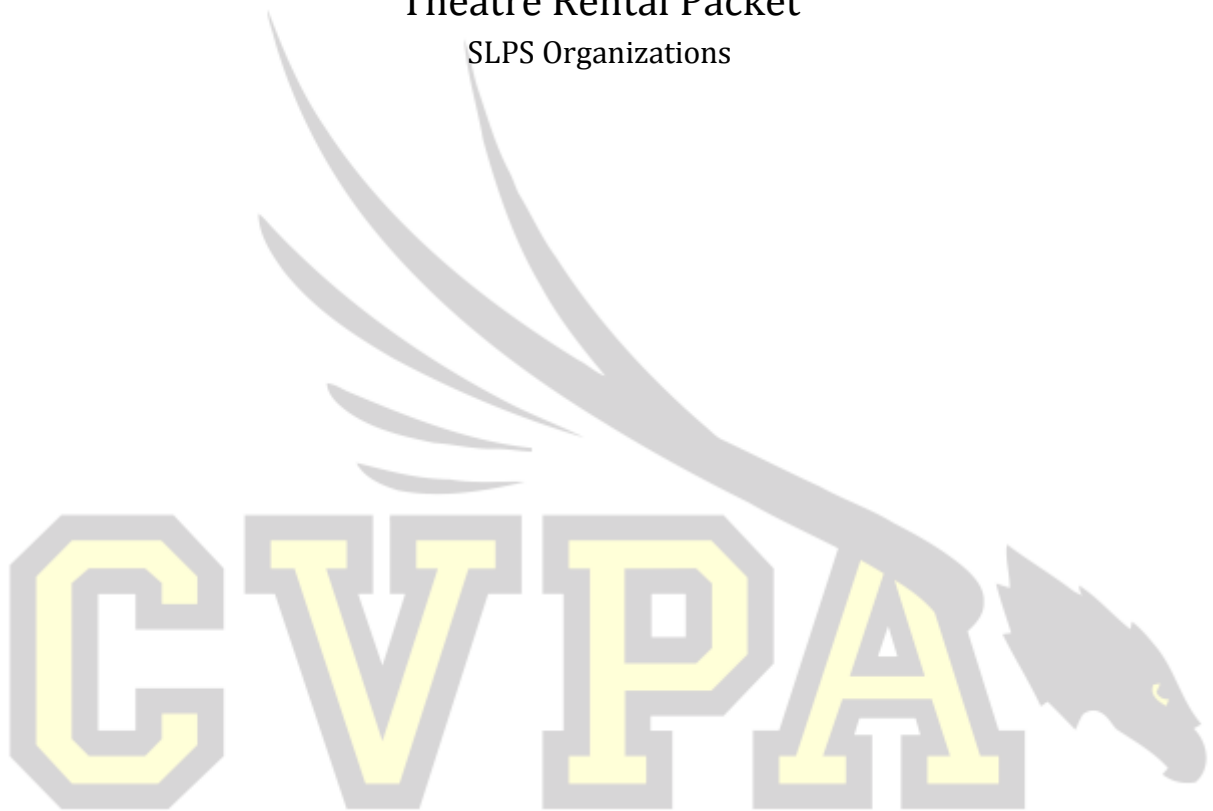


**Central Visual & Performing Arts  
High School**

Theatre Rental Packet  
SLPS Organizations



## Table of Contents

---

Theatre Rental Fees.....	Page 3
Base Fee.....	Page 3
Staff Fees.....	Page 3
Equipment Fees .....	Page 4
Repair or Replacement Fees.....	Page 5
Theatre Rental Guidelines .....	Page 6
Rental Procedures/Policies.....	Page 6
Operations Policies.....	Page 6
Technical Policies.....	Page 7
Performer Guidelines.....	Page 8
Building Permit .....	Page 9
Theatre Rental Form .....	Page 10

---





# Central Visual and Performing Arts

## High School

## Theatre Rental Fees

### SLPS Organizations

#### Base Rental Fee:

For less than three consecutive days: \$700/day

For three or more consecutive days: \$650/day

The base rental fee includes: The theatre lobby, theatre manager, free weekend parking, sprung stage dance floor, basic sound equipment, dressing rooms and green rooms.

