

**New Haven Unified School District**  
**JAMES LOGAN HIGH SCHOOL CENTER FOR THE PERFORMING ARTS**  
**Rental Policies and Procedures**

**Schedule of Basic Rental Fees**

a) **Schedule of Basic Rental Fees**

- i) The facility rents in whole hours only. Any portion of an hour used will be charged as a whole hour.
- ii) There is a 3 hour minimum for all theater rentals.
- iii) There is a 2 hour minimum for all staff.
- iv) At the discretion of the theater facilities supervisor, additional time, staff or staffing hours may be required to meet the renter’s production needs. In these cases, the renter will be notified of the change and will be charged at the rates described below.
- v) **Theater Rates:**

	Group 2*	Group 3**
Theater- hourly (under 8 hours)	\$250.00	\$300.00
Theater-hourly (over 8 hours)	\$200.00	\$250.00
Coordinator-hourly	\$40.00	\$50.00
Technician-hourly	\$30.00	\$40.00
Usher-hourly	\$20.00	\$30.00
Contractor	Direct Cost +10%	Direct Cost +10%
Restroom /Supplies	\$25.00	\$35.00

*In conformance with Board Policy #C-1330, Use of Facilities:*

*\*Group 2: School groups who use facilities at times other than normal operating hours.*

*Community groups included those who do not charge admission, whose activities are related to Union City and have at least 70% civic membership.*

*\*\*Group 3: Other groups who charge admission not expended for the welfare of District students, or groups who do not have at least 70% civic membership.*

vi) **Equipment Rental:**

Acoustical Shell	\$200.00	Set-up and strike
Follow-spot	\$100.00	Per day (also requires technician)
LCD projector w/screen and sound	\$75.00	Per day
Grand Piano	\$200.00	Per day (must also pay for tuning)
Music Stands	\$50.00	Per 50 stands
Music Chairs	\$50.00	Per 50 chairs
Microphone (SM-58)	\$25.00	Limit 10
Basic House Light Plot	n/c	
Extensive Lighting Production	\$200.00	(plus staffing hours)
Stage Monitor Speakers	\$50.00	(also requires technician)

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**b) Additional Fees**

- i) **Security:** At the expense of the renter, and at the discretion of the theater facilities supervisor, security may be required for the renter's event. In these cases, proof of suitable arrangements must be submitted for the theater facilities supervisor not less than (30) days prior to first scheduled event date.
- ii) **Custodial Labor:** The direct cost of custodial services will be paid by the renter.

**c) Box Office Policy**

- i) The New Haven Unified School District does not provide box office services for renters. All ticket sales, will call arrangements, ticket stock, and cash handling is the sole responsibility of the renter.
- ii) The theater may not be oversold. Seating is limited to 599 by the fire marshal and "standing room" is not permitted. No exceptions.

**d) Insurance Requirements**

- i) The renter shall be responsible for any and all damage to the Logan Performing Arts Center and its' premises, equipment and property during their occupation of the facility.
- ii) The renter will be held responsible for all actions, behavior, and damages caused by their guests/attendees during occupancy of the theater.
- iii) Special event liability insurance is required of all theater users for rehearsals and performances covering both participants and audience. All renters will be required to provide the New Haven Unified School District with an original Certificate of Insurance providing proof of the following coverage:
  - \$2,000,000 general aggregate
  - \$2,000,000 aggregate (liquor liability included)
  - \$1,000,000 personal and advertising injury
  - \$1,000,000 each occurrence limit
  - \$50,000 fire damage
  - \$1,000,000 non-owned and hired automobile liability
  - **The New Haven Unified School District must be named as additional insured.**
- iv) The certificate of liability insurance must be provided no less than (30) days prior to the rental.
- v) The insurance may not be cancelled or reduced without (30) days prior written notice to all named additional insured parties.
- vi) The New Haven Unified School District is not responsible for accidents, injury, illness or loss of group or individual property.

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vii) *The renter shall defend, release indemnify and hold the New Haven Unified School District, its' officers, agents, employees, and volunteers harmless from and against any loss, liability, costs (including reasonably incurred attorney fees) claims or damages that may arise or result from, or be related to or be alleged to arise or resulted from activities of renter, its' officers, agents, employees, and volunteers, and shall at their own costs, expense, and risk, defend any and all legal proceedings that may be brought against the New Haven Unified School District, their officers, agents, employees, and volunteers, on any claim, demand, or alleged liability, and shall satisfy any settlement or judgment that may be rendered against any of them arising from, or related to activities of renter, and shall assume liability for any and all direct expense incurred in providing services pursuant to this policy, except for any claim, loss, liability, damage or cost directly arising out of the sole negligence or willful misconduct of the New Haven Unified School District.*

**e) Refund Policy**

**i) Cancellations**

- (1) Notice of booking cancellations must be received, in writing, by the renter whose name appears on the rental agreement. Cancellations for facilities previously reserved with less than sixty (60) days notice but more than thirty (30) days notice will forfeit 50% of rental fees. Cancellations within less than (30) days will be subject to full forfeiture of their rental fees, excluding the cleaning/security deposit.
- (2) The New Haven Unified School District reserves the right to cancel any use in emergency situations or when deemed necessary for the safety and best interests of the renters, New Haven Unified School District, or all concerned. In such cases, a refund of all fees and deposits paid will be provided. The New Haven Unified School District will not be liable for any other expenses incurred by the renter in relationship to this booking, including but not limited to lost profit or income, expenses incurred, and incidental, special, or consequential damages of any kind.
  - (a) Force Majeure: If the facility is unfit for occupancy by the renter during the period covered by the rental agreement, by reason of fire, earthquake, strike, civil disturbance or any other cause beyond the control of the New Haven Unified School District, then the rental agreement shall be of no further force and effect.