

FORSYTH COUNTY SCHOOLS

PERFORMING ARTS CENTER GUIDELINES

PURPOSE OF THE PERFORMING ARTS CENTERS

The Forsyth County Schools' Performing Arts Centers are an integral part of our arts programs. The following guidelines ensure that the facilities are supporting our students and teachers across each vertical team and are in compliance with Forsyth County Schools [Board Policy](#) concerning facilities usage.

The PAC serves to provide a quality rehearsal and performance environment for students. The theatre classroom should be separate from the performing space to ensure appropriate use for all scheduled events and maintain the integrity of the theatre classes. The possible exception is the technical theatre class as it requires hands-on training with the equipment. It is recommended this class have a second space available as events that occur during the day may take precedence.

SCHEDULING OF FACILITY

- All events are to be scheduled by an administrator and the Fine Arts Department Chair.
- One master calendar should be shared with all building administrators, professional assistants, the high school performing arts teachers, and the FCS Fine Arts Specialist.
- Requests should be submitted by **June 1st** for the entire school year. Provide alternate dates with request.
- High school and middle school teachers should be informed of their dates by **July 1st**.
- Schedule should be finalized and all parties notified in writing of their dates by **July 15th**.
- Requests after July 15th should be considered on a first come/first serve basis.

By July 1: Events should be scheduled by priority

High school theatre and system-wide programs (e.g. NEO, Spelling Bee)

High school instrumental and vocal

- Entire day reserved for rehearsal on stage if requested

Middle school theatre (**requests due by June 1st**)

- 1 week per semester (Sunday-Sunday)
- Avoid backing up to major holidays

Other high school/ state and district events (e.g. GMEA, GHSA)

Middle school instrumental and vocal (**requests due by June 1st**)

- 2 days each per semester
- In combination with high school when possible

After July 1st: Events should be scheduled by priority

Elementary performing groups and other feeder school events (e.g. award nights, assemblies)

Outside Groups (e.g. dance troupes, acting companies, churches)

ASSIGNED SCHOOLS FOR SY 2018-2019

DHS: DeSana, Piney Grove, Brandywine, Big Creek, Midway, Shiloh Point

FCHS: Otwell, Cumming, Mashburn, Sawnee, Whitlow

LHS: Riverwatch, Brookwood, Johns Creek, Settles Bridge, Sharon

NFHS: Little Mill, North Middle, Chattahoochee, Chestatee, Coal Mt, Silver City

SFHS: Lakeside, South Forsyth Middle, Daves Creek, Haw Creek

WFHS: Liberty, Vickery Creek Middle, Kelly Mill, Matt, Vickery Creek Elementary

CONFLICT RESOLUTION AND CANCELLING OF EVENTS

- If first choice and an alternate are not available, other reasonable dates must be provided.
- Communication must occur between parties in a timely manner so as to adhere to the scheduling timeline.
- If an event is cancelled, it must be communicated to the scheduler as soon as it is known. The scheduler may open that date up as an alternate for another request.

USE OF FACILITY

SCHOOL ORGANIZATION BASIC USE OF FACILITY

It is recommended that a representative from the high school or a designee (e.g. middle school drama or instrumental/ choral teacher familiar with the equipment) work the house lights and microphone.

For events that require more than the basic use (e.g. projector, spotlight, etc...), a representative designated by the high school theatre director(s) is to be paid a **maximum of \$10/ hour, or other compensation not to exceed \$350 per event**, as arranged between the local school administration and group using the facility.

SCHOOL ORGANIZATION FULL USE OF FACILITY

Building a positive relationship between feeder programs is in the best interest of our programs. As a thespian troupe member, volunteer work, community service and assisting younger students is paramount to building a positive relationship between programs. It is understood that the equipment in the booth is expensive and requires extensive training for proper use. Therefore, it is recommended that a high school designee be assigned to the booth to help train and assist middle school students on the equipment. If the use of specialized equipment (e.g. special projections) is requested, extra assistance should be compensated accordingly as agreed to in advance by directors.

The designee should adhere to the following protocols:

- Be a minimum age of 16
- Work with the middle/ elementary director in advance to plan expectations for production
- Be available 30 minutes before and after all rehearsals and assist the director as needed
- Maintain working environment (limited time on homework, device use for production/ emergency use only)
- Professional and respectful at all times to adults and appropriate actions and language with guest students

The designee should be compensated at a **maximum of \$10/hr, or other compensation not to exceed \$350 per event**, as determined in advance by both parties.

- Pay by check: FCS Casual Labor Form is required and a contract between parties must be signed.
- Payment should be made within five (5) business days of final performance.

NON-FCS ORGANIZATION USE OF FACILITY

Please refer to the FCS Facilities Use Policy [Administrative Procedure Community Use of Facilities](#)

OTHER

Equipment:

Guest students and directors should have access to materials and equipment as agreed upon by directors in advance. Guest group is expected to keep the space clean and organized, monitor student behavior, and repair and/or replace any damaged equipment. Damages should be reported immediately to the high school director or other supervisor.

Custodial fee:

Custodial needs and requirements should be discussed by local school administrators in advance of the date in use. User of the facility is responsible for all custodial fees, including overtime.

Training:

It is highly recommended that all performing arts directors and designees who may use the equipment in the booth be trained a minimum of once a year to ensure proper usage of equipment.

FORSYTH COUNTY BOARD OF EDUCATION

CASUAL LABOR CONTRACT FOR NON-SCHOOL DISTRICT EMPLOYEES

_____ **SCHOOL**

Name of Worker _____
(First) (Middle) (Last)

Social Security Number _____

Address _____

It is understood that services performed are subject to no fringe benefits from this School System and that no State or Federal taxes have been deducted from my check. This income must be added to State and Federal Income Tax returns.

Date(s) Worked	Service Performed	Rate	Total Payment

Contractor's Signature

Principal