound when someone enters or exits the room. And, there is additional sound-proofing materials in the walls of the stage, auditorium, and multipurpose rooms.

The design committee wanted a facility that is inclusive of visual arts by providing space in the lobby and along the west corridor for displaying student art work. Another user-friendly feature is found in the outdoor space provided on the west side, where there are patios for picnic tables and an arbor area with newly planted trees.

The Ground-Breaking ceremony was held on April 25, 2012 and construction was on its way. The PAC Planning committee began meeting to determine guidelines for usage and recommend policies, staffing, equipment and additional needs for opening the facility. The overarching mission is to provide a user-friendly performance space that contributes to quality fine arts education and challenges students and communities to a high standard of performance.

The State-of-the-Art Technology Systems and Acoustics in the Auditorium were designed by Rene Garza of WJHS, San Antonio. The excellent acoustics found in the performance hall will contribute to the high standard of performance Harlingen C.I.S.D. enjoys. Note the acoustical wood panels in the auditorium, which serves as a beautiful feature, while also serving the function of improving the quality of sound for performers and audience members.

Full Fly Tower and Rigging System, Catwalk, Lighting

The PAC is designed with state-of-the-art theatrical technical systems, which includes a full-fly tower, the only one of its kind south of San Antonio. This system with all its rigging allows for scenery, curtains, lights, and props to be hoisted out of audience view above the stage. The rigging systems with all its pulleys, the catwalk area, theatrical curtain, and the stage lighting systems were designed by Texas Scenic.



Audio and Visual Equipment

The state-of-the-art Audio-Visual Equipment is provided by Hairel Enterprises and will delight audiences and enhance performances for many years.

- Yamaha M7CL 48 channel digital console
- Multi-track recording up to 32 tracks
- Pro-Tools 11 DAW
- BSS London Blu 160 digital signal processor
- Crown amplifiers
- Tannoy speakers make up the house full range left, center, right loudspeaker clusters with a dual 18" subwoofer
- Listen Technologies hearing assistance system
- Clear Com intercom throughout the building
- Panasonic projectors with 10,600 ansi lumens for brightness
- Dalite projection screens with a 16' x 10', wide-screen viewing format
- Crestron Digital Matrix Switcher for controlling the video system
- Crestron Pro2 Room Control System via 9" touch panels for overall control of the auditorium AV system
- Newtek Tricaster 455 live video production switcher
- 3 Panasonic AW-HE120K video (robotic) cameras
- Panasonic AW-RP50N camera controller
- NEC V423 Multiview video display



II. Performing Arts Center Policies and Procedures

Performing Arts Center Policies and Guidelines

In addition to the PAC policies and guidelines, all organizations using the Performing Arts Center at Harlingen C.I.S.D. must also follow the requirements and procedures outlined in Board Policy and Administrative Regulations.

General Information: Use of and Respect for Property and Performing Arts Center Facilities

We are very proud of our new Performing Arts Facilities and are happy to have the opportunity to share this space and equipment with school and community performing arts groups and organizations. Please help us keep our facility in optimum condition so that we can continuously offer a beautiful place to meet, rehearse, and perform.

- Campuses are responsible for providing security detail for their concerts, performances, or events held at the Performing Arts Center.
- Follow and reinforce all Performing Arts Center policies and guidelines.
- Follow and reinforce the PAC food, beverage, and gum policy.
- Keep trash picked up and throw away in trash receptacles.
- Feet and shoes should be kept off the back and off the seats of audience chairs at all times.
- Supervise students at all times, while in the PAC; Monitor and correct student behaviors that would cause damage to equipment and facilities.
- Any replacement or repairs caused by damage, theft, or defacing of facilities or equipment will be charged to the sponsoring organization.
- Overtime hours and additional staff required to prepare for, run events, and clean-up/put away following an event, will be billed to the PAC users.



Hours and Days of PAC Usage

- Office hours of the Performing Arts Center is 8:00 AM till 4:30 PM, Monday through Friday.
- All arrangements for facility usage, reservation details, rental agreements, or other administrative details must be made through PAC office staff during office hours.
- No one may use the PAC facilities without making previous arrangements through the appropriate channels, as is outlined in this handbook.
- PAC users must be in compliance with "Conflict of Interest" Board policies.
- The Performing Arts Center is closed all day Sundays and Wednesday evenings. An exception is Wednesday events that have received approval by the Superintendent.
- The Performing Arts Center will not be available for usage between the hours of 12:00 AM – 6:00 AM on any given day. Users requesting early hours or late hours will be billed for overtime for PAC employees.
- The Performing Arts Center is closed and not available for bookings during the month of July, except in special circumstances approved by the PAC Supervisor.
- The performing Arts Center is closed during school vacations, except in special circumstances approved by the Performing Arts Center Director.
- The maximum usage of the PAC is 12 consecutive hours; the PAC Director may authorize an extension in special circumstances. Submit request in writing.
- The PAC must be completely unoccupied by 12:00 AM.
- Renters who exceed 12 consecutive hours, or occupy the building after 12:00 AM, will be charged for an additional day rental, plus overtime for PAC employees.
- HCISD users who exceed the agreed upon hours will be billed for overtime for PAC employee hours.
- Any PAC users who have repeated infractions of exceeding agreed upon hours, may be refused future reservations to utilize the PAC facilities, depending upon the circumstances.



Acceptable uses of the Performing Arts Center facilities include

- Rehearsals and performances, including concerts, contests, musicals, dance performances, plays, enrichment programs, fashion shows, etc.
- Graduations, moving up ceremonies, awards ceremonies, etc.
- Lectures, guest speakers, etc.
- Meetings, training, inservices, workshops, seminars, or conferences.

Unacceptable uses of the PAC facilities

- The PAC will not be reserved for private use.
- The PAC will not be used for functions such as parties, banquets, dinners, weddings, services, quinceañeras, etc.
- The PAC is not available for rental by any individual or organization for religious purposes, ceremonies or services.
- The PAC will not be utilized for set-construction.
- The PAC will not be utilized for permanent storage of sets, scenery, costuming, or music instruments and equipment that is not a part of the PAC inventory.
- Long-term, weekly- or routine-use rental agreements for non-HCISD entities will not be permitted.

Food and Beverages

- Gum is not permitted at any time in any area of the interior or exterior of the PAC.
- No concession sales will take place at the PAC.
- Groups may have a bake sale in the lobby after a performance so long as food is not taken into the



- No banquets, private parties, or catered food events will be hosted at the PAC.
- The following exceptions will apply, **so long as prior approval has been given and arrangements have been made with the PAC staff during the planning phase:**
 - Foods may be served (not sold) to visiting judges, visiting directors, guest speakers, guest conductors, in the lobby or Green Room during long events, such as UIL contests, where they do not have enough time to leave the PAC to dine elsewhere.
 - Foods may be served (not sold) at a reception in connection with a performance in the lobby, so long as the reception takes place after the performance. Food, snacks, gum, and beverages may not be carried past the lobby, into the back of the building. Reception foods must be consumed in the lobby or outside of the building.
 - Organizations are permitted to feed lunch or dinner to their students or performers (items served to them, not sold to them), when there are occupying the PAC for long hours such as during long rehearsal, Region Clinic and Concert, volunteers working at UIL contests, One Act Play, etc. Students or performers must eat outside at picnic tables, other outdoor areas; or they may eat in lobby (only) in cases of bad weather.
- Food, snacks, beverages, or gum will not be permitted inside the auditorium, on the stage, in the technical control areas, back halls, multi-purpose rooms, dressing rooms, or restrooms.
- Food and beverages will be permitted in the lobby and outside on the patios only, with prior approval.
- Performers may be permitted to have bottled water only on the stage, in the multi-purpose rooms, or in dressing rooms during lengthy rehearsals.
- Student groups may not be served food, nor may they consume foods, cokes, or sticky-sugary beverages in the multipurpose rooms, dock, or in the dressing rooms, or anywhere beyond the lobby.
- All food and beverage trash must be disposed of in trash cans and may not litter the facility or grounds.
- Outdoor picnic tables are available for guest use on a first come, first serve basis, so long as previous arrangements have been made to bring foods to the PAC.
- Sponsors may take their student groups to the nearby park/pavilion and picnic areas behind Gutierrez M.S. (the Harlingen Sports Complex).



Foods not permitted

- No sunflower seeds or other type of seeds,
- No popcorn,
- No nuts
- Absolutely no gum
- No small candies
- No nachos, or items that can easily cause a mess

Food Permit

- The Performing Arts Center kitchen is not properly equipped to apply to the city for a food permit.
- Concession sales is prohibited at the Performing Arts Center.

Set Construction

- PAC users may not construct sets or scenery at the PAC.
- PAC users may assemble pieces that were constructed elsewhere.
- No power tools will be permitted in the PAC.

Tobacco, Alcohol, Illegal Substances, Weapons

- State law prohibits the presence or use of tobacco, alcohol, illegal substances, and weapons, on school district properties.
- The Performing Arts Center is a school facility belonging to HCISD. Any use or presence of these items will be subject to penalty, immediate expulsion from the facility, and/or any other appropriate legal action.
- NO smoking traditional tobacco or chewing tobacco is permitted in or on the PAC Grounds.
- NO smoking of eCigarettes is permitted in or on the PAC Grounds.
- The police will be called to remove any persons who arrive at the Performing Arts Center inebriated, drunk or high.
- Anyone at the Performing Arts Center in possession of or using illegal substances, or who appears to be high, will be detained by the Harlingen Police Department.



- Regardless of whether or not one has a concealed handgun license, weapons *may not be carried* pursuant to Texas Penal Code §46.03 & §46.035 on any educational facility or grounds, including the Performing Arts Center.

