

5200 Unchagah Hall

Policy 5200

STATUS: ADOPTED

UNCHAGAH HALL

Board Approved: November 14, 1977

Last Revised: June 19, 2013; October 2016

Description:

The Board of Education believes that Unchagah Hall, should be available for student activities as well as community and professional activities under the supervision and management of a Theatre Manager hired by the Principal of Dawson Creek Secondary School. All rentals shall be subject to regulations and fees established by the Board and Dawson Creek Secondary School.

UNCHAGAH HALL RENTAL

Board Approved and Codified: November 4, 1985

Last Revised: June 14, 2000; October 2016

Description:

PREAMBLE:

Unchagah Hall is a School District #59 theatre facility located at the North end of South Peace Campus. The Hall is used by the community, school and professional groups and should be booked at least two months in advance for use other than use during regular school days from 8:30 a.m. to 5:00 p.m

BOOKING THE HALL:

The Manager of Unchagah Hall is responsible for all bookings. Applications are to be handled in the following manner:

Pre-bookings

1. Applicants may pre-book the Hall up to twelve months in advance. Pre-booked dates can be changed or cancelled by the Manager for the following reasons:
 - i) School District requires use of the Hall.
 - ii) Groups presenting programs for school audiences.
 - iii) The Manager has sufficient reason to classify the proposed booking to be inappropriate for the use of Unchagah Hall.
 - iv) The applicant has abused the rules of Unchagah Hall in a manner sufficiently serious to deem further use of the Hall inadvisable.

Confirmed Bookings

1. The applicant will make his request to the Manager, who will in turn have an application form made out. The application form will be supplied by the Manager.
2. The Manager will send a signed copy of the application to the applicant who will sign the form and return the bottom three copies to the Manager along with a deposit or full fee. (Users may also pay by post-dated cheque for the full amount.)
3. If the copy is not returned after 14 days the request will be automatically cancelled.
4. These confirmed bookings will form the only contract between Unchagah Hall and the user. They will be in force only as long as indicated on the application form.
5. On the date of the event, the booking party will pay the Manager any unpaid remainder of the fee. In the case of out-of-district users, the payment must be made in cash or by cheque.
6. It is clearly understood by the Applicant that except for rental (where applicable), School District #59 (Peace River South) assumes no responsibility whatsoever if last minute cancellations are caused by power failure, heat failure, Fire Marshal Regulations, or other causes beyond the control of the School Board.

Extent of Bookings

All bookings will contain:

1. The exact hours, or a reasonable approximation of hours, required by the booking party for rehearsal and set-up, as well as use of the performance the hall.
2. Exact instructions as to the equipment needed and extra staff to be hired.
3. Bookings will not normally include use on school days from 8:30 to 5:00. Use of the Hall at these times is always subject to prior needs of the school itself. Confirmation of such usage can be withheld up to two weeks prior to the booking date.
4. There will be no bookings made which guarantee exclusive use of the Hall over any period of time extending beyond the specific times when the Hall has been booked.

USING THE HALL:

The Manager of Unchagah Hall shall act in the capacity of Theatre Manager and as Manager will be responsible for seeing that all regulations governing the use of the Hall are followed as outlined.

The Theatre Manager, or a responsible adult acting in his/her stead, will be present for all uses of the Hall involving an audience.

Rehearsals

1. Normally, one rehearsal will be allotted for each day of performance. However, additional rehearsal times prior to performance can be obtained if the Manager agrees that such time is necessary because of the nature of the show to be performed. At no time will these additional rehearsals go beyond the second Sunday preceding the show.
2. Groups wishing to use Unchagah Hall for rehearsals on a regular basis may do so by indicating the days on which they wish to rehearse. However, such rehearsals will be allotted on a month to month basis and will not be deemed as a right of the requesting group for an entire season. Such rehearsal times will be confirmed by the middle of the preceding month. Because of the heavy use of the Hall, all such groups should make arrangements for alternate rehearsal space.

Backstage

1. No person or group of persons may enter the backstage area of Unchagah Hall during a Dress Rehearsal or from one hour prior to a performance until one half hour after the end of a performance when they are not involved with the group using the Theatre, without express permission from the stage Manager in charge.

