

COMMUNITY RELATIONS

Use of School Facilities – Facility Use Fees

Indoor Facility	Category I	Category II	Category III
Classrooms	Additional Costs Only	\$10/hour	\$30/hour
Library		\$20/hour	\$50/hour
Commons/Cafeteria		\$20/hour	\$50/hour
KSS Auditorium		\$40/hour	\$100/hour
OHS Auditorium			
Basic Lecture	\$750*		\$1000*
Basic Music	\$1000*		\$1200*
Basic Performance	starts at \$1200*		starts at \$1500*
CK Performing Arts Center	Options and rates vary**		
Outdoor Facility			
Track and Field	\$40/hour	\$65/hour	\$100/hour
CKHS Baseball	\$30/hour	\$65/hour	\$100/hour
CKHS Softball	\$30/hour	\$65/hour	\$100/hour
Lobe 2 and 3	\$30/hour	\$65/hour	\$100/hour
Lights – Athletic Fields	\$22/hour	\$22/hour	\$22/hour
Natural Grass Fields	\$10 per use	\$20 per use	\$30 per use
Youth Athletic Fee	\$5 per player – roster required	N/A	N/A
Adult Athletic Fee	N/A	\$10 per player – roster required	N/A
Tennis Courts	TBD	TBD	TBD
Gymnasiums	\$30/hour	\$65/hour	\$100/hour
Staffing			
Custodial (2-hour min.)	\$55.50/hour	\$55.50/hour	\$55.50/hour
Security (2-hour min.)	\$58/hour	\$58/hour	\$58/hour

* Additional fees may apply; see *Package Details for OHS Auditorium*.

** See *CK Performing Arts Center Rental Information* for details.

Package Details for OHS Auditorium

OHS Auditorium – Seating Capacity 411 + 6 ADA Seating Locations

Each package includes a five-hour block of time, a technician to assist with your event, and the optional use of lobby and/or dressing rooms. The five-hour block begins when the first person arrives and ends when the last person leaves. This includes load-in, setup, clean up, and load-out. Additional time outside of 5 hours can be arranged for an additional hourly fee.

Basic Lecture Package

Includes lectern in front of main curtain, apron lighting, the use of projector and screen, and two wireless microphones.

Basic Music Package

Includes two acoustical towers and clouds, lighting, the use of the conductor's podium and stand, two wireless microphones, and six Wenger platforms.

Basic Performance Package

Please schedule a meeting with CKSD production personnel to discuss your production needs.

The following additional fees may apply:

Pit cover removal and restore	\$200	
Choral risers install and restore	\$100	
Stage floor repainting	\$200	
Stage floor repair	\$100 per 4x8 sheet	
Microphones (additional units over 8)	\$10 each/day	
Designed lighting (required for dance or theater)	\$300	
Rigging/hanging of items	\$25 per flown unit	
	Category I & II	Category III
Additional time over 5 hours	\$150/hour	\$300/hour

CK Performing Arts Center Rental Information

Rental Item	Time	Category 1 *CKSD Student- benefitting org	Category 2 *Community Non-Profit	Category 3 ***Commercial/Private
Front of Main Curtain	4 hours	\$750	\$750	\$850
Front of Main Curtain	8 hours	\$950	\$950	\$1050
Full Stage Performance Day	4 hours	\$900	\$900	\$1200
Full Stage Performance Day	8 hours	\$1100	\$1100	\$1300
Add Rehearsal/Work Day	4 hours	\$550	\$550	\$750
Add Rehearsal/Work Day	8 hours	\$900	\$900	\$1000
Stage + Shell Performance Day	8 hours (only)	\$1300	\$1300	\$1600
(Shell will always be put in place prior to user arrival and removed after user departure.)				
Add Rehearsal Day w/shell	4 hours	\$550	\$550	\$750
Add Rehearsal Day w/shell	8 hours	\$900	\$900	\$1000
Add 5 th Hour to any of the above 4 hour uses		\$125	\$125	\$125
Add Band or Choir Room	4 hours	\$40	\$40	\$40
Add Band or Choir Room	8 hours	\$60	\$60	\$60
Facility Maintenance Fee (all users)		\$100	\$100	\$100

The CK PAC may be rented for a maximum of 8 hours per day (9 hour “in to out” with 1 hour break) and a maximum of 6 consecutive days. Additional time over 8 hours of use in one day is not permitted under any circumstances. A day off after 6 consecutive days of use is required. The use of the Green Rooms and Dressing Rooms is included for Full Stage rentals only. Front of Main Curtain rentals that require use of the Green Room and Dressing Rooms must use the Full Stage rates.