School Events on Wednesday Evenings and Sundays

- Board policy states that “no school activities shall be scheduled on Wednesday night or Sunday, except as approved by the Superintendent” (FM LOCAL).
- HCISD groups wishing to schedule their event on a Wednesday evening or on a Sunday, must seek approval from their principal, and their principal must receive written approval from Dr. Cavazos, requesting approval.

Supervision

- Campuses are responsible for providing security detail for their concerts, performances, or events held at the Performing Arts Center.
- Students *must* be supervised by responsible adults, sponsors, or chaperones.
- Students may not be left alone in an area or in a room of the PAC.
- Students must remain with their group while at the Performing Arts Center.
- Students are not permitted to hang around alone or with their friends at the PAC, such as going out back by the dock or out the back and side doors to “hang out”. Sponsors must monitor for this.
- There must be an adequate number of responsible adults to supervise the size of the student group.
- The organization or school using the facility will be held liable for student behavior or damages caused by the group.
- Chaperones and sponsors are expected to enforce PAC policies, especially, the no gum, food, snacks, beverage policy, with the exception of approved consumption of a lunch, snack, or dinner in the approved areas.
- The group using the Performing Arts Center may be required to hire adequate security detail to cover the duration of the event.
- The organization must provide a minimum of four (4) ushers for the event to prevent food and beverage from entering the PAC and to insure proper audience behavior and care of facility.
- Teachers, directors or a campus administrator must remain at the Performing Arts Center after a performance until the last student is picked up by their legal guardian



III. Performing Arts Center Services

Technical Services

- HCISD provides highly skilled, trained Theater Tech's to operate sound, lights, rigging systems, curtains, robotic cameras, and a TriCaster system. PAC theater technology systems may only be operated by HCISD technicians.
- Users of the Performing Arts Center may not bring in their own techs to operate these systems.
- Additional fees may be applied to cover technician wages, depending upon the hours of usage and what technologies are needed.

Hospitality

- The Performing Arts Center does not provide ushers or other hospitality services.
- The organization must provide a minimum of four (4) ushers for the event to prevent food and beverage from entering the PAC and to ensure proper audience behavior and care of facility.
- It is recommended that performing groups enlist ushers (eg. volunteers, parents, etc.)
- The Performing Arts Center does not organize or provide beverages, foods or caterers for events scheduled in the PAC.

Clerical

- The Performing Arts Center processes forms, documents, contracts, monies collected, or business items pertaining to the use of the Performing Arts Center.
- The PAC office does not provide clerical services, create posters, flyers, or programs for events.
- The PAC office does not provide printing or duplication services.

Promotions and Coverage

- Your event will appear on our PAC website calendar.



- You may provide us with a digital copy of your flyer to link to your calendar entry on our PAC website.
- The Performing Arts Center does not provide event promotional services.
- Harlingen CISD groups may contact our communications department for assistance in promoting or covering your event. 956-430-9530.
- Non-HCISD groups must make arrangements for promotions or coverage of their event through the local media.

Ticket Sales

- The Performing Arts Center does not currently own a ticketing system.
- The PAC staff does not provide ticket sales services.
- PAC users are responsible for their own ticket sales.
- Users of the PAC must provide the general public or their audience with ticketing information, including
 - Pricing
 - When to purchase tickets
 - Where to purchase tickets

Security

- The Performing Arts Center does not provide security detail for events.
- HCISD users (campuses) must provide security detail for performances.
- Renters of larger-scale events are required to hire off-duty police detail.
- Users of the Performing Arts Center will not remain in the facilities without the presence of a PAC staff member.
- Teachers, directors or a campus administrator must remain at the Performing Arts Center after a performance until the last student is picked up by their legal guardian.
- Following the close of an event, or at the close of the business day, all parking lot and dock gates will be closed and locked. PAC users and audience members are advised not to leave their vehicles in the parking lot because they will not be able to move their vehicle out of the locked parking lot.



IV. Rental Rates, Deposits & Damages

Rental Overview

Rental fees and deposits are charged based on the group/organization's classification type (HCISD, Non Profit, and For Profit). The classification type directs how room fees are assessed ([see XI. APPENDIX: 2014-2015 PAC Rental Rates, page 57](#)). Additional fees may be applied for employee service charges (custodial and technical), as applicable. The HCISD Performing Arts Center office will notify the organization of final charges following the event. Payment will be due immediately upon receipt of the final billing.

Deposit

Non-HCISD renters must furnish a deposit (see facility rental fees table on page 12). in order to officially confirm the reservation. This deposit, payable to Harlingen C.I.S.D., will be applied toward the final charges for the event, such as covering technical fees or custodial wages. If an event is cancelled less than one week in advance, the deposit will not be refunded.

Contact Person

All groups renting the facility must designate a Contact Person(s) who will be responsible for ensuring the proper care of the facility. The Contact Person(s) will coordinate the event with the PAC office staff.

A **Pre-Event Inspection** will be conducted by a PAC staff member and an official event sponsor immediately before occupancy of the facility by the group. The purpose of the initial inspection is to determine the condition of the facility prior to occupancy by the group sponsoring an event.

A **Post-Event Inspection** will take place immediately following the event to ensure the facility is returned to its pre-event condition. All components of the performance (sets, props, costumes, equipment, etc.) must be removed prior to the conclusion of the rental period(s) and prior to the post event inspection.



Damages

Event sponsors will be held liable for any damages to equipment or the facilities for the duration of time they have reserved the facility. An inspection of the PAC facilities and equipment will be conducted prior to each event as well as following the event. Any damages caused by audience members, students, guests for a specific event will be charged to the sponsoring organization of the event where damages occurred. Damage fees will be assessed in accordance with current and fair repair or replacement costs and will be estimated by professional repairpersons, vendors, or contractors.

Fees

Additional fees will be billed for:

- wages for custodians and technical crew to be calculated after the event and based upon overtime hours (if any) and length of time in the facility. Variable.
- any damages to the facility, equipment, instruments, etc. (current replacement or repair costs will be applied) Variable.
- fees for hauling out to thrift shop: props, sets, equipment, costumes, instruments, or other items remaining in the facility beyond 24 hours following the rehearsal, performance, or event. Variable.
- rental of grand piano (limited to administrative approval). \$100 per day of use.
- tuning of pianos prior to use. \$75 for upright piano tuning. \$125 for grand piano tuning.

Fees will be calculated based upon duration of facility usage, how many rooms are reserved for the event, what equipment is used, technical requirements and how many people it will take to carry out the needs and requirements of the event.

An estimate may be provided prior to the event, however, final fees will be calculated upon the actual event needs, the total number of hours, the number of required technicians, employee overtime hours (if applicable), and is based upon fair HCISD wage standards



Non-HCISD Users – Documentation required

Non-HCISD Users must submit

1. If a nonprofit organization requests the use of District facilities, the District requires that the lessee provide proof of nonprofit status. A copy of the following documents will be attached to the application as proof:

- A. An IRS letter;
- B. A state letter; and
- C. The appropriate page of IRS Publication 78, Cumulative List of Organizations described in Section 70(c) of the IRS Code of 1954.

2. **Lessee will provide us with a certificate of insurance** with the coverage shown below and name Harlingen ICSD as additional insured. General Liability limits of:

\$1,000,000 for each occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$300,000 Damage to Rented Premises for each occurrence
\$5,000 Medical Expenses (any one person)



HCISD Users

There is no rental charge for official HCISD events. However, HCISD organizations will be held accountable for damages, may be billed for any overtime wages and technician fees, depending on the schedule and needs of the event, will be penalized if the PAC staff has to haul out items remaining in the facility, may be required to provide security detail, and may be assessed for piano tunings. Any additional fees will be estimated with PAC Staff after the schedule has been developed.

Rescheduling and Cancellations

- We will do everything we can to accommodate changes to your request
- Sponsors or organizations wishing to reschedule or cancel their PAC reservation, should contact the PAC office at 427-3571.
- An event may be rescheduled within two weeks of an event, providing the newly requested date and time are available.
- Cancellations must take place a minimum of two weeks in advance. Renters who are not in compliance with the two week advance notice will forfeit their deposit.
- HCISD users and Renters who repeatedly do not comply with the two-week advanced cancellation notice may be subject denial of future reservations.



V. Priority Scheduling

The Scheduling Priority System below will be used as a guide for scheduling events at the Performing Arts Center, especially when there is a scheduling conflict with requests. Performances will take precedence over rehearsals. However, we will do our best to accommodate a rehearsal schedule that is well coordinated with a companion performance.

1. Top priority in scheduling the venue will be given to the Superintendent's Staff.
2. After that, first priority will be given to performances, concerts, plays and musicals of the Performing Arts divisions of Harlingen C.I.S.D. (Dance, Music, and Theater Arts).
3. HCISD campus events and school performing events, rehearsals, and performances will be given a higher priority in scheduling. Outside groups may not be scheduled until after school groups have booked their performances.
4. To ensure that HCISD performing groups have the opportunity to perform at the Performing Arts Center, outside performing groups will be limited to scheduling their events after HCISD groups have scheduled their events.
5. The following schedule of requesting a date at the Performing Arts Center, begins in April of any given year for scheduling events in the following academic year. For example,
 - In April of 2015, HCISD performing groups may begin scheduling their performances for the 2015-2016 academic year.
 - On May 1, 2015, other HCISD groups may begin requesting reservations for the 2015-2016 academic year.
 - On June 1, 2015, non-HCISD or outside groups may begin requesting reservations for the 2015-2016 academic year.