Concession

1. Groups wishing to serve food and beverages during intermission of a performance may make arrangements with the Manager who will clear the use of the school concession area for them. This may result in an increase in fees.
2. The consumption of food or drink in the Auditorium itself is expressly prohibited.

Equipment

1. Renting groups will be held responsible for any damages to school district equipment or property occurring during their engagement of the premises.
2. All equipment used is to be left as originally found except when other arrangements have been made with the Theatre Manager.
3. Using tape on painted surfaces is prohibited without consultation with the Theatre Manager.

4. All stage and hall lights are to be turned out after use.
5. The grand drape is to be handled by a person instructed in its proper use.
6. Lighting and sound systems are to be used only by those persons approved by the Theatre Manager.
7. When groups, by necessity of a forthcoming performance, must leave costumes, scenery or other equipment in Unchagah Hall, it will be the duty of the Theatre Manager to insure that such equipment is not removed or damaged in any way.
8. It is forbidden for anyone, without authority from the Theatre Manager, to polish the Steinway piano or place an article of any kind onto its surface.
9. The Steinway piano will only be moved off the stage by SD 59 Facilities Staff.
10. Use of tripod equipment must be authorized by the Theatre Manager and must not block the aisles.

Security

1. All doors to the Unchagah Hall complex are to be locked and closed when a rehearsal or event is finished.
2. No member of any group is to enter the electrical room where the large breaker panels for the dimmer system are housed without permission from the Theatre Manager. When leaving the lighting room, the door must be closed and locked.
3. Only persons authorized by the Theatre Manager to work with the lighting system in Unchagah Hall will be permitted to enter the catwalk and the lighting booth areas. In particular, these areas are not to be used for watching rehearsals or performances. When leaving either of these areas, the door must be closed and locked.
4. All regulations promulgated by the Fire Chief's office must be adhered to. These regulations refer especially to smoking and fire restrictions; to the maximum number of individuals allowed in any place of assembly; to the use of electrical devices and the wiring thereof; and to the keeping of fire exits clear of any obstructions including parked cars.
5. No person, whether a qualified electrician or otherwise, may remove the safety panel to any electrical breaker box, except for the special box on the east wall of the electrical room marked For Band Use Only, within Unchagah Hall. When a renting group requires power directly from such electrical boxes, they must make arrangements with the Theatre Manager at least one week prior to their performance.

Other

1. No alcoholic beverage is allowed in Unchagah or any other school district premises at any time.
2. Smoking is not permitted on school property.
3. The thermostat in the Hall will not be adjusted by users.

Custodial Services

1. After hours users of Unchagah Hall will have to bear the cost of custodial time if custodial duties are required beyond the regularly scheduled shift of the custodian concerned.

FEE SCHEDULE FOR UNCHAGAH HALL

OUT OF TOWN GROUPS		Note
Deposit	\$800	
Rehearsal	\$200/night	
Hall Rental for first night	\$950 - \$1000	
Hall Rental for Subsequent nights	\$400 - \$420	
Stage Manager	\$30/hr	Duration of event
Technician	\$18/hr	
Special Lighting fee	\$100	
Steinway Grand Piano	\$50 per use	
Steinway Grand Piano tuning	\$120	
Digital Projector	\$50 per use	
Custodian	Actual Cost	

IN TOWN GROUPS		Note
Deposit	\$225	
Rehearsal	Free	One night
Hall Rental for first night	\$400 - \$420	
Hall Rental for Subsequent nights	\$200 - \$210	
Stage Manager	\$30/hr	Duration of event
Technician	\$18/hr	
Special Lighting fee	\$100	
Digital Projector Fee	\$50	
Steinway Grand Piano	\$50 per event	
Steinway Grand Piano tuning	\$120	
Custodian	Actual Cost	

REQUEST TO WAIVE RENTAL

Upon application to the Board, community non-profit organizations offering performances that will provide an educational benefit to students shall have the option of a reduced rental fee provided that they supply complimentary tickets to students equal to the value of the rental reduction.

Custodial Fees, Student Technician & Unchagah Management Fees will not be waived at any time.