

Swain Arts Center

Located at Swain County High School, 1415 Fontana Road, Bryson City, NC 28713

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Facility Use Guidelines

The Swain Arts Center exists to meet the educational and cultural needs of the students of Swain County Schools and of the citizens of Swain County and the surrounding area. The auditorium, classrooms and grounds of the Swain Arts Center may be scheduled for use by government agencies, organizations and individuals, provided the activities involved are in keeping with the educational and cultural goals of Swain Arts Center and provided the activity does not compete with or hinder the educational and extra curricula activities at Swain County High School. Since the Swain Arts Center is located on a public high school campus, the content of all visual and performing arts must be acceptable for that population.

The Superintendent of Swain County Schools or his/her designee has the authority to approve or deny the use of the facilities or grounds of the Swain Arts Center. The Superintendent or designee must approve all exceptions to the facility use policy or established fees.

I. Groups Permitted to Use the Facilities:

- A. **Non-Profit:** Includes county, state, and federally funded agencies; tax exempt organizations, such as non-profit, non-government funded organizations (civic, religious, arts and charity organizations).
- B. **For Profit:** Includes groups, businesses, organizations or individuals that do not qualify as non-profit.

II. Fees for Facility Use:

- A. Non-Profit Swain County Groups: \$50 per day for one event and one rehearsal on the same day, not to exceed 8 hours. \$75 per hour will be charged for each hour over 8 hours.
- B. Multiple-day Use by a Swain County Non-profit: Billed at the for-profit rate for the second and additional event days. Additional days scheduled for rehearsals will be billed at \$50 per day. ('Day' is defined to mean no more than 8 hours total with all events and rehearsals to end no later than 10:00 pm unless prior written approval is given by the director.)
- C. For-Profit, Out-of-County and Multiple-day Events:
 - 1. \$350 per day Monday through Thursday, not to exceed 8 hours. \$75 per hour will be charged for each hour over 8 hours.
 - 2. \$600 per day Friday through Sunday and all legal holidays, not to exceed 8 hours. \$75 per hour will be charged for each hour over 8 hours.
- D. Additional Fees:
 - 1. Set-up / Custodial—\$25 per hour with a minimum of 2 hours.
 - 2. Technical Support—\$25 per hour with a minimum of 2 hours.
 - 3. Piano Tuning—At cost. The piano is tuned twice annually in the fall and the spring by Swain Arts Center.

III. General Policies Governing Use of Facilities:

- A. Swain County Schools has priority in the use of Swain Arts Center. No activity will be scheduled that interferes with the educational programs or activities of Swain County Schools. All Swain County Schools programs and activities should also be scheduled in advance.
- B. The use of the grounds and building that comprise Swain Arts Center shall be under the direction of an authorized member of the Swain County Schools staff. Facility use contracts will be issued for all non-school functions.
- C. Applications for use of the facilities should be submitted to the Swain Arts Center at least two weeks in advance of the proposed use. Facilities will not be reserved or scheduled until the educational programs have been scheduled for that academic term.
- D. Keys to Swain Arts Center are assigned only to certain Swain County Schools employees. Buildings are to be opened only by authorized employees.
- E. The Swain Arts Center is a non-smoking facility, and tobacco use inside the building is not permitted. Drinking or possession of alcohol and/or unauthorized controlled substances is prohibited on all school premises. **Food and beverages are prohibited in the auditorium and sound booth of Swain Arts Center.**
- F. The sponsoring organization must provide responsible adults to adequately supervise all groups of youth or children. A responsible adult should accompany and supervise all children under age 12. There should be at least one adult supervising each group of 20 or fewer children.
- G. Furniture and/or equipment should not be removed, altered, re-arranged, or displaced without permission from an authorized school employee. **Artwork displayed in the lobby and hallways should not be moved or hidden by any displays.**
- H. The user will be responsible for the payment of any and all damages to the building, furnishings, fixtures or equipment of Swain Arts Center whether caused by the user or his patrons. Normal wear and tear is excluded. Nothing is to be affixed to any walls, curtains, seating, or other surfaces inside or outside the building without the written permission of the director, who should be provided with a detailed written list of what is to be done.
- I. Authorization will be given for entrance and use of specific areas within the building.
- J. Contracts for use of Swain Arts Center will be revoked in the event of an emergency or natural disaster, when the facilities are misused, or when these rules and guidelines are violated. Future use of the facilities will be denied any organization that has misused the facilities.
- K. Swain County Schools may require proof of liability insurance by the user based on the risks involved in the intended use.
- L. Swain County Schools may require the user to provide security officers during the use of the facilities.
- M. Swain County Schools may require as a condition of approval that compensation is provided for additional custodial personnel or other staff members deemed to be necessary for the use of the facilities.
- N. The superintendent or designee must approve all video content at least two weeks in advance of the scheduled event.
- O. The user assumes all responsibility and liability in relation to copyright license for videos, music, or theatrical performances, which includes royalty fees for play production or any music used in the production.
- P. The user may not advertise any performance or the appearance of any performer prior to the signing of this contract, or until contracts involving all parties have been properly executed and exhibited to the superintendent or designee.
- Q. Swain County Schools reserves the right to request that fees be paid in advance for the use of the facilities.

- R. Technical Requirements—The user should complete a Facility Reservation Form prior to the scheduled use date. All technical requirements, plans, ideas and program content pertaining to the event should be included. All equipment brought in by the user will be inspected to ensure safety, and Swain Arts Center will have the final approval and authority for the use of such equipment. Technical information from the user/producer should be firsthand.
- S. Only authorized personnel are allowed in the sound booth.
- T. The Swain Arts Center permits the sale of souvenir programs, recordings, books, or any related merchandise commonly sold or dispensed in auditoriums only from the tables in the main floor lobby. **Food and beverage concessions are not permitted unless prior written approval is given.**
- U. No collections of donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without prior approval of the Director of Swain Arts Center.
- V. No person will be permitted inside any room in excess of the established seating capacity. No additional chairs may be placed in the hall, hallways, or any other portion of the facility open to the public without prior permission of the Director of Swain Arts Center. No standing room may be utilized, nor is anyone permitted to sit in any aisle. The seating capacity of the auditorium is 509.
- W. Control of Building—The Swain Arts Center will be under the control of the Director or other authorized personnel at all times. The right is reserved at all times for any and all designated employees of Swain County Schools to enter the premises. The facilities are not opened, nor does any event begin, without the permission of authorized personnel.
- X. No recording, either visual or audio, for professional reproduction will be allowed without prior written agreement. Performers or sponsors who do not want their program recorded, either visual or audio, should inform the audience in advance.
- Y. Load-out must be completed no later than one hour after the end of the scheduled event unless prior arrangements have been made. Failure to comply with the load-out deadline may result in the user's effects being considered abandoned. The Director may then dispose of the user's effects as deemed necessary.
- Z. Any anticipated exceptions or variations from these guidelines should be noted in writing, signed and dated by both the director of Swain Arts Center and the user at the time the event is scheduled.