Priority Reservation Request Schedule

	Priority Level	Event Type	Reservation Request Date Ranges
	Top Priority	Superintendent's Staff Events	Year Round
HCISD PERFORMING ARTS	1	HS & MS Music and Theater Official Contests & Competitions; UIL, Region, TFA, NFL, UIL, etc.	Begin Requests April 1 st
	2	District-wide performances (Music & Theater Departments)	Close April 30 th
	3	HS & MS Performances (Music & Theater Departments)	Reopen June 1 st
	4	Elementary Concerts/Performances	By Special Request September through March
HCISD	5	District-Wide Events (Division of Instruction, Superintendent's Staff)	
	6	High School Administrative Events & Awards	Begin Requests May 1 st
	7	MS Admin Events & Awards	Close May 31 st
	8	Elementary Admin Events & Awards	Reopen July 1 st
	9	Staff Development, training, meetings	By Special Request September through March
	10	High School Campus-wide Events & Awards	
NON-DISTRICT EVENTS	11	Non-HCISD organizations and performances (rentals)	Begin Requests June 1 st
	12	Booster Clubs, Student clubs, etc.	By Special Request September through March



VI. Performing Arts Center Facility Reservation Procedures

Overview

The following information has been developed to assist groups/organizations considering rental of the PAC. The proper procedures/guidelines for submitting, filling out, and reserving the PAC facility successfully are outlined in this packet. Please read carefully and follow all guidelines.

The HCISD PAC will be scheduled officially through the PAC site (hcidpac.org/reserve) with final approval coming from the PAC Scheduler or the Director of Music Education. The Facility will be scheduled on a priority basis: (1) HCISD Performing Arts groups and official competitions, (2) official HCISD school district events, and (3) non-HCISD events.

HCISD groups utilizing the facilities for official district business or for district or campus performances and official HCISD events, may schedule use of the facilities at no cost. The PAC is available through a rental fee structure and rental agreement contract to non-HCISD entities, groups, and individuals for single engagements or one-time events. The facility may be used for periodic, "one-time", or annual events only. Events recurring on a weekly basis will inhibit availability of the facility needed for HCISD groups, and are therefore, discouraged.

General Reservation Request Instructions and Information

1. All reservations are requested and approved through the Performing Arts Center offices. All other requests are not considered officially until they are processed according to the
2. Verbal or emailed requests are not official requests. Please process your request officially through the online system or contact Joseph Armendariz if you need assistance processing an official online request.
3. Request a reservation online at hcidpac.org/reserve a minimum of three weeks in advance of your event.



4. Fill out the online form.
 - a. provide contact person and organization or campus information.
 - b. request preferred date
 - c. request alternate dates
 - d. if possible, indicate equipment needs
5. You will receive an automated emailed receipt of your request.
6. Your request will be reviewed.
7. You will receive a receipt once your request has been approved. When approved, you then have a confirmed reservation.
8. You will be contacted if your request is not approved or to work with you on an alternate date.

Detailed Information

1. Direct any questions about requesting a reservation to Joseph Armendariz, PAC Web Master, (956) 427-3571.
2. All reservation requests must be submitted through the online reservation request system, at least three (3) weeks in advance.
3. When entering the title of your event, please read the directions to create a clear and concise event title that will be used on the PAC calendar if your event is approved.
4. Please note the prioritized reservation request dates on the PAC Priority Scheduling system shown below.
5. You must fill out one request per event and you may only schedule one event per date. If you have an event that spans over a few days, you need to submit one form per day you are requesting.
6. The request form gives you the option of requesting alternate dates to be considered if your first choice date is not available.
7. Indicate which area or areas of the Performing Arts Center you are requesting (See the PAC Floor Plan below).
8. Fill out the online form as completely as possible



9. Submitting a request does not guarantee a reservation.
10. We will receive your request with a date and time stamp.
11. Your request will be considered fairly and we will work with you the best we can if your preferred date is not available.
12. You will receive a receipt in your email outlining your request. Please check it for accuracy and report any corrections to Joseph Armendariz.
13. Your request will be reviewed by an administrator and if there are no scheduling complications, your reservation will be approved.
14. Once your request receives administrative approval of scheduling your event at the HCISD Performing Arts Center, you will receive an email confirming your reservation. Please keep this confirmation as documentation.

Approved Reservations

1. The Contact Person will receive a copy of the reservation request form via email.
2. Upon submission of the reservation request form, the PAC Scheduler will determine the organization's classification type and check the scheduling system for facility and resource availability.
3. The PAC Reservation Request form will then be turned over to the PAC Supervisor for final approval. Approved requests then become an official reservation.
4. A Consultation Session with the Contact Person will be arranged to determine the specific needs of the organization. Consultation Sessions are scheduled during regular business hours only, 7:30 AM – 5:00 PM, Monday through Friday.
5. The Consultation Session will include a tour of the facility, explanation of technical equipment and support services available, as well as gathering information on technical requirements—sound, lighting, cue sheets—so that the Contact Person and PAC staff can determine the desired services. The PAC representative and the Contact Person will complete a PAC Reservation and Technical Services Request forms during the consultation session. Consultation Sessions will be conducted during regular business hours, 8:00 AM-5:00 PM, Monday through Friday.



6. After the Consultation Session with the Contact Person, the PAC staff will review the PAC Reservation and Technical Services Request forms to determine the number of PAC trained technicians, custodians, and security detail necessary to meet the needs of the event and the availability of the technicians. (See Section IX – Technical Services—Event Usage Levels.)
7. After the Performing Arts Center office staff receives confirmation of final approval, the Contact Person will be notified of the estimated charges for the event. If the fees are acceptable to the Contact Person, the facility rental reservation will be confirmed. However, the deposit, payable to HCISD, must be received in order to officially confirm the reservation.
8. Once a reservation is confirmed, the Contact Person must schedule a Pre-Event Program Review with the PAC Audio Engineer to discuss specific technical requests and review the rehearsal and performance schedule for the group. The Contact Person should bring the PAC Rental and Technical Services Request form with all technical requests to the Pre-Event Program Review. A copy of the program for the event should be given to the Scheduler or Engineer at this meeting. The Pre-Event Program Review should take place a minimum of one week before the event date.
9. The Pre-Event Program Review meeting will take place during regular business hours, 8:00 AM – 4:30 PM, Monday through Friday.
10. Proof of insurance is due at least two (2) weeks in advance of the event.
11. Any audio or visual materials should be provided to the PAC Audio Engineer a minimum of one day (24 hours) in advance of the event to facilitate quality and sound checks prior to production. A back-up copy of each item should also be provided. Each item should be clearly labeled with owner's name and track information.
12. A Pre-Event Inspection will be conducted by a PAC staffer and organizational Contact Person immediately before occupancy of the facility by the group. A Post-Event Inspection will take place immediately following the event or anytime within 24 hours of final strike depending on the timeframe of the next scheduled facility rental. The purpose of the initial inspection is to determine the condition of the facility prior to occupancy by the group and while the latter is to ensure that the facility has been returned to its pre-event condition.



13. All components of the performance (sets, props, costumes, equipment, etc.) must be removed prior to the conclusion of the rental period(s). Additional fees will be applied for items remaining in the facility beyond the rental period.
14. The Performing Arts Center staff will notify the organization of the final charges following the event. Payment will be due immediately upon receipt of the final billing. The deposit will be applied toward the final charges for the event, providing no damages were incurred as a result of the organization's use of the facilities.
15. If an event is cancelled less than two weeks in advance, the deposit will not be refunded and the organization will be charged a minimum technical cancellation fee of \$30 per technician scheduled for the event.
16. Only Performing Arts Center technical staff or PAC approved persons may operate technical equipment.



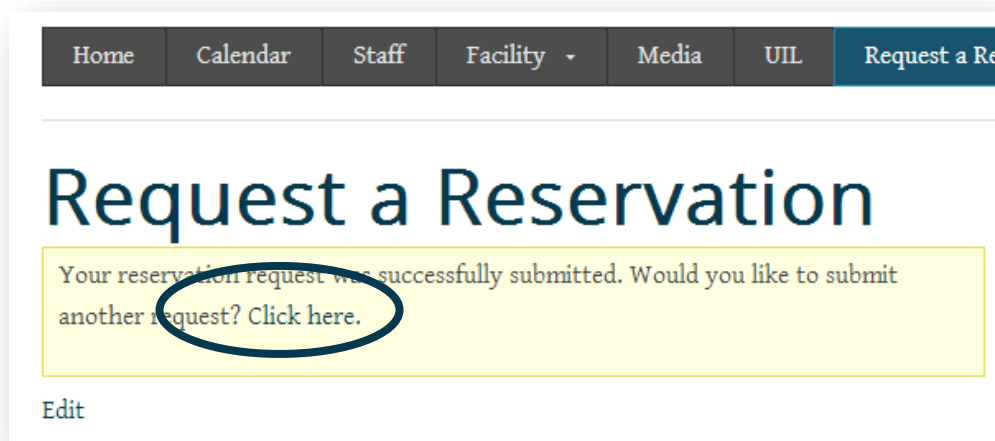
VII. Online PAC Reservation Request Form Instructions

Create a Request

Request a reservation at hcidpac.org/reservation-request/

You may view availability by visiting the [calendar](#).

Please read the "Instructions, Information and Policies" available at hcidpac.org/docs/instructions.pdf





VIII. Facility Use Instructions

The PAC facility provides a valuable service to the district and the community. In order to ensure that the facility is properly maintained, it is important that all groups using the facility assist in making sure that the guidelines outlined in this document are closely monitored and followed. The Contact Person should ensure that the Facility Usage Instructions are reviewed with all sponsors, chaperones, and performers prior to accessing the facility.

The Contact Person will need to “check in” and “check out” with a PAC staff member each day that the facility is used in order to open and close the facility.

