

Chelmsford Public Schools
230 North Road
Chelmsford, MA 01824

Policy Handbook
For Use of the

McCarthy Middle School
Auditorium

And

Chelmsford High School
Performing Arts Center

Approved by the Chelmsford School Committee: August 28, 2007
Updated May 16, 2023

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Welcome to the Chelmsford High School Performing Arts Center and McCarthy Middle School Auditorium!

Between the brand new, state-of-the-art Performing Arts Center at the High School and the intimacy of McCarthy Middle School's smaller auditorium, we have the ability to accommodate your event with ease and comfort. We are pleased you are considering our facilities for your event and would like to thank you in advance for your patronage.

This handbook has been compiled to be a useful resource for you and your organization as you proceed with planning your event or activity. Whether you are a group from within the school district, within the Chelmsford community, or from the surrounding communities, all of the information you will need is contained on the pages that follow.

Fall 2007 marked the grand opening of the brand new 1,000 seat state-of-the-art Performing Arts Center at Chelmsford High School. Outfitted with plenty of space for large groups of performers and even larger audiences this new theatre's proscenium stage configuration, full-size orchestra pit, and lighting and sound equipment can and will house the most spectacular events.

For smaller, more intimate performances McCarthy Middle School's auditorium is still the place to be. Certain events with smaller expected audiences will get lost in the bigger space, so when appropriate we will recommend McCarthy as a way to provide the spectator with the best possible experience while maintaining the big-stage feel for the performers.

Management of the Chelmsford High School Performing Arts Center and McCarthy Middle School auditorium is the responsibility of a two-member operations team comprised of:

Auditorium Manager & Technical Director

This team is supported by the following critical personnel:

Head Custodians-The Head Custodians at Chelmsford High School and McCarthy Middle School are responsible for coordinating all custodial services associated with auditorium events.

Night Custodians-Night custodians will serve as resource persons to the coordinators of auditorium events. The need for custodial overtime or additional custodial services is coordinated at the time of the signing of the contract.

Technicians-A team of student technicians will be assigned to all events requiring technical support during the performance, i.e. lighting, sound, etc. The technicians will receive technical training through the Chelmsford High School curriculum. The technicians will be managed by the Technical Director.

Overall Supervision-The Fine & Performing Arts Curriculum Coordinator serves as the supervisor of the auditorium operations team.

Scheduling and Application Policies

a. General Scheduling Rules

- All scheduling will adhere to the priority scale listed below.
- All organizations must submit a fully completed Use of Chelmsford School Facilities form, which will be used to determine if space is available.
- Upon approval of the Use of Facility form, a contract will be issued by the Manager.
- Organizations from all categories of the priority scale are encouraged to submit a Use of Chelmsford School Facilities form by June of the year preceding the actual date of the event.
- Applications will be accepted at an earlier date, but the yearly schedule for the use of the Performing Arts Center and McCarthy Middle School auditorium will not be finalized by the Auditorium Manager until the second week of June of the school year preceding the event.
- Applications throughout the school year will be accepted but must be received no later than one week prior to the desired date of the event. It will be the role of the principal and the Auditorium Manager to schedule events according to the priority scale in an equitable manner based on the availability.
- Scheduling of events/activities throughout the school year for events during school hours is the responsibility of the building principal or his/her designee.
- Upon scheduling events/activities throughout the school year for events during school hours the building principal or his/her designee is required to communicate such to the Auditorium Manager.
- Scheduling of events/activities throughout the school year for events after school or on weekends will be done through the application process and the Auditorium Manager. Availability will be determined using the aforementioned priority scale on a first come, first serve basis.
- Schedule updates for both the auditoriums will be made on the district website www.chelmsfordschools.org or by the Auditorium Manager. This will assist users planning their schedule and serve as a vehicle for quality communication.

b. Use by Individuals

- Use of the Performing Arts Center and McCarthy Middle School auditorium is for groups and organizations.
- Requests by individuals to use either space will be reviewed and granted at the discretion of the School Committee.

c. Priority Scale

- The ability to schedule an event in either auditorium is based on the following priority scale:

<u>Priority</u>	<u>Category</u>
1 st	Secondary staff and students of Chelmsford High Schools, McCarthy Middle School and Parker Middle School
2 nd	All other Chelmsford Schools
3 rd	Organizations affiliated with Chelmsford Schools
4 th	Town Organizations
5 th	Chelmsford Community Organizations
6 th	Non-Chelmsford Organizations
7 th	Individual Use with School Committee Approval

- Once an organization has booked an event/activity and it has been appropriately confirmed, the respective auditorium is no longer available regardless of interest from other organizations with a higher priority level.

c. Chelmsford Schools and Affiliated Organizations (Priority 1-3)

- Chelmsford High School, Parker Middle School and McCarthy Middle School have full use of the respective auditoriums during school hours.
- Any user affiliated with the Chelmsford Public Schools will be required to submit a Use of Facility form no later than one week prior to the desired date of the event.
- If the desired date is available, users will be notified by the Auditorium Manager and a contract will be issued.
- Certain fees may apply and be charged to the user. Fees will be made part of the contract at the time of signing.

e. Organizations and Individuals Not Affiliated with Chelmsford Schools (Priority 4-7)

- Outside organizations will not have access to either auditorium during school hours.
- Scheduling of events/activities after school hours or on weekends will be done through the application process and the Auditorium Manager. Availability will be determined using the aforementioned priority scale on a first come, first serve basis.
- Organizations not affiliated with Chelmsford Public Schools must submit a Use of Facility form no later than one week prior to the desired date of the event.
- If the desired date is available, users will be notified by the Auditorium Manager and a contract will be issued.
- Once the contract has been executed and a deposit paid, the event will be confirmed.

Application Procedures

a. Deadline to Apply

- All applicants must complete an application form at least one (1) week prior to the desired date of their event.
- Upon approval of the applications, a contract will be issued and signed by the Auditorium Manager and the main contact of the event. A copy of the contract will be provided to the organization holding the event; a copy will be filed with the Auditorium Manager and a copy will be sent to all members of the Operations Team. This contract is subject to the

review and approval of the Chelmsford Public Schools District Business Manager.

b. Applications

- Applications can be obtained from the main office of all Chelmsford School District schools, Central Administration, directly from the office of the Auditorium Manager, or on the Chelmsford Public Schools website: www.chelmsfordschools.org.
- To receive an application to reserve the Chelmsford High School Performing Arts Center or the McCarthy Middle School auditorium, or to submit a completed application, interested parties may also contact the Auditorium Manager- Monday through Friday between the hours of 8:00a.m. through 4:00p.m. by calling (978) 944-0938 or via e-mail at battleb@chelmsford.k12.ma.us.

c. Deposit

- Upon signing the contract, a deposit of 40% of the expected fee(s) will be required for Priority 4-7 groups. In the event the activity is canceled by the applicant less than 3 months prior to the event, the Chelmsford Public Schools will retain the deposit.
- Deposit and other fees can be paid with credit cards or by check made out to Chelmsford Public Schools.

d. Walk Through

- The Technical Director and/or the Auditorium Manager will conduct a pre-event walk through of the space in which the event is to be held to verify satisfaction of the condition of the facilities.
- A post-event walk through will take place to verify that the space is being left in acceptable condition. Final payment will be due upon the completion of the post event walk through.

e. Reservation Confirmation

- No reservation for the use of either facility will be confirmed until a contract has been signed and, when acceptable, a deposit of 40% of total fees has been received by the Auditorium Manager.
- Delays in signing of the contract and payment of the deposit can result in an auditorium being booked by another group.

Facility Specifications and Inventory

a. McCarthy Middle School Auditorium

- House Size
 - o 601 seats
- Stage Dimensions
 - o Proscenium arch: 40' wide
 - o Depth of stage, upstage of the proscenium: 24'
 - o Depth of apron in front of proscenium arch: 4
 - o Width of proscenium: 1' 8"