A facility rental is up to 10-hours per day. Hourly rates apply after 10 hours and are charged at \$100.

Facility Rental Deposit: \$500

Payment is required to “hold your dates” and will be applied toward the final Facility Rental Fee. Central Visual and Performing Arts High School reserves the right to cancel any rental. In the case of cancellation CVPA, the facility rental deposit will be refunded and notice will be given as soon as possible.

#### Central VPA Staff & Fees:

Weekday Janitor (Required) \$40.00/hour

Weekend Janitor (Required) \$50.00/hour

Weekday Security (Required) \$45.00/hour

Weekend Security (Required) \$55.00/hour

Weekday Technical Director (Required) \$30.00/hour

Weekend Technical Director (Required) \$40.00/hour

- CVPA crew sizes and call times shall be determined by the Theatre Manager. All staff will be called 30 minutes prior to start of day and will stay 30 minutes after end of day.
- Hourly rates are based upon a 10-hour day. Any days extending beyond 10 hours will be charged at base rate plus an additional \$10 per hour.
- Crew calls exceeding 40 hours a week shall be paid overtime at time and a half.

### Equipment Fees:

1. Steinway Grand Piano (1 tuning included)	\$180/first day \$60/each additional day
2. Use of more than 4 microphones	\$10/mic/day
3. Use of Listen Assist	\$5/unit used
4. Use of projector	\$10/hour
5. Use of personal light plot	\$40/hour to change
6. Use of Spotlights	\$5/hour used
7. Use of special lighting effects	\$20/hour to program
8. Hazer	\$5.00/day used
9. Use of stock platforms	\$10/platform
10. Use of Wenger platforms	\$25/platform
11. Use of Wenger Choir Risers	\$25/Choir Riser
12. Folding Chair	\$1/chair/day
13. Music Stands	\$1/stand/day
14. Folding tables	\$10/table/day
15. Podium	\$25/day
16. Use of Drum Shield	\$10/day
17. Drilling into Stage	\$10/sheet
18. Marley Dance Floor	\$700/first day \$300/each additional day
19. Classroom	\$60/hour/Classroom
20. Cafeteria	\$300/day
21. Miscellaneous Production Supplies	Price based on items to be used

Requirements beyond the CVPA Theatre Inventory are the responsibility of lessee and must be approved by the Theatre Manager.

Additional cleaning costs (\$50/room) may be applied based on the condition of the theatre, dressing rooms, green room, backstage areas, hallways, and classrooms.

**Repair/Replacement Fees:**

The lessee will be responsible for the repair or replacement of the following items:

1. Curtains, Soft Goods, and Projection Screen
  2. Rigging System
  3. Audio System and Audio Equipment
  4. Lighting Console and Lighting Equipment
  5. Projection Equipment
  6. Grand Piano
  7. Theatre stage, seating, carpet, walls or entryways (including greenroom and dressing rooms)
  8. Any damage caused to building hallways, restrooms, or areas not directly related to the theatre.
  9. Any items owned by CVPA stored in theatre, scene shop or backstage
- 
- SLPS requires all outside lessees to provide a Certificate of Insurance for \$1,000,000 term general liability insurance for the duration of their stay in the CVPA Theatre
  - A projected list of expenses, as estimated by the CVPA Theatre Manager, shall be signed by the lessee as part of the rental contract.
  - CVPA Theatre reserves the right to change charges annually, as it deems appropriate.
  - CVPA and SLPS have the sole right to determine whom shall and shall not use the theatre.
  - CVPA Theatre is a smoke-free and alcohol-free campus. Smoking and the use of or possession of alcoholic beverages is strictly forbidden. Failure to abide by SLPS or CVPA policies will jeopardize any future rentals of the facility.





# Central Visual and Performing Arts

## High School

## Theatre Rental Guidelines

CVPA Theatre is available for rent to SLPS organizations as well as Non-SLPS organizations. Events at CVPA Theatre are often booked 12 months in advance. Contact the Theatre Manager at [martin.moran@slps.org](mailto:martin.moran@slps.org) for additional information.