Equipment

Several equipment items are available for use at the Performing Arts Center:

- 7' Boston/Steinway Grand Piano: subject to administrative approval on a rental fee basis (non-HCISD groups) or free to HCISD groups. The organization must pay for tuning. Use is subject to administrative approval. The Grand Piano may not be used as a prop or set item; it will be limited to advanced, approved music performances only.
- Three upright Boston/Steinway Pianos are available for use by HCISD users and non-HCISD renters. The organization using the pianos must pay for tunings. Pianos may not be used as prop or set items; it will be used for approved music performances only.
- A Yamaha Clavinova, digital piano. Use is subject to administrative approval.
- Large Percussion Equipment: subject to administrative approval and is restricted to HCISD music groups only. We do not supply sticks, brushes, or mallets.
- UIL unit set: available for theater arts and other performing groups, for rehearsals, performances, and competitions.
- PAC furnishings (risers, specialized posture chairs, music stands, etc.) may be utilized by both HCISD groups and non-HCISD renters, so long as your request is communicated ahead of time.



Equipment, instruments, and furnishings belonging to the Performing Arts Center may not be removed from the Performing Arts Center facilities at any time for any reason. Strict exceptions may apply with administrative approval.

General Instructions

1. All non-HCISD groups are required to provide insurance as a condition of reserving the PAC facility are required to:
 - a. Submit a copy of the insurance at least two weeks in advance of the event or within the timeframe allowed by the Music Department.
 - b. Provide a copy of the proof of insurance for the Contact Person to have at all times.
 - c. School districts are required to have certificates of insurance. Therefore, school groups do not need to provide a certificate of insurance.
2. If approval is obtained for an HCISD event during the school day, all students coming to the PAC must be accompanied by a teacher or administrator, and an appropriate number of chaperones. Responsible adults must be available to direct traffic, ensure there are no food, drinks, or gum taken into the lobby and seating areas, and must maintain discipline of the students during the event.
3. All PAC technicians on communication headsets will be talking with each other during events, getting instructions, or calling/receiving cues. Please only communicate with these technicians when the headsets are off unless there is an emergency. The PAC staff will determine the use of this system.
4. The PAC technicians will run all technical elements/equipment.
5. The organization will be responsible for setting up any special items used. PAC staff will only be responsible for setting up items that have been requested in advance.
6. Because of safety standards, students under the age of 18 on stage for rehearsal, set up, or performance must have an appropriate number of adult chaperones based on the number of performers.
7. The organization is responsible for the distribution of event programs. A minimum of two door monitors for each entrance to the seating area is recommended.



8. No food or drink will be allowed into the PAC area at any time. It will be the responsibility of the group or organization using the PAC to monitor and enforce this at all times.
9. The group/organization using the PAC will be responsible for all damages that are caused by persons in attendance at the scheduled activity.
10. Feet and shoes should be kept off of the back and seats of the house audience chairs at all times.
11. Balloons and/or other inflatable gifts are restricted to the lobby only. A table is available for the lobby to gather gift items before your event.

Operation of Technical Theater Equipment

1. The PAC technology staff will be in charge of the technical theater equipment.
2. The PAC technology staff will offer training and inservices to HCISD advanced music and theater students, approved employees, and approved consultants, on the appropriate operation of the technical theater equipment, such as the light and sound boards, etc.
3. HCISD employees or consultants, and advanced high school theater tech and high school music students may operate the light and sound boards, and only after they have received training, have passed a test, and proper documentation has been filed.
4. Rigging systems and the cat walk areas will remain locked and access will be restricted to specific, trained employees and consultants.

General Sound Instructions

1. It is recommended that all performances utilizing playback (pre-recorded) music have selections recorded on a continuous performance CD/Tape (with tracks/time cues) and provide an additional back-up copy of the music.
2. All sound cues/effects tapes or CD's should be clearly labeled with track, start/end time, and side to be played. These materials should be given to the PAC Audio Engineer a minimum of one day (24 hours) in advance of the event to facilitate quality and sound checks prior to production.
3. The PAC Audio Engineer should make certain that performers are aware of proper microphone use:



- a. Do not tap or blow into any microphone to check it. This can cause damage to the microphone. Speak with a normal voice.
- b. Never carry a microphone by the cable.
- c. Wireless microphones are fragile and expensive. Take extreme care when using.
 - i. Secure transmitter securely to the performer.
 - ii. Do not carry transmitter by the microphone cable.
 - iii. Make sure transmitter switch is in the —onll position. If it is off, the sound operator has no control of the microphone.
 - iv. Check wireless microphone in and out from PAC Audio Engineer.
4. All performers or people that will be using a microphone need to be available 45 minutes before the start of the program to do microphone/sound checks.
5. If using the PAC wireless microphone system, outside groups will be required to bring their own nine-volt batteries (two batteries for each microphone).

Stage Instructions

1. No food, snacks, gum, or beverages will be allowed on stage. The exception will be bottled water during lengthy rehearsals.
2. No items from a previous performance/event shall be left on stage, in storage, in dressing rooms, shop or other PAC area after strike. All items must be removed during the strike period. Any item left after strike will be disposed; additional fees apply for set removal.
3. Any scenery, signage, lighting hung from the fly system will need to be hung and removed by PAC trained technicians and trained faculty members in advance of rehearsals and performances. Each batten will be returned to a neutral balance.
4. Nailing, screwing, or stapling of decorations/scenic elements shall not take place without PAC staff approval and supervision.
5. Gaffer tape/stage tape is permitted so long as the performing group removes the tape after their production is completed.



6. All holes must be properly plugged after the event which may lead to additional charges being assessed to user.
7. No decorations shall be pinned/stapled/taped to any of the stage draperies/curtains.
8. Performers are not to touch the stage draperies. The natural oil in hands can damage the curtains, and shorten the life of the flame-retardant chemicals in the curtains. These instructions are extremely important for the white cyclorama. It is very expensive. Keep performers from touching or marking on it.
9. Use the back and side hallways for all performers or cast member entries and exits to the stages.
10. Access to all above-stage grid areas is restricted to PAC trained technicians only. Unauthorized personnel are not permitted in these areas and will be asked to leave the PAC stage area immediately for violating this rule. Disciplinary action may be taken.
11. Do not tamper with or block the emergency fire protection equipment on stage (fire curtain release, manual smoke door release, fire extinguishers, emergency exits).
12. All technical support elements, e.g. light, sound, and intercom controls, are to be used only by PAC trained technicians or trained faculty members.
13. No scenery, props, furniture shall be left in the proscenium opening, before, during or after a performance. This will prevent the fire curtain from completely lowering to the ground in the event of a fire.
14. The use of special effects (smoke, fog, mist, rain, and lasers) shall not be used unless previously approved.
15. The use of pyrotechnics, any flame, candles, matches, etc. on stage are strictly prohibited.
16. Liquid combustibles, such as kerosene, lamp oil, gasoline, etc., are strictly prohibited for use on stage or in storage in the PAC.
17. Do not touch or tamper with motorized lighting batten control panels. These are to be used by PAC trained technician and/or trained faculty members only.



18. Sponsors, faculty, and/or responsible parties for any group, class, organization in the PAC will take full responsibility for the behavior of those in attendance, and will be held responsible for damage due to misuse, unauthorized use, and vandalism by their group, class, organization, or audience.

General Dressing Room Instructions

1. Dressing rooms must be cleaned and left in an orderly manner after each rehearsal/performance and during the group's strike. All areas must be cleaned.
2. Remove all personal grooming items from the sink area and from dressing rooms, after each rehearsal/performance and during strike.
3. If no other group will be using the dressing rooms during production, groups may leave their costumes, make up, and grooming items in the dressing rooms (or multipurpose rooms) between rehearsal or performance days.
4. Remove all makeup, makeup waste, makeup kits, personal grooming items, costumes and general trash from the dressing room after each rehearsal/performance and during strike.
5. Do not attach any items to the mirrors or the walls in the dressing rooms.
6. No candles, incense, tobacco, or alcohol products are permitted in the dressing rooms.
7. Do not remove or tamper with makeup mirrors/lighting or electrical outlets.
8. Do not plug more than one hair dryer, curling iron or hot roller unit into a single outlet plate.
9. Turn off curling irons when they are not in use.
10. Do not remove any chairs or furniture from the dressing room for any reason.
11. Do not remove any property belonging to the Performing Arts Center from the dressing rooms.
12. Each group is responsible for supplying their own body or face towels for the dressing rooms, and removing and washing such items. Any towel or item left in the dressing room after strike will be held for only one week prior to disposal.



Lobby Instructions

1. The lobby must be monitored at all times by chaperones or members of the organization.
2. Please make arrangements ahead of time if tables and/or chairs are needed in the lobby.
3. No decorations may be taped or affixed to any surface in the lobby unless approved by PAC staff.
4. The Contact Person and organization is responsible for the event is to see that all programs, brochures, etc. pertaining to group's event are cleared from the lobby area (including the ticket booth and concession areas) after the event.

Audience Instructions

1. Event organizers may not have an audience greater than the seating capacity. Maximum seating capacity in the auditorium is 950 with space for wheelchair access.
2. If needed, the internal broadcasting system and additional seating may be set up in the Blue Room and in the Gold Room for additional audience viewing. Arrangements must be made in advance. Last minute requests will not be honored.
3. Audience members must be seated during the performance.
4. Aisles are to remain clear and free of all obstructions.
 - a. Audience members may not stand or sit in the walkways during performances.
 - b. Walkways are to be kept free of all other obstructions, such as equipment or tripods, etc.
5. Overcrowding the audience and allowing audience members standing or sitting in the aisles or walkway areas of the auditorium, risk having their event shut down by the Fire Marshall's officers or city officials.
6. Audience members are not to put their feet up on the auditorium seats or on the backs of the seating in front of them.



7. Audience members are not to interrupt performances by talking, getting up during the performance, with ringing cell phones, or talking on their cell phones.
8. The organization using the facility is encouraged to provide ushers for performances. Ushers are best utilized for
 - a. passing out programs
 - b. assisting elderly and disabled persons to their seats
 - c. encouraging audience members who are obstructing walkways to take a seat.
 - d. monitoring behavior
 - e. encouraging parents of crying babies or noisy children, to remove them from the audience.
 - f. encouraging audience members to listen to the performance quietly.
 - g. encouraging audience members not to leave or exit the auditorium during the performance.
 - h. not allowing admittance into the auditorium during a performance; allowing admittance during a performance break or between concert pieces.
 - i. not allowing audience members to put their feet up on the seat in front of them.
9. Please help us educate the general public by communicating good audience etiquette.
10. Audience members or PAC guests may not leave their cars parked in the PAC parking lot after they leave the event. Parking lot security gates will be closed and locked and they will not be able to retrieve their car till the next business day.

