

**West Ottawa Public Schools  
Performing Arts Center  
RENTAL RATES**

	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: A renter desiring to enter into a contract for a long-term rental contract with West Ottawa Public Schools for the use of the Performing Arts Center at reduced rates can contact West Ottawa Public Schools' Facilities Department to discuss potential contractual terms.