- Lighting Equipment
 - o Lighting Console: Leprecon LP1536 (Manual available in paper and electronic forms)
- Sound Equipment
 - o TBA
- Fly System and Line Sets
 - o Three-quarter height fly space
 - o Three available empty batons
 - o All legs and traveling curtains (main, mid and rear) are dead-hung
- Stock Scenery
 - o None
- Dressing Rooms
 - o None (some classrooms available for an addition cost)

b. Chelmsford High School Performing Arts Center

- House Size
 - o 999 seats plus 11 wheelchair accessible seating
- Stage Dimensions
 - o Proscenium arch: 40' wide and XX's tall
 - o Depth of stage upstage of the proscenium: 24'
 - o Depth of apron in front of proscenium arch: 11'
 - o Apron arc radius: 43' 10"
 - o Width of proscenium: 1'
- Lighting Equipment
 - o Lighting Console: EDI Bijou Plus (Manual available in paper and electronic forms)
 - o Dimmers: 96 available EDI dimmers plus an additional 54 EDI house light dimmers
 - o Three On-Stage Electrics
 - o All fixtures are Altman ellipsoidal, Altman Par 54's, with 4 Altman Far Cyc's
 - o Circuit Layout
 - Front of House Catwalk
 - 1-33
 - 1st Electric
 - 34-59
 - 2nd Electric
 - 60-77
 - 3rd Electric
 - 78-95
 - Tormentor Positions
 - 96-118

- Sound Equipment
 - TBA
- Fly System and Line Sets
 - o Full stage height Fly System with Mid and Upper Loading Galleries
 - o All stage soft goods (including: main valence, three borders, two sets of legs, middle and rear full stage curtains) can rise completely out of sightlines.
 - o 4 available empty batons
 - o 3 flying pivoting acoustical "cloud" ceilings
 - o 1 white seamless cyclorama
 - o Fly system order (downstage to upstage):
 - Fire Curtain
 - Main Teaser
 - 1st Electric
 - Spare Batten
 - 1st Acoustical
 - 1st Leg
 - 2nd Teaser
 - 2nd Electric
 - Mid Traveler
 - 2nd Acoustical
 - 3rd Teaser
 - 2nd Leg
 - Spare Batten
 - 3rd Electric
 - Spare Batten
 - 3rd Acoustical
 - 4th Teaser
 - Back Traveler
 - Cyc
- Stock Scenery
 - o None
- Dressing Rooms
 - o Two dressing rooms with multiple sinks and mirrors.
 - o One single person bathroom contained in each room.
 - o Additional space may be available for an extra rental fee

Technical Operations and Procedures

a. Technical Consultation

- The Technical Director is available for consultation with all Users to facilitate the planning and execution of any and all technical needs.
- Technical consultations may be subject to a fee. Said fee will be made part of the contract at time of signing.

b. Technical Equipment

- All technical equipment is available for use under the guidance and supervision of the Technical Director of his/her designee.
- Use of lighting, sound and other technical equipment is the sole responsibility of the Technical Director and will be made part of the contract at the time of signing.
- Users are not permitted to use technical equipment without the permission and/or supervision of the Technical Director.
- No equipment belonging to Chelmsford Public Schools may be used unless stated in the contract.
- Groups and organizations wishing to bring in their own lighting and sound equipment may do so only with the express written consent of the Auditorium Manager and/or the Technical Director.

c. Technicians

- Student Technicians will be assigned to all events when necessary.
- Student Technicians are supervised by the Technical Director.
- It is the policy of Chelmsford Public Schools to maintain a high standard of professional. Therefore, no untrained or under qualified Technicians will be assigned to an event.

d. Custodial Support

- A school custodian must be on duty in the school for each event.
- Users shall be responsible for any and all custodial fees associated with each event.
- The custodian assigned to an event will be the main contact with the User for any and all issues that may arise.
- Custodial fees will be made part of the contract at the time of signing.

e. Curtain Requirements

- Curtains shall not be used, removed or altered by the User without the permission and/or supervision of the Technical Director.

f. Fly Rail System

- Theatrical Fly Rail systems are extremely dangerous and can cause serious injury or death.
- Under no circumstances should alterations be made to the stage counterweight system, the fly rail, or the settings of any of the line sets without the permission and supervision of the Technical Director.

g. Stage Tape

- Tape used to mark on, and offstage areas shall be industry standard theatrical gaffers, splice, and glow tape only.
- Masking and duct tape are not permitted.
- At the conclusion of the event it is the responsibility of the User to remove all tape.
- If your group does not have the proper tape, it can be provided to you for an additional fee.