For your program: "Audience Manners"

Please consider inserting the following in your printed program, or revise to fit your specific event:

Thank you for joining us this evening. As the audience, you are an important part of our performance. The audience's responsibility at concerts, plays, productions, or performances is to honor the efforts of those who are performing by providing a listening atmosphere in which their performance can be appreciated by all. To that end, we ask your cooperation:



- Please silence all cell phones, pagers, or electronic devices as ringers and other noises disturb other audience members and distract performers, which impacts the quality of the performance.
- While the performance is in progress, please remain seated and quiet. (If it becomes necessary to leave the auditorium, please do so between selections or when there is a pause in the performance.)
- If very young children become restless, start crying, and disrupt others' ability to listen, please take them out of the auditorium until they are quiet.
- Please do not hum or clap along with the performers, unless specifically invited to do so.
- Show your appreciation for the performance by clapping after each selection or section of the performance. Whistling and cheering are not appropriate at a formal performance.

Ticket Booth

- The PAC does not currently own a ticketing system, so organizations wishing to sell tickets must generate and provide their own tickets.
- Organizations wishing to use the Ticket Booth must reserve the area ahead of time.
- The ticket booth must be free of trash, remaining tickets when finished.
- The PAC will not store or hold ticket monies for the organization.

Kitchen

- Organizations wishing to use the kitchen must reserve the area ahead of time.
- The PAC food policy must be observed and will be strictly reinforced.
- All food handling and hygiene requirements apply.
- All food products and supplies must be provided by the organization.
- All food products and supplies must be cleared out by the organization following usage of the kitchen.
- All trash must be disposed of properly.



- The organization must wash any dishes used; do not leave dirty dishes in the concession kitchen.
- The organization must wipe down countertops and leave the concession area in generally clean condition.

IX. Technical Services – Event Use Levels

Based on the complexity of various events, it is necessary to determine which types of events require rehearsal time. The amount of rehearsal time needed to insure a safe working environment and efficient production experience for both the organization and the PAC trained technicians is based on the level of the event. All rehearsal schedules (HCISD and non-HCISD groups) must be coordinated and scheduled through the PAC Scheduler.

Compensation for PAC trained technicians will be invoiced to the group or organization as per HCISD compensation standards, level of use as outlined below, the number of technicians required, and the total number of hours, including set up, rehearsals, performance, and break down.

The technical requirements, by level, are as follows:

Level A – No technicians required during event, no rehearsal

- Use of two microphones (maximum)
- General house lighting presets
- Non-moving curtains

Level B – One to two technicians required during rehearsal and event. Technical rehearsal required.

- Use of more than two microphones
- Lighting changes or reprogramming of general lighting presets
- Traveling curtains

Level C – Two to four technicians required. Technical rehearsals required.



- Use of more than two microphones
- Lighting changes requiring technician on general lighting presets
- Traveling curtains
- One - two CD/cassette recorded sound cues (a —sound cue constitutes starting and stopping of a sound effect, song, etc.). The group/organization must provide pre-recorded sound cues on one CD or cassette, in order of playing, prior to the first rehearsal. This should be accompanied with a "cue sheet" noting the scheduling of the various sound cues in the performance. Sound technicians are not responsible for providing, editing, or creating the sound cue recordings. One video cue

Level D – Four to six technicians required. Technical rehearsals required.

- Use of more than two microphones
- Lighting technician on light board throughout rehearsals/performance
- Two sound technicians required for microphones and sound cues
- Traveling curtains
- More than one video cue
- Stage manager required at this level for direction and coordination of all technical components

Level E – Six to ten technicians required. Technical rehearsals required.

All components listed at Level D above, plus

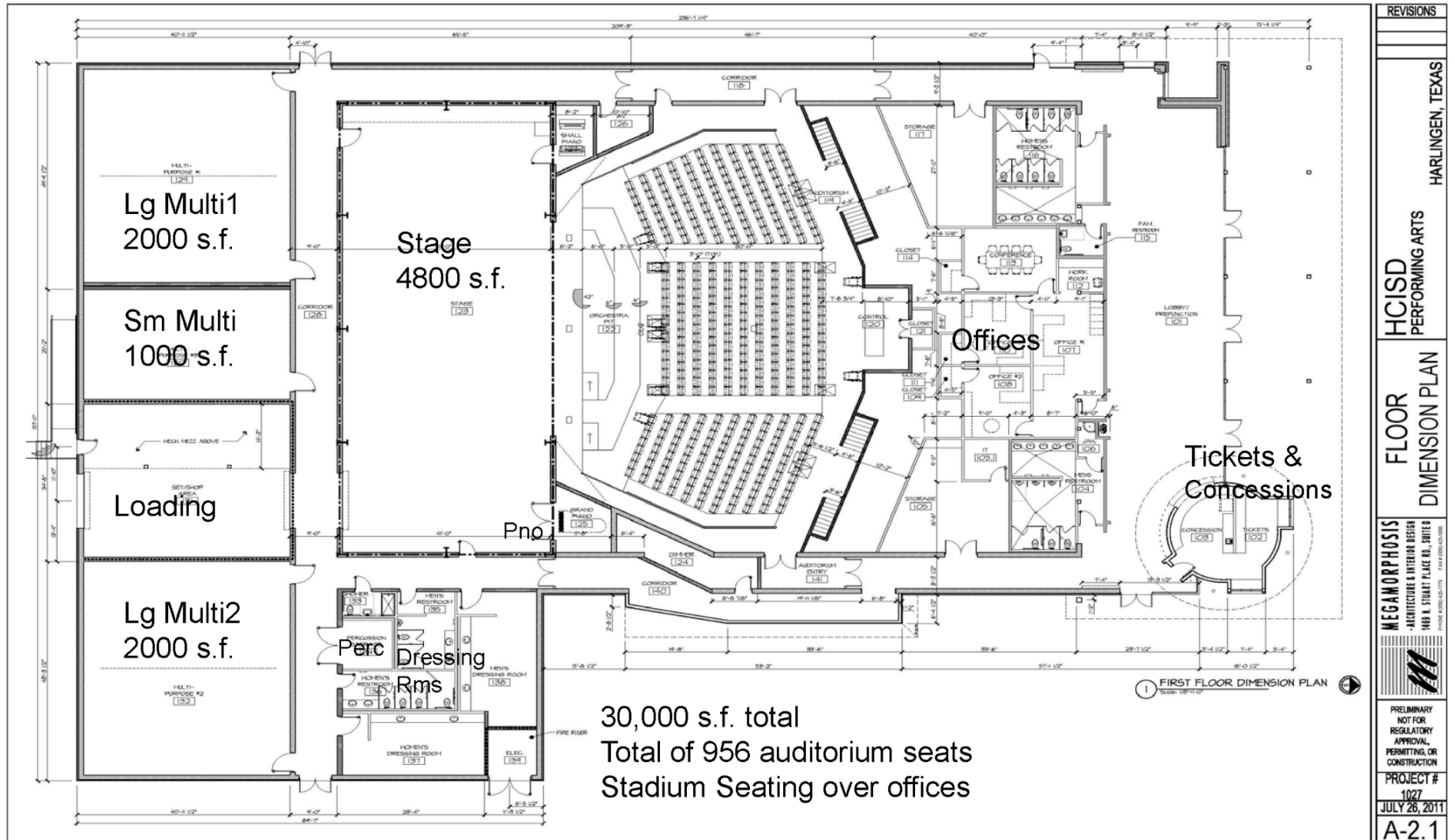
- operation of fly rigging system and/or follow spotlight(s)
-

Level F – More than ten technicians required. Technical rehearsals required.

- All components listed at Level D and Level E above, plus:
- Any hanging/focusing of special lighting instruments
- Sound recording
- Use of special effects
- Use of specialty microphones

At all levels, the group/organization is required to clear all personal effects from all areas immediately following the event. Total set strike must be completed no later than 24 hours after the conclusion of last performance.

Floor Dimension Plan





X. Performing Arts Center Credits

Logo

Thank you Amanda Banda, Harlingen High School South, for designing our Performing Arts Center Logo. It appears on our website, materials, and on the PAC signs located at the street entrances. The logo thoughtfully embodies the PAC color palate and the Talavera tile design.



Design Team

Megamorphosis

Architecture and Interior Design, Harlingen, TX

Wrightson, Johnson, Haddon & Williams, Inc.

Theater Technology, Audio-Visual, and Acoustical Design, San Antonio, TX

ACR Engineering

MEP Design, Harlingen, TX

Hinojosa Engineering

Structural and Civil Design, Mission, TX

SSP Design

Landscape Design, Brownsville, TX

t.howard associates

Associate Architect, Dallas, TX

Construction Team

Hairel Enterprises

Audio-Visual Systems, Conroe, TX

Texas Scenic

Lighting and Theatrical Rigging Systems, San Antonio, TX

Journeyman Construction

General Contractor, McAllen, TX



Special Thanks

Mr. Oscar Tapia – Assistant Superintendent for District Operations
John Percy - Megamorphosis
Rene Garza – WJHW
Kyle Meers – Hairel Enterprises
Roy Harline -Texas Scenic

It is with a debt of gratitude that members of the music and theater arts departments offer thanks and appreciation to those who worked to proposed, approved, and funded this construction project. With inspiration budding over the past 30 years for a district-wide performance venue, those who worked before us handed the baton to the next generation to move things forward. Thank you to past Board Members, retired Superintendent Dr. Linda Wade, former Director of Music Education Roger Harms, the late Bob Irby, Allan Brumley, Dianne Brumley, and all the HCISD Music and Theater Arts Department Staff who, over the years, continued to have students excel in performance despite adverse venue conditions. Special thanks to the HCISD Board Members, Superintendent, Dr. Arturo Cavazos, former Superintendent Dr. Steve Flores, and the Bond Committee for making the dream a reality.