## Rental Procedure

1. Please review the Technical Specifications and Facility Rental Fees of the theater to make sure the facility meets the needs of your production.
2. Complete both CVPA Theatre Rental Request Forms and email them to the Theatre Manager.
3. Requests will be reviewed by the CVPA Theatre Manager. You will be contacted within seven working days regarding the status of your request.
4. Once a request has been approved, you will receive a signed copy of both rental request forms as well as a quote for your rental.

## Rental Policies

The following CVPA Theatre policies and procedures have been drafted to ensure a professional, safe and successful experience for renters, performers, patrons and CVPA Theatre staff. Enforcement of these policies and procedures is the responsibility of the renter along with CVPA Theatre staff.

## Operations Policies

- A completed Rental Request Form shall be submitted to the Theatre Manager prior to approval of all rental requests for the CVPA Theatre.
- Renters are required to provide proof of liability insurance for a minimum of \$1,000,000. Saint Louis Public School District shall be named as an additional insured.
- A \$500 deposit is required to hold all rental dates and is due at contract signing. Full payment is due at least one week in advance of your rental.
- If admission is charged, a table for your event shall be identified to the Theatre Manager.
- CVPA Theatre strongly recommends reserved seating.
- On weekends and when performances occur, parking is free to you and your patrons.
- The Theatre Manager shall be notified in advance of any equipment placed in the theater, such as video or sound equipment, as this may necessitate the removal of seating. Please provide the name and the telephone number of the videographer to the Theatre Manager at least one week prior to your event. Every effort shall be made to accommodate unannounced camera crews without compromising patron safety.
- Please refrain from using any Saint Louis Public School contact info on any promotional or advertising material.

# Technical Policies

- A light plot and list of all technical requirements shall be emailed to the CVPA Theatre Manager no later than 30 days prior to load-in.
- A list of painting effects/techniques and materials applied to the CVPA Theatre shall be emailed to the Theatre Manager no later than 30 days prior to load-in and are subject to approval by the Theatre Manager.
- A list of special effects or performance elements that are potentially damaging to the CVPA Theatre, its stage, soft-goods, flooring or equipment (such as drumming on floor, throwing of any kind of material and the dragging of heavy scenery) shall be emailed to the Theatre Manager no later than 30 days prior to load-in and are subject to approval by the Theatre Manager.
- A list of all forms of scenery on or over the CVPA stage and the full drawings and specs shall be submitted to the Theatre Manager no later than 30 days prior to load-in and are subject to approval by the Theatre Manager.
- Any activity that blocks or obstructs access to aisles or doorways in the theater or backstage violates fire code and is not permitted. If the house lights go to 100 percent black, the doors into the theater are closed. If a mobile audience is expected (i.e. families with children, award ceremonies...) a house light level of no darker than 80 percent black is highly recommended and the doors may be left open.
- Performance dates/schedules are due in writing to the Theatre Manager no later than three weeks prior to load-in.
- All changes to rehearsal or performance times shall be approved by the Theatre Manager 48 hours in advance of scheduled times. Failure to do so may result in additional crew and facility charges.
- The use of flame in any form in the CVPA Theatre is strictly controlled and requires the approval of the CVPA Theatre Manager, the SLPS Safety Office and the Fire Marshall for the city of St. Louis, MO. A fee-based permit is required should approval be granted. After approval is granted by the Theatre Manager and the SLPS Safety Office, it is the renters responsibility to obtain a permit and submit a copy to the Theatre Manager. This process may take approximately 30 days to complete.
- The CVPA Theatre Manager has the right to inspect any and all scenery or props used onstage. All pieces shall be built and/or rigged safely. All wooden and fabric surfaces shall be flame-proofed by one of the four approved methods:
  1. Back painting all raw wood
  2. Covering raw wood with flame-proofed fabric
  3. Spraying raw wood, fabrics and papers with a recognized flame-proofing liquid
  4. Commercial flame-proofing of fabricsPieces not meeting these standards may not be allowed onstage.
- Use of the scene shop requires advanced approval by the Theatre Manager.
- If the performance is being videotaped, all videotaping personnel shall arrive at least one hour prior to start of the performance. Whenever possible, cameras should be operated on batteries. When this is not possible, all extension cords shall be taped down so as not to interfere with audience traffic. Camera positions shall be behind the last row of chairs, unless previously approved by the Theatre Manager. Cameras approved for use within seating areas shall use batteries.
- The CVPA Theatre is not responsible for any props or scenery left in the hallways during the term of the rental. All items shall be locked onstage or in the dressing rooms upon leaving each night.
- Renters using the Green Room or Dressing Rooms are responsible for straightening and removing their property from the Green Room or Dressing Rooms at the end of each rental day.
- The costs of removing all property of the renter are the responsibility of the renter. All items remaining in CVPA Theater, Greenroom, Dressing Rooms or other part of the building after load-