Said fee will be made part of the contract at time of signing.

h. Sets and Scenery

- No sets or scenery shall be left on stage during the week without the written approval of the Auditorium Manager.
- Sets and scenery shall be constructed in such a way that they are not nailed or otherwise tacked to the stage deck.
- No sets or scenery shall be placed downstage of the proscenium wall without prior written consent.

i. Open Flame and Pyrotechnics

- The use of open flame is strictly prohibited.
- The use of pyrotechnics is strictly prohibited.

House and Facility Rules

a. Condition of Facility

- At the conclusion of the event it will be the responsibility of the User to return the facility to its original condition as stipulated in the contract.
- Failure to do so may result in additional custodial overtime and other fees to be paid by the User.

b. Smoking, Alcoholic Beverages, and Drugs

- Smoking and alcoholic beverages are not permitted in the auditorium or on school property at any time for any reason.
- All Chelmsford Public School grounds and facilities are Drug Free Zones. Drugs are strictly prohibited.

c. Police Presence

- When the Auditorium Manager determines that it is necessary to have police presence, the User shall be responsible for providing the appropriate police supervision, as well as any detail fees associated with such supervision.
- Arrangements for the use of police supervision will be made by the User in direct communication with the Chelmsford Police Department: (978) 256-2521.
- Written notification of the agreement between the User and the Chelmsford Police Department will be submitted to the Auditorium Manager three days prior to the event.

d. Fire Department Expectations

- Decorations, set materials, etc. may be subject to regulations set by the Chelmsford Fire Department.
- If there is a need for Fire Department review, it will be stipulated in the contract.
- Failure to comply with fire regulations will result in immediate termination of the event.

e. Capacities

- Performing Arts Center maximum capacity: 1000
- McCarthy auditorium maximum capacity: 601
- Established capacities shall not be exceeded under any circumstances.

f. Food and Drink

- No tape will be placed on auditorium seats for any reason.

Supervision

a. Presence of User

- The designated User, i.e. the individual signing the contract, is responsible for supervising the event participants and must be present at all times. This includes supervision of performance participants and audience members.

b. Adult Supervision

- There must be one adult supervisor assigned and present for every twenty children at the elementary and middle school level.
- There must be one adult supervisor assigned and present for every forty students at the high school level.
- Dressing Room Monitor: One adult monitor is required for each dressing room area in those instances where school-aged children are using the facility.

c. End of Event Supervision

- At least one adult supervisor is required to stay at the facility until all students have left the facility and existing school grounds.

d. CORI

- CORI checks shall be required for all personnel that will be involved with any Chelmsford Public School program or event. It is left up to the discretion of outside users to CORI check participating adults. All monitoring is the responsibility of the user.

Insurance

a. Indemnification

- The user hereby releases, acquits, discharges, and covenants to hold harmless the Committee, its successors, officers, employees, servants and agents, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses, and compensation on account of, or in any way growing out of directly or indirectly, all known and unknown personal injuries or property damage which it may now or hereafter have resulting from personal injuries and/or any harm to person(s) participating in or attending a specific event performed at either the Chelmsford High School or McCarthy Middle School auditoriums.
- Food and drink are not allowed in either auditorium under any circumstances. The consumption of food and drink is allowed in the lobby only.

- Serving and the sale of food at the Performing Arts Center will be confined to the gymnasium lobby, when available. Otherwise food should be served in the far corner of the lobby across from the men's room.
- All clean-up of food and drink is the responsibility of the user.
- The following items may not be sold or consumed: soda, coffee and juices, chips and pretzels, gum or gum-like candies such as Swedish fish, candies that are in pieces such as M&M and Skittles.
- The consumption of food and drink by performers and technicians is confined to the dressing room and scene shop areas only. No food or drink is allowed backstage.

b. Photography and Video

- The taking of photographs and video footage is up to the discretion of the user.
- It is the sole responsibility of the user to publicly announce and enforce the desired policy.

c. Cell Phones

- It is the responsibility of the user to insure that all cell phones are turned off or placed on an inaudible setting inside the auditorium building.
- The use of cell phones will be permitted only in the lobby or parking lot.

d. Use of Other School Space

- The user does not have access to other parts of the Chelmsford High School or McCarthy Middle School facilities unless otherwise stated in the contract.

e. Time Limitations

- Scheduled use of each auditorium shall not extend beyond 11:00 p.m. without permission detailed in the contract.