We love to teach and we love to perform. The benefit of having this beautiful facility is a timeless gift to the many present and future generations of Harlingen CISD Performing Arts students.



Performing Arts Center Design Committee

(2010 – 2012)

Oscar Tapia, Assistant Superintendent of District Operations, Committee Chair

Gerry Fleuriet, School Board Member

Homero Villarreal, HCISD Construction Project Manager

Joel Cruz, HCISD Energy Manager

Dr. Sabrina Quintana, HCISD Director of Music Education

Dr. Joe Rodriguez, Principal, South

Lori Romero, Executive Director (then, Principal, Long Elem.)

Meg Jorn, Architect & Designer, Megamorphosis

John Percy, Architect, Megamorphosis

Benito, Lozano, Architect Assistant, Megamorphosis

Rene Garza, Acoustician, Theatrical Designer, WJHW

Allan Brumley, Community Member

the late, Lee Means, Community Member

Walter Raye, HCISD Director of Transportation

Ronnie Rios, Head Band Director, HHS

Shane Shinsato, Head Band Director, South

Denise Pitcock, Head Choral Director, HHS

Kathy Alvizo, then Head Choral Director, South

Leanne Ince, Director of Theater Arts, South

Don Heinz, then Director of Theater Arts, HHS



Performing Arts Center Planning Committee

(2012 – 2013)

Dr. Sabrina Quintana, HCISD Director of Music Education, Committee Chair

Mrs. Imelda Munivez, Principal, Harlingen High School

Dr. Joe Rodriguez, Principal, Harlingen High School South

Mrs. Vivian Bauer, Principal, Cano Freshman Academy

Mrs. Traci Gonzalez, Principal, Rodriguez Elementary

Ronnie Rios, Head Band Director, HHS

Shane Shinsato, Head Band Director, South

Denise Pitcock, Head Choral Director, HHS

Kathy Alvizo, then Head Choral Director, South

Jason Hooper, then Orchestra Director, South

Leanne Ince, Director of Theater Arts, South

Felipe Garcia, Theater Consultant, South

Don Heinz, then Director of Theater Arts, HHS



Harlingen Consolidated Independent School District

2014-2015 HCISD Board of Trustees

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Dr. Nolan Perez	Vice President
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Mr. Julio C. Cavazos	Chief Financial Officer
Mr. Oscar Tapia	Assist. Superintendent for District Operations and School Safety
Mr. Shane Strubhart	Director of Public Relations and Community Engagement
Vacant	Director of Music Education



XI. APPENDIX: Documents and Forms

PAC Reservation Times

So that we can be best prepared for your event and to assist us with scheduling PAC staff, please provide us with specific time information below. Please note that if your group needs additional set up or decorating time beyond your reservation date, you must make arrangements through Matthew Lopez.

Black Out Start	Gates Unlocked	Begin Load-in	Rehearsal Begin	Rehearsal End	Call	Doors Open	Event Start	Event End	Conclude Load Out	Gates/doors Locked	Black Out End

Other time and scheduling related information:

Definitions

Black Out Start: The start date and time that no one else should be using the building. Example: during a theater production week when their set, scenery, costuming are there, prepared for the next day's rehearsal or performance, no one should be scheduled to use the facility during production week, between rehearsals, before the performance. No work duty required.

Begin Load-in: The time representatives from your organization will be entering the facility, whether to set up, haul equipment into the facility, any pre-event prep work, or for decorating. Please be exact with the time you plan to enter the building as we will use this information for scheduling technical and/or custodial crews. Custodial work duty required.

Rehearsal Begin: What time the rehearsal (if applicable) begins. Tech and custodial work duty required.

Rehearsal End: What time the rehearsal (if applicable) ends. Tech and custodial work duty required.

Call: The time you are arranging for performers to meet, prep, or warm-up immediately prior to a performance. Tech and custodial work duty required.

Doors Open: The time you want exterior doors unlocked to the public. Example: for a concert beginning at 7:00 p.m. you may want the exterior doors open at 6:00 p.m. for the public to gather in the lobby or to be seated in the auditorium. Custodial work duty required.

Event Start: The exact time your scheduled event actually begins. Please note: if the event is a rehearsal, no need to state a call time. Tech and custodial work duty required.

Event End: The time your event, rehearsal, or performance will end. Exterior doors will be locked when most of the audience has exited the building. Tech and custodial work duty required.

Conclude Load-out: The time representatives from your organization will finish taking down decorations, hauling out equipment, costumes, etc., clearing out the facility, and vacating the building. Exception: large scale or theatrical productions may have up to 24 hours to haul out large set items and may finish the next day.

Please be exact with the time you plan to exit the building as we will use this information for scheduling technical and/or custodial crews. Custodial work duty required.

Black Out End: The ending time of when you do not want anyone else using the building. No work duty required.

PAC EQUIPMENT REQUEST



The Performing Arts Center at Harlingen C.I.S.D.
 3217 W. Wilson Rd., Harlingen, TX 78552
 P 956.427.3571 F 956.427.3572
 www.hcisdpac.org

ORGANIZER'S NAME

DATE(S) OF EVENT

NAME OF EVENT

CAMPUS or ORGANIZATION

GROUP (i.e. Theater, Band, Choir, Orchestra, Elementary Music)

ROOMS RESERVED: (circle or highlight) Auditorium Blue Room Green Room Gold Room Tickets Concessions

LIST QUANTITIES OF ITEMS NEEDED IN THE COLUMN FOR EACH AREA RESERVED

(black out areas - set up not available)

		FRONT OF HOUSE		HOUSE	PERFORMANCE		REAR OF HOUSE			
	Max Available	Foyer	Ticket/Concess	Auditorium limited add'l set up	Stage	Orchestra Pit	Blue Room SE corner, 2000 sf	Green Room ltd. to VIP room, 1000 sf	Gold Room SW corner, 2000 sf	FEES
FURNITURE										
Padded folding chairs	80									if damaged
Folding tables 6 ft.	15									if damaged
Folding tables 3 ft.	6									
Personal rolling table	3									
Church's chairs (upholstered, cushioned)	130									if damaged
Wenger musician posture chairs	320									if damaged
Bass stools (Orchestra or Band only)	12									if damaged
Dry Erase Board	2									if damaged
Rope Barricades	12									
Speaker's Podium	1									if damaged
MUSIC & THEATER EQUIPMENT										
UIL 32 piece unit set (for Theater use only)	1									if damaged
Conductor's stand, podium, chair	3									if damaged
Music Stands	311									if damaged
Choral Risers	21									if damaged

PAC EQUIPMENT REQUEST

Instrumental/platform risers 18"	3								if damaged
Instrumental/platform risers 8"	3								if damaged
Acoustical Shell	15								if damaged
Acoustical Cloud (on stage only)	1								if damaged

LIST QUANTITIES OF ITEMS NEEDED IN THE COLUMN FOR EACH AREA RE

(black out areas - set up not available)

	Max Available	FRONT OF HOUSE	PERFORMANCE		REAR OF HOUSE			FEES	
		Foyer	Stage	Orchestra Pit	Blue Room SE corner, 2000 sf	Green Room ltd. to VIP room, 1000 sf	Gold Room SW corner, 2000 sf		
INSTRUMENTS									
Boston (Steinway) Upright piano	3							\$75 tune	if damaged
Boston (Steinway) Grand Piano	1							\$150 tune	if damaged
Digital Piano (Yamaha Clavinova CVP-503)	1								if damaged

PERCUSSION USE LIMITED TO HCISD, REGION, UIL BAND, CHOIR, ORCHESTR

We do not provide mallets, sticks, or percussion accessories We do not set up. Requires percussion instructors or director to set up and put away .

								FEES
Drum set-Gretsch Drums Catalina Club Jazz 4-Piece	1							if damaged
Drum set Cymbal-Zildjian Medium Ride Cymbal 20"	1							if damaged
Drum set Cymbal-Zildjian Project'n Crash Cymbal 17"	1							if damaged
Drum set Cymbal-Zildjian Hi-Hats Cymbal Pair 14"	1							if damaged
Drum set rug-Road Runner Drum Rug	1							if damaged
Conga-Tumba set (Matador)	1							if damaged
Snare drum-Pearl Concert Series Snare Drum 11x5.5" with stand	1							if damaged
Suspended Cymbal-Zildjian A Suspended Cymbal 18" with stand	1							if damaged
Pearl Concert Bass Drum 18x36	1							if damaged
Bells-Musser M-646 Orchestra Bells	1							if damaged
Musser Chimes - 1.25" Classic Chrome finish	1							if damaged
Musser Chimes - 1.5" Classic Brass finish	1							if damaged
Marimba-Yamaha YMRD2400C	1							if damaged
Xylophone- Yamaha YX-500F 3-1/2 Octave	1							if damaged

PAC EQUIPMENT REQUEST

Vibraphone-Yamaha Yv-2700	1							if damaged
Set of 5 Adams Professional Generation II, Smooth Copper Series Timpani (20"/23"/26"/29"/32")	1 of each							if damaged

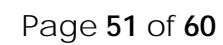
MARK X FOR ITEMS NEEDED IN THE COLUMN FOR EACH AREA RESERVED

(black out areas - set up not available)