out become the property of CVPA. A hauling fee shall be assessed should CVPA be required to clear these items from the stage, Green Room, Dressing Rooms, or any other part of the building.

- The costs associated with striking and restoring all CVPA Theatre lighting equipment, sound equipment and soft-goods used by the renter is the responsibility of the renter.
- Renters are responsible for the cost of repairing any damage to the surface of the CVPA Theatre stage floor including but not limited to gouges, chips, built up paint globs, deep scrapes, drilled holes and raised screw holes caused by renter.

## Performer Guidelines

- No food or beverages are allowed on the CVPA Theatre stage or in the house at any time. Those items may be enjoyed in the green room, in the lobby area outside the theatre or in the dressing rooms. To avoid additional cleaning charges, everyone is expected to deposit their own trash in a trash can.
- The burning of candles or incense is strictly prohibited in CVPA.
- CVPA is a smoke-free campus. No smoking is permitted inside or outside its buildings.
- CVPA is an alcohol-free campus, the sale, distribution or presence of alcoholic beverages is prohibited.
- It is strongly recommended that no valuables of any kind be left unattended in the theatre, dressing rooms, green room or hallway. Valuables should be left at home or placed in the care of a person of your choosing.
- All make-up application is restricted to the dressing room areas. Make-up or other damage to the Green Room furniture, the theatre furniture or other equipment will be charged to renting organization.
- For safety reasons, under no circumstances are audience members allowed access past the proscenium post-performance. Patrons wishing to meet the performers should be directed to the Green Room door.

**I have received, read, understand and agree to follow the rules set forth in the attached Theatre Rental Guideline.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date





BOARD OF EDUCATION OF THE CITY OF ST. LOUIS  
**Application for Use of School Premises**  
Operations Department

USE BALLPOINT PEN OR TYPEWRITER  
APPROVED COPY WILL BE EMAILED TO YOU

Date \_\_\_\_\_

Name of Individual or Organization \_\_\_\_\_

Name of school to be used \_\_\_\_\_ Space desired \_\_\_\_\_

Date(s) desired \_\_\_\_\_

Day(s) of week \_\_\_\_\_ Hours of day \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Number of date(s) covered by this request \_\_\_\_\_

Names, addresses and telephone numbers of at least two persons other than applicant who will be in charge of meeting.

(Name)	(Address)	(Telephone #)	(Cell #)
--------	-----------	---------------	----------

(Name)	(Address)	(Telephone #)	(Cell #)
--------	-----------	---------------	----------

Nature and Purpose of meeting \_\_\_\_\_

Will there be an admission fee? ☐ Yes ☐ No If so, how much? \_\_\_\_\_

Do you intend to serve refreshment? ☐ Yes ☐ No If so, what type? \_\_\_\_\_

Number of Custodians Needed: \_\_\_\_\_

During the undersigned's use of the premises, the undersigned agrees: 1) to be responsible for: a) supervision of the activity, b) for the conduct of all persons present, c) for any and all injury or damage, which may result to person or school property, and d) for the observance of the rules governing the use of school premises by all persons present; and 2) to ensure that no alcohol or firearms will be allowed on the premises. In addition, the undersigned individual and organization releases the Board of Education and its agents and employees from any and all claims and liability incurred by any of them in connection with the use of the premises and agrees to indemnify and hold the Board of Education and its employees harmless for any and all monetary damages sustained in connection with use of the premises including attorney's fees and costs. **Please be advised that it is impermissible to charge for parking during your event without the written consent of the Building Commissioner. Violations of this rule will void your approved building usage permit.**