f. Sales/Displays/Exhibits/Sponsorship

- Nothing will be sold, given away, displayed or exhibited without permission as stated in the contract.
- The user accepts full responsibility for collection and safety of all cash generated by event receipts.
- Events sponsored by businesses other than the user must be approved by the Auditorium Manager. Specific details regarding the sponsor and the sponsorship agreement will be required.

g. Computer and Internet Access

- Users are not permitted to connect personal computers to the Chelmsford Public School network, including the Internet.
- Any and all computers in the McCarthy Auditorium and Performing Arts Center are to be used by authorized personnel only.

h. Care for Auditorium Seats

- In the event that the applicant cancels the event less than 3 months prior to the scheduled event, the Chelmsford Public Schools retains the 40% deposit for that event.
- In the event that the Chelmsford Public Schools cancels the event due to inclement weather and an acceptable alternate date is not available, the Chelmsford Public Schools will return any collected monies to the applicant including 40% deposit.

i. Right of Refusal

- The Chelmsford Public Schools, through the Auditorium Manager and/or the Technical Director, reserves the right to deny use of the Performing Arts Center and McCarthy Middle School auditorium based upon evidence of content not in compliance with policies of the Chelmsford School Committee.

j. Copyright Laws

- The parties understand and agree that it shall be the user's sole responsibility to procure and otherwise obtain appropriate approvals, including but not limited to all proper licenses, to allow the user to put on its event. The user shall be solely responsible for complying with any copyright, trademark, patent or other intellectual property requirements as a pre-condition to performing any events. The user specifically agrees to waive and forever release the Committee, its successors, officers, employees, servants and agents from any and all actions causes of action claims, demands, damages, costs on account of, or in any way growing out of, directly or indirectly, all claims resulting from the user's procurement or compliance with, or lack thereof, any copyright trademark, patent or other intellectual property issues, including but not limited to any statutory or common law requirements. The user agrees to indemnify the Committee, its successors, officers, employees, servants and agents from any loss or damage or cost, including attorney's fees for all claims resulting from the user's procurement or compliance with, or lack thereof, of any copyright, trademark, patent or other intellectual property issues, including but not limited to any statutory or common law requirements.

k. Communications of Expectations

- The user is responsible for making an audible announcement not more than ten minutes before each performance notifying the occupants of the location of the exits in the event of an emergency.
- The Performing Arts Center staff may be able to provide you with a pre-recorded announcement, if desired.
- An example of an appropriate announcement appears below:

Can I please have your attention? In accordance with the Massachusetts State Fire Marshalls Office, we ask you to take this time to locate exits to be used in the case

of fire alarm activation or other emergency. Remember, the closest exits may be behind you. At this time, please take a moment to turn off cell phones and other electronic devices. Also, you are reminded that food or drinks are limited to the lobby area only. Thank you, and enjoy the show.

FUTHERMORE, the user agrees to protect the Committee, its successors, officers, employees, servants and agents against any claim for damages, compensation or otherwise on the part of the user or its members growing out of or resulting from injury to the user, its members or any guest in connection with its/their participation in or attendance at any events performed at the Chelmsford High School or McCarthy Middle School auditoriums, and to INDEMNIFY, reimburse or make good to the Committee its successors, officers, employees, servants and agents any loss or damage of costs, including attorney's fees, the Committee or its representatives may have to pay if any litigation arises from the user or its' members' intentional, grossly negligent, or reckless acts or omissions while participating in any events at the Chelmsford High School or McCarthy Middle School auditoriums.

I. Insurance Requirements

- Each organization using the auditorium must provide the Chelmsford Public Schools with a written copy of a policy of liability insurance in the amount of one million dollars (\$1,000,000).
- The Town of Chelmsford and the Chelmsford School Committee, as well as their officers, *employees and agents shall be named as an additional insured.*

Miscellaneous

a. Inventory

- All users will be given a copy of the inventory of all spaces being used.
- The user will be charged for any equipment or materials missing from the auditorium following rental.
- Inventory will be taken at the end of all rental periods.
- The user noted on the contact will be contacted within two days of rental if equipment or materials are missing.