	AUDITORIUM		HOUSE (Rehearsal)		HOUSE (Performance)		REAR OF HOUSE			
	Rehearsal	Performance	Left Projector	Right Projector	Left Projector	Right Projector	Blue Room	Green Room	Gold Room	
							SE corner, 2000 sf	ltd. to VIP room, 1000 sf	SW corner, 2000 sf	
Audio and Video Equipment	Note: (You can only have 1 source for each projector)									FEES
Play Audio CD										if damaged
Audio Recording										if damaged
Microphones (4 Available)										if damaged
Play DVD										if damaged
Image Projection										if damaged
Video Recording										if damaged
Performance Projection										if damaged
Document Projector										if damaged
Laptop										if damaged
A/V Cart (3 available)										if damaged
Mobile A/V Rack (2 available)										if damaged
Main PAC Audio System										if damaged

PAC EQUIPMENT REQUEST

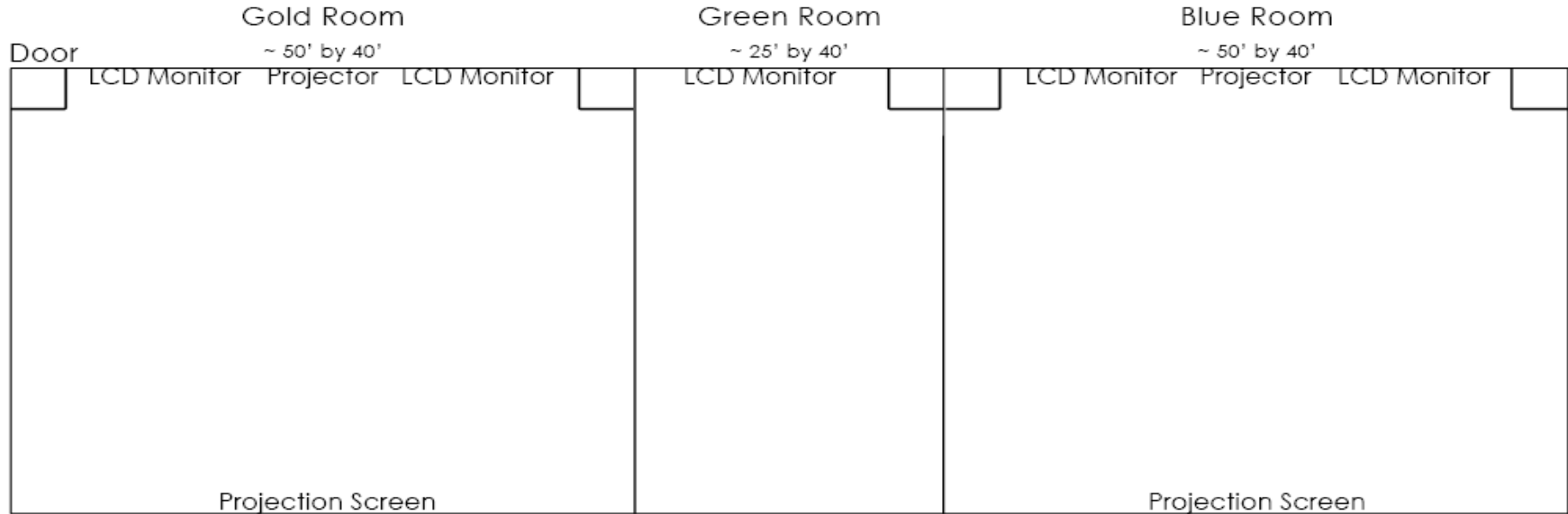
Theatrical Services Request									
Opening and Closing of curtains									
Travelling Spot Lights									if damaged
Special stage lighting features									
Specials									
Batten adjustment									
Flying/hanging props									if damaged



Multipurpose Rooms

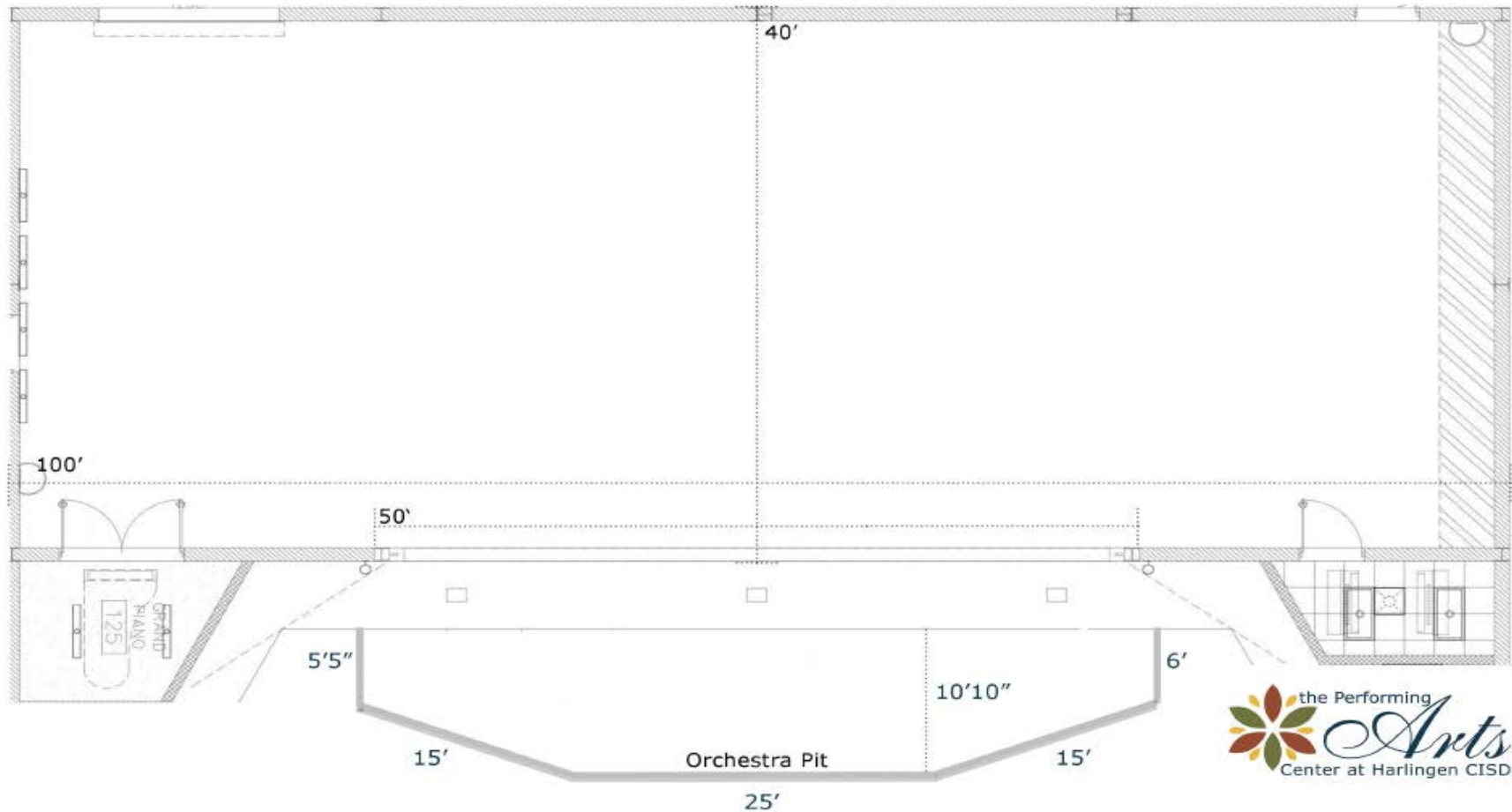
Create a diagram of requested PAC equipment.

Mobile A/V Rack



Stage Setup

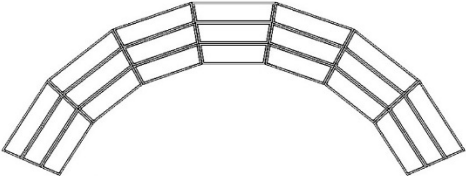
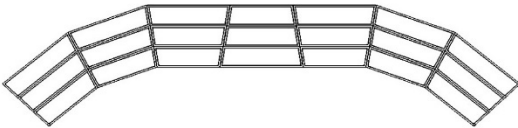


Create a diagram of requested PAC equipment.



Wenger® Signature® Choral Risers

Your Performance Partner

Riser Layouts

Set Up Type	6' x 18" Deep Steps		3-Step Riser		
	Number of Units		Capacity	Performance Area Required	
	Standard	Reverse		Width	Depth
 Semicircular Arrangement Set Up Type A	D	1	12-16	6' (1.8m)	4' 10" (1.5m)
	A	2	24-32	11' 10" (3.6m)	6' 4" (1.9m)
	A	3	36-48	17' 5" (5.3m)	6' 3" (1.9m)
	D	2	36-48	16' 6" (5m)	4' 10" (1.5m)
	A	4	48-64	22' 5" (6.8m)	7' 7" (2.3m)
	A	5	60-80	26' 10" (8.2m)	9' (2.7m)
 Horseshoe Arrangement Set Up Type B	B	4	60-80	27' 11" (8.5m)	6' 4" (1.9m)
	D	3	60-80	27' (8.2m)	4' 10" (1.5m)
	A	6	72-96	30' 7" (9.3m)	10' 10" (3.3m)
	A	7	84-112	33' 6" (10.2m)	12' 9" (3.9m)
	B	6	84-112	37' 5" (11.4m)	9' 1" (2.8m)
	C	5	84-112	38' 5" (11.7m)	6' 4" (1.9m)
 Winged Arrangement Set Up Type C	D	4	84-112	37' 6" (11.4m)	4' 10" (1.5m)
	A	8	96-128	35' 5" (10.8m)	15' (4.6m)
	A	9	108-144	36' 5" (11.1m)	17' 2" (5.2m)
	B	8	108-144	44' (13.4m)	12' 10" (3.9m)
	C	7	108-144	47' 10" (14.6m)	9' 1" (2.8m)
 Straight Arrangement Set Up Type D	D	5	108-144	48' (14.7m)	4' 10" (1.5m)
	B	10	132-176	46' 11" (14.3m)	17' 3" (5.3m)
	D	6	132-176	58' 6" (17.8m)	4' 10" (1.5m)
	C	11	156-208	57' 5" (17.5m)	17' 3" (5.3m)
	D	7	156-208	69' (21.0m)	4' 10" (1.5m)