Applications should be filed in the office of the Commissioner of School Buildings (801 North 11<sup>th</sup> Street) **at least TEN SCHOOL DAYS BEFORE the first event and/or meeting.** Organizations not directly connected with school programs are subject to charges for the use of school premises. Required payments shall be in the form of money orders or certified check made payable to the Board of Education of St. Louis. St. Louis Public School District reserves the right to cancel this reservation at any time, without cause or penalty. St. Louis Public School District also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.

Signature of Applicant \_\_\_\_\_ Print name \_\_\_\_\_

Name of Organization \_\_\_\_\_ Address \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ St. Louis, Mo. – (Zip Code) \_\_\_\_\_

Cellular Number \_\_\_\_\_ E-mail \_\_\_\_\_

(Applicant is not to write in this space)

APPROVED \_\_\_\_\_  
Col. Lisa Taylor, Director of Security

APPROVED \_\_\_\_\_  
Principal of School

DATE \_\_\_\_\_

APPROVED \_\_\_\_\_

Number of Security Officers Required \_\_\_\_\_  
(To be paid separately)

Roger CayCe, Deputy Superintendent of  
Operations/Building Commissioner  
Yvonne Green, Facilities Manager

DATE \_\_\_\_\_

CHARGES:  
For Use of Space and/or Building and Custodial Fees \$ \_\_\_\_\_



# Central Visual and Performing Arts

## High School

3125 South Kingshighway Blvd. St. Louis, MO 63139

### Main Stage Theatre Rental Form

#### GENERAL INFORMATION

Organization Name: \_\_\_\_\_ Non-Profit? ☐ Yes ☐ No

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Proposed Use of Facility (Please Describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### SCHEDULING

##### DATE(S) OF PERFORMANCES:

Scheduling tips: Please remember when scheduling your event, to allow enough time for your props, sets, and technical needs. For all changes in the schedule, please notify Martin Moran, Theatre Manager, as soon as possible so the proper staffing schedule changes can be made.

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Anticipated Audience: \_\_\_\_\_

Starting time of Event: \_\_\_\_\_ Approximate Length of Performance: \_\_\_\_\_

Intermission ☐ Yes ☐ No Approximate Length of Intermission: \_\_\_\_\_

Concessions ☐ Yes ☐ No Items to be sold: \_\_\_\_\_

**ABSOLUTELY NO FOOD OR DRINK ALLOWED IN THE THEATRE**  
**Additional cleaning charges may be incurred**

## TECHNICAL INFORMATION

Briefly describe your lighting requirement: \_\_\_\_\_

Will a set be used? ☐ Yes ☐ No

If yes, briefly describe or attach a ground plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate quantities of applicable items:

☐

Item	Requested	Item	Requested
Microphones (16 Available)		Tables (10 Available)	
Listen Assist		Chairs	
Projector		Music Stands	
Follow Spots		Choir Risers (5 Available)	
Drum Shield		Platforms (10 Available)	
Steinway Grand Piano		Podium (2 Available)	
Marley Dance Floor		Cafateria	
		Classrooms	

## VIDEO / PHOTOGRAPHER

Will a photographer or videographer be photographing or recording your event? ☐ Yes ☐ No

### Signatures

Theatre Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR SCHOOL USE ONLY

Number of Technicians needed: \_\_\_\_\_

Number of Custodians needed: \_\_\_\_\_

Number of Security needed: \_\_\_\_\_

☐

Security Deposit Received: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Contract Issued: \_\_\_\_\_ Rental Fee: \_\_\_\_\_