

Student Organization Guidelines
Addendum



The terms imparted herein should be shared with ALL people involved with your event (parents, students, directors, chaperones, backstage help, etc.)

1. Only persons involved with the event shall be allowed backstage. A list of said persons must be submitted with your Application Form. Backstage lanyards will be provided by the PAC for each individual and must be worn at all times. Lanyards must be returned at the end of your event. A fee will be charged for any unreturned lanyards.
2. All persons involved with the event will have access to the facility only through one of the assigned entryways to be determined in advance in consultation with PAC designee:
 - The A5 entry at the Bluegrass Middle School end of the building – Ideal to be used by students arriving separate from parents and audience members.
 - The A9 entry at the front of the building by the PAC office – Ideal to be used by students arriving with parents or audience members. Only students will be allowed access backstage.
 - The A8 Double Band Doors at the loading dock at the rear of the building – Ideal to be used during band events or for loading and unloading costumes to the dressing rooms.
3. **As per Hardin County Schools policy, students must be supervised at all times (1 adult per 30 students). This includes students seated in the Theatre and in Dressing Rooms and Green Room. A list of chaperones and/or supervising teachers must be submitted with your Application Form. Backstage lanyards will be provided by the PAC for each individual and must be worn at all times. Lanyards must be returned at the end of your event. A fee will be charged for any unreturned lanyards.**
4. Absolutely no food or drink with the exception of bottled water may be used by participants in any PAC area other than the Green Room. If students must be provided with a meal, arrangements must be made in advance.
5. An agreement to use PAC facilities should in no way be misconstrued as an agreement to use JHHS facilities. No access will be allowed to any JHHS facility not arranged for in advance through Sheila Brown, JHHS Office Manager by the PAC Rental Coordinator.
6. When access to JHHS facilities (i.e., commons area, band room, kitchen, etc.) is granted, event personnel must be escorted by a PAC designee at all times in those areas.
7. A PAC custodian will empty trash and sweep the floors in the dressing rooms nightly. Anything left on the floor will be considered trash.
8. Student organizations will be held responsible for keeping dressing rooms clean and held accountable for any damages occurring during your stay.
9. Audience and Student crowd control is essential to smooth execution of your event. Please work with a PAC designee prior to your arrival to determine:
 - Student, chaperone and crew entry into building and arrival times.
 - Audience and parent entry into building and arrival times.
 - If students are watching as well as participating in the performance. How will they get on and off stage most efficiently?
 - Clean up after performance.
 - Dismissal of students following the performance.

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The following example is provided as a suggestion for crowd control:

Prior to Performances:

- Audience enters through the main PAC entrance at the front of the building only.
- Students should report backstage immediately and are not permitted to return to audience areas once they have gone backstage unless other arrangements with the PAC have been worked out in advance.

Following Performances:

- Audience meets students in the commons area and exit through the main PAC entrance.
- Students gather all belongings from backstage BEFORE meeting audience in the commons area. Once released to the commons area, students are not permitted backstage.

I, _____, the undersigned, a representative of the

organization, _____, do hereby agree to all guidelines outlined herein. I agree to abide by these terms with the understanding that failure to comply could result in the cancellation or rescheduling of my organization's event. I understand that under certain circumstances, my organization's failure to abide by these terms could result in ejection and/or restriction from the Hardin County Schools Performing Arts Center.

(Signature of Renting Organization Representative)

Date

PLEASE SIGN AS INDICATED AND RETURN THIS PAGE ALONG WITH YOUR APPLICATION