b. Inclement Weather and Cancellation Policy

- On those occasions when school is cancelled due to inclement weather or other emergency conditions, the performing Arts Center and McCarthy auditorium may not be available.
- The Auditorium Manager, based on a consultation with the Chelmsford School District Superintendent will communicate with the user regarding the status of event.
- Information regarding the status of the event will also be posted on the Internet (www.chelmsfordschools.org) and on the Auditorium Manager's voicemail, which may be called by the user and the public.
- The Auditorium Manager and Technical Director have the right to cancel any performance or use of the auditorium whenever such cancellation is deemed necessary prior to or during a performance.

c. Failure to Comply

- Failure to comply with any and all rules and regulations detailed herein will result in the forfeiture of deposit and the right to access either auditorium for future events.

Rental Charges

a. Explanation of Fees

- Users renting the Performing Arts Center and McCarthy auditorium may be assessed certain fees such as those associated with the cost of the time required to prepare the facility for use and clean up, technical consultation, support of the technical requirements of the event, custodial services, administration, etc. These fees shall be in addition to the hourly rental charges and will be made part of the contract at signing.

b. Fee Payment

- The fee for use is due in the following installations:
 - 40% due at time of signing the contract;
 - 60% due at the final walk through.
- Charges billed to the user are due on the dates specified in the contract.
- Failure to pay fees within thirty days and/or not meeting other components of the contract may result in grounds for denying future use of the facility.
- Failure to pay within thirty days will result in a 2% monthly surcharge on the total bill due.

FEE SCHEDULE FOR CHELMSFORD HIGH SCHOOL PERFORMING ARTS CENTER***		
<i>Chelmsford Based Groups & Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
SPACE REQUIREMENTS	(Hourly Rate)	(Hourly Rate)
Performing Arts Center Complex*	\$75.00	\$125.00
Gymnasium	\$35.00	\$125.00
Classroom	\$35.00	\$75.00
SERVICE REQUIREMENTS		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00
<i>Other Groups and Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
SPACE REQUIREMENTS	(Hourly Rate)	(Hourly Rate)
Auditorium Complex*	\$125.00	\$150.00
Gymnasium	\$35.00	\$125.00
Classroom	\$35.00	\$75.00
SERVICE REQUIREMENTS		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00

*Use of the Chelmsford High School Performing Arts Center Complex includes the lobby, dressing rooms, set storage room, stage and house.

**Use of the McCarthy Middle School Auditorium Complex includes the outer lobby, stage and house, and chorus room.

***Deposit and other fees can be paid with credit cards, or by check made out to Chelmsford Public Schools.

School groups to be charged actual per hour cost for custodian.

Approved May 2, 2023 by School Committee rates in effect July 1, 2023

FEE SCHEDULE FOR MCCARTHY MIDDLE SCHOOL AUDITORIUM***

<i>Chelmsford Based Groups & Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
SPACE REQUIREMENTS	(Hourly Rate)	(Hourly Rate)
Auditorium Complex*	\$65.00	\$85.00
Band/Chorus/Orchestra Room (Each)	\$35.00	\$75.00
Cafeteria	(See Use of Facility Schedule)	(See Use of Facility Schedule)
SERVICE REQUIREMENTS		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00
<i>Other Groups and Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
SPACE REQUIREMENTS	(Hourly Rate)	(Hourly Rate)
Auditorium Complex*	\$100.00	\$125.00
Band/Chorus/Orchestra Room (Each)	\$35.00	\$75.00
Cafeteria	(See Use of Facility Schedule)	(See Use of Facility Schedule)
SERVICE REQUIREMENTS		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00

*Use of the Chelmsford High School Performing Arts Center Complex includes the lobby, dressing rooms, set storage room, stage and house.

**Use of the McCarthy Middle School Auditorium Complex includes the outer lobby, stage and house, and chorus room.

***Deposit and other fees can be paid with credit cards, or by check made out to Chelmsford Public Schools.
School groups to be charged actual per hour cost for custodian.

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EMERGENCY AND CONTACT INFORMATION

In case of a life or death emergency Call 911 immediately.

For non-emergency issues or for questions, comments, or concerns please contact:

Kelly Hayes	351-322-0411
Auditorium Manager	hayesk@chelmsford.k12.ma.us

Tom Peterson	978-423-6141
Technical Director	petersont@chelmsford.k12.ma.us