

Administrative Procedure 551 - Use of the Performing Arts Centre

Background

The use and operation of the Theatre shall be under the responsibility of the Wm. E. Hay Stettler Secondary Campus (WEH SSC) school principal (Principal) based on the following objectives and guidelines.

Procedures

1. Generally the community use of the Performing Arts Centre shall follow Administrative Procedure 550 “Community Use of Division Owned Property”, unless specifically outlined under this administrative procedure.
2. The Division is to be given priority use of the Theatre between the hours of 8:00 a.m. and 5:00 p.m., Monday to Friday, during any school term. School principals are required to communicate and coordinate school use of the Performing Arts Theatre at Stettler through WEH SSC’s Office.
3. The Community may be given available use, subject to the Division needs, of the Theatre between the hours of 5:00 p.m. and closing on any school day, 8:00 a.m. to closing on Saturday and Sunday, and 8:00 a.m. to 11:00 p.m. seven (7) days per week outside the school term.
4. Booking, collection of user fees and general operations shall be the responsibility of the school principal who will ensure the school will have processes in place.
5. During the summer months and as determined by the school principal, or in the absence of the school principal, the Secretary-Treasurer shall assist in the school principal’s responsibilities under this administrative procedure.
6. The Theatre will be made available for community use and any conflict in use between the Principal and community use will be resolved by the Secretary Treasurer. The decision of the Secretary-Treasurer may be appealed to the Superintendent for final determination.
7. User fees will be set by the Superintendent and will be communicated to the Board of Trustees.
 - 7.1. The Superintendent will normally consult on any recommendations for user fees with the Secretary-Treasurer and school principal, as well as ensure a consultation has occurred with the Advisory Committee.
8. The Superintendent shall approve the Terms of Reference for the Advisory Committee.
 - 8.1. The Secretary Treasurer and Principal shall make recommendations to the Superintendent on the Terms of Reference, including recommendations for community and user representatives to participate on the Committee.
 - 8.2. The Principal shall chair the Advisory Committee, and the Secretary-Treasurer will attend as ex officio.
9. Any anomalies will be referred to the Superintendent and Secretary-Treasurer by the Principal.
10. Rentals rates will be as described in *Administrative Procedure 551-A Appendix*.

- 10.1. Rental proceeds, net of direct costs as determined by the Secretary-Treasurer, will be held in a facility improvement reserve for replacement of equipment, servicing of equipment, or improvements to the facility.
 - 10.2. Direct costs may include costs incurred directly as a result of community rentals, including additional custodial costs.
 - 10.3. The Principal may determine if additional custodial costs are needed, and may determine if the additional costs are netted against rental proceeds or a direct charge to the user group.
 - 10.4. The Principal may determine if a community group rental rates will be waived, which only would apply when the community group is education in nature or directly benefits students.
 - 10.5. The Principal shall provide at least an equal share of dollars either through fundraising or school dollars into the facility improvement reserve annually.
 - 10.6. Where other Division schools use the facility, the Principal may invoice rental fees for use of the facility, arrange other rental options, or waive the fee.
 - 10.7. The Principal may determine the best use of facility improvement reserve dollars, in consultation with the Secretary Treasurer and the Advisory Committee, and must be spent on the Performance Arts Centre infrastructure or equipment.
11. Maintenance renewal projects and costs relating to the facility will be reviewed by the Secretary-Treasurer and Director of Facilities to determine if the requested improvements can be addressed through Alberta Education maintenance renewal funding.
 - 11.1. Where the dollars needed for evergreening or maintenance are not addressed through Alberta Education funding, dollars may be fundraised or accessed through the facility improvement reserve.
12. Alcohol products may only be allowed to be sold, consumed or otherwise used in the Performing Arts Centre where:
 - 12.1. Consultation has been done with the Stettler Regional Fire Department for occupancy;
 - 12.2. The Board of Trustees has approved the use of alcohol on-site at least thirty (30) days before the event;
 - 12.3. The group or organization using such property has obtained all necessary licenses and complied with any other legal requirements stipulated by provincial or municipal law; and
 - 12.4. Has comprehensive event insurance specifically allowing the serving of alcohol of at least \$2 million per occurrence.
13. Use of recreational consumables shall follow [*Administrative Procedure 162 "Prohibited Recreational Consumables"*](#).
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Reference: Section 33, 51, 52, 53, 68, 197, 222 Education Act

Effective: 1996-03-14

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