Technical Assignment for Performances PAC AUDITORIUM

Project Title: _____

Director: _____

Date/Time: _____

Brief Description of Performance Technical Requirements

Name	Phone #	Email	Assignment	Start Time	End Time	Total Hours
			Audio Engineer			
			Audio Engineer (Assistant)			
			Stage Manager			
			Set-up Stage Crew 1			
			Set-up Stage Crew 2			
			Audio Stage Crew 1			
			Audio Stage Crew 2			
			Lighting Technician			
			Lighting Technician (Assistant)			
			Follow Spots			
			Curtains			
			Tricaster Technician			
			Robotic Cameras and Switching			

PAC INPUT SET-UP



Project Title: _____

Director: _____

Stage Manager: _____

Lighting Technician: _____

Audio Engineer: _____

Inputs	Digital Patch	Instrument	Microphone	Monitor/Processing
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
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	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			

AUX/CUES:

NOTES:

**The Performing Arts Center at Harlingen C.I.S.D.
Rental Rates**

AREA	HOURS OF USAGE	HCISD USE			NON PROFIT			FOR PROFIT			COMMENT
		REFUNDABLE DAMAGE DEPOSIT	RENTAL COST		REFUNDABLE DAMAGE DEPOSIT	RENTAL COST*	RENTAL COST PER HOUR OVER *	REFUNDABLE DAMAGE DEPOSIT	RENTAL COST*	RENTAL COST PER HOUR OVER *	
AUDITORIUM, LOBBY, 3 MULTI-PURPOSE ROOMS	UP TO 8 HOURS	\$ 1,000.00	No Charge		\$ 1,000.00	\$ 2,000.00	\$ 250.00	\$ 1,500.00	\$ 3,000.00	\$ 250.00	Does not include dressing rooms. Approx. 27,000 s.f.
	UP TO 8 HOURS	\$ 500.00	No Charge		\$ 500.00	\$ 1,000.00	\$ 125.00	\$ 1,000.00	\$ 2,000.00	\$ 150.00	Does not include dressing rooms.
	UP TO 8 HOURS	\$ 325.00	No Charge		\$ 325.00	\$ 650.00	\$ 80.00	\$ 400.00	\$ 800.00	\$ 150.00	
DRESSING ROOMS	UP TO 4 HOURS	\$ 100.00	No Charge		\$ 100.00	\$ 190.00	\$ 60.00	\$ 125.00	\$ 250.00	\$ 75.00	There are 2 multi-purpose rooms. Price per room. Approx. 2100 s.f.
	4 TO 8 HOURS	\$ 200.00	No Charge		\$ 200.00	\$ 390.00	\$ 60.00	\$ 225.00	\$ 450.00	\$ 75.00	
	8 TO 12 HOURS	\$ 300.00	No Charge		\$ 300.00	\$ 590.00	\$ 60.00	\$ 325.00	\$ 650.00	\$ 75.00	
LARGE MULTI-PURPOSE ROOMS	UP TO 4 HOURS	\$ 50.00	No Charge		\$ 50.00	\$ 100.00	\$ 50.00	\$ 75.00	\$ 150.00	\$ 50.00	There is 1 small multi-purpose room. Approx. 1100 s.f.
	4 TO 8 HOURS	\$ 100.00	No Charge		\$ 100.00	\$ 200.00	\$ 50.00	\$ 125.00	\$ 250.00	\$ 50.00	
	8 TO 12 HOURS	\$ 150.00	No Charge		\$ 150.00	\$ 300.00	\$ 50.00	\$ 175.00	\$ 350.00	\$ 50.00	

1. Must reserve the PAC through the PAC office staff a minimum of two weeks in advance, except in special circumstances.
2. Maximum rental: 12 consecutive hours.
3. The PAC must be completely unoccupied between 6:00 AM and 12:00 AM.
4. Penalty for going over 12 hours: group will be charged for a full second day.
5. Rental fees do not include costs of theater technicians, custodians, use of pianos, or piano tuning.
6. Rental Fees do not include the costs of damages or theft.
7. May not rent the PAC offices.
8. May not sublet a reservation to the PAC.
8. Deposit to be applied to final invoice and any remaining monies will be refunded to the renter.
9. Rental fees and deposit are required in order to secure a reservation. Reservation will be cancelled if fees and deposit are unpaid.
10. Cancellations or rescheduling must take place two weeks in advance of reserved date.

Revised February 20, 2015

Rental Application Instructions and Contract

Experience HCISD

Harlingen Consolidated Independent School District
Rental Application and Contract for use of Performing Arts Center facilities



INSTRUCTIONS FOR APPLICATION FOR USE OF AN HCISD SCHOOL FACILITY

Directions: Please complete all details of this application. An officer of the organization requesting use of the facilities must sign it. This form must be approved by the Building Principal or Designee and faxed to Alma Cavazos at (956) 427-3571 at least three (3) weeks prior to an approved reservation date(s). Type or print the information below, then sign below.

1. The attached form must be completed stating the exact hours the facility will be in use.
2. If a nonprofit organization requests the use of District facilities, the District requires that the lessee provide proof of nonprofit status. A copy of the following documents will be attached to the application as proof:
 - A. An IRS letter;
 - B. A state letter; and
 - C. The appropriate page of IRS Publication 78, Cumulative List of Organizations described in Section 70(c) of the IRS Code of 1954.
3. At least three weeks prior to the date of use, the application form and any additional required documentation must be returned to:

DROP OFF:

The Performing Arts Center at Harlingen C.I.S.D.
Attn: Alma Cavazos
3217 W. Wilson Rd.
Harlingen, TX

MAIL:

The Performing Arts Center at Harlingen C.I.S.D.
Attn: Alma Cavazos
407 N. 77 Sunshine Strip
Harlingen, TX 78550

4. If the applications are approved, rental fees, personnel fees, and any other applicable costs will be entered on the bottom of the form, and a copy will be returned to the applicant for payment. If the applicant is denied, the applicant will be notified.
5. Fees for use of school facilities and personnel costs are due upon receipt of the approved application.
6. The hours stated on the application will be the approved hours that the facility is available for use. **The applicant will be billed for any additional time spent in the facility.**
7. **Lessee will provide us with a certificate of insurance** with the coverage shown below and name Harlingen ICSD as additional insured. General Liability limits of:

\$1,000,000 for each occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$300,000 Damage to Rented Premises for each occurrence
\$5,000 Medical Expenses (any one person)



Harlingen Consolidated Independent School District

Name of Person making the request: _____ Organization: _____

1. Date of Application _____ 2. Reservation date(s) _____
3. Nature of Activities _____
4. Time Period: From _____ To _____ 5. Admission Charge: Yes _____ No _____. If yes, ticket amount(s)? _____
6. Purpose of Proceeds _____ 7. Attendance Estimate _____
8. If special services or equipment is needed, please fill out the PAC Equipment Form and meet with the Theater Techs.

Select type of business: ☐ Non Profit ☐ For Profit

Facilities Requested

Selection	Area	Hours of Usage	Deposit	Rental Cost	Hourly Overage	>12 Hours?	>12 Hours Fee
<input type="checkbox"/>	Entire PAC	Up to 8 Hours	0	0	0		
<input type="checkbox"/>	Auditorium, Lobby, 3 Multi-purpose Rooms	Up to 8 Hours	0	0	0	<input type="checkbox"/>	0
<input type="checkbox"/>	Auditorium & Lobby	Up to 8 Hours	0	0	0	<input type="checkbox"/>	0
<input type="checkbox"/>	Gold Multi-purpose Room	N/A	0	0	0	<input type="checkbox"/>	0
<input type="checkbox"/>	Blue Multi-purpose Room	N/A	0	0	0	<input type="checkbox"/>	0
<input type="checkbox"/>	Green Multi-purpose Room	N/A	0	0	0	<input type="checkbox"/>	0
<input type="checkbox"/>	Dressing Rooms	Up to 8 Hours	0	0	0	>12 Hr Fee Total	0
<input type="checkbox"/>	Ticket Booth/Concession Area	Up to 8 Hours	0	0	0		
	Sub Total		0	0	0		

Name of Organization

Address of Organization

By: _____
(Print name) Authorized Representative (including title)

Signature of Representative

Home Address (Including zip code)

Office Phone: _____ Home Phone: _____

Approved: _____ Disapproved: _____

Building Designee: _____ Date: _____

Evidence of Insurance:

Required: _____ Not Required: _____

Approved: _____ Disapproved: _____

Superintendent or Designee

Date of Approval

Expenses
(For Administrative use only)

I. Facility							
PAC Deposit:							0.00
PAC Facility Rental:							0.00
Hourly Overage Fee:							0.00
>12 Hour Fee							0.00
Damage, theft or loss:							0.00
Piano Rental and Tuning							0.00
II. Wages							
	Regular Hours	Regular Rate	Overtime Hours	Overtime Rate	Sunday Hours	Sunday Rate	
Custodial	0	10	0	20	0	25	0.00
Technician	0	50	0	100	0	125	0.00
TOTAL							0.00

XII. Performing Arts Center User Agreement

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures described in this handbook.

Those policies and procedures include:

- Performing arts center policies and procedures.
- Rental rates, deposits (when applicable).
- Damages (when applicable).
- Priority scheduling.
- Performing arts center facility reservation procedures.
- Online PAC reservation request form instructions.
- Facility use instructions.
- Technical services – event use levels.

PAC User Signature

Date

PAC Staff Signature

Date