Full Day Schedules

Rental Hours and required breaks maybe broken down as follows. Please consult with the Production Manager regarding the best timetable for your event.

4-5 hour rental = A “half day”: Is worked with a 10 minute break required at 2 hours.

8 hour rental = A “full day”: May be worked in the following ways:

- **4+4 w/ Offsite Lunch:** 2 hours work – 10 min break – 2 hours work – 1 hour “walk-away” break – 2 hours work – 10 min break – 2 hours work
- **5+3 w/ Offsite Lunch:** 2 hours work – 10 min break – 2 hours work – 10 min break – 50 min work – 1 hour “walk away” break – 3 hours work

- **4+4 w/ Catered Lunch:** 2 hours work – 10 min break – 2.5 hours work – 30 min catered lunch – 2 hours work – 10 min break – 2 hours work
- **5+3 w/ Catered Lunch:** 2 hours work – 10 min break – 3 hours work – 30 min catered lunch – 3 hours work

Additional Charge Items

Orchestra Setup without Risers Prior to User Arrival	\$125 Flat
<i>(Orchestra Setup may take place within rental block for no additional charge)</i>	
Orchestra Setup with Orchestra Risers Prior to User Arrival	\$175 Flat
<i>(Orchestra Setup with Risers may take place within rental block for no additional charge)</i>	
Choral Riser Setup Prior to User Arrival	\$150 Flat
<i>(Riser Setup may take place within rental block for no additional charge)</i>	
Orchestra Pit Removal and Restore outside rental block	3 Techs for 2 hours plus \$200
<i>(Orchestra Pit removal and restore may take place within rental block for no additional charge)</i>	
Stage Repaint	\$350 Flat
Stage Deck Repair	Cost of Materials plus Labor at Standard Technicians Rate + 20%
Dance Lighting Package (8 dance booms, 3 lights each)	\$350 Flat
<i>(Dance lighting will always be set up prior to user arrival and removed after user departure)</i>	
Video Projector	\$50
Video Wall	\$200/Day or \$500/Week
Haze Machine	\$75 per event up to 3 days, \$100/week
Rigging Items for Flying <i>(must take place during rental block)</i>	Labor as needed
Piano Use Fee Includes Tuning (9' Concert Grand Only)	\$250
Harlequin ("Marley") Dance Flooring	\$250

Labor Rates

Student Stage Technician	\$25 per hour
Professional Technician	starts at \$55.50 per hour
Custodian	\$55.50 per hour
<i>(1 hour required on M-F uses, Sat/Sun hours based on occupancy + 2 hours)</i>	
Security	\$58 per hour

Box Office

The CK PAC requires that our box office services be used for all ticketed events.

We use Hometown Ticketing which will automatically pass Credit Card and \$1 per ticket fees on to the patron.

A charge of 3% of gross ticket sales will be assessed as a box office fee for all events. This fee covers the expense of the CK PAC providing box office (including phone) support, at the door sales, and inclusion in all CK PAC community communications such as the bi-weekly “What’s Happening at the CK PAC” e-newsletters.

For organizations presenting public/ticketed events that are ticketed in other ways that prevent the use of our box office services, a \$300 box office buyout fee will be charged.

We always suggest reserved seating over general admission (although we can accommodate either approach) and pricing using a “scaled house” method that widens the range of actual ticket prices to appeal to every patron budget while targeting an “average ticket” that is typically met and exceeded in actual sales.

Your organization will be given access to our CK PAC Production Budget Template spreadsheet to help you manage your expenses and project revenue, as well as discern the appropriate average ticket for your event. This spreadsheet will allow you to see the various ticket prices across the venue from premium seats (front row/center) to economy (rear house right and left). There isn’t a bad seat in our house, but offering a wide choice of ticket prices has proven highly desirable and effective in both satisfying patrons and meeting box office revenue goals. Ask the CK PAC Production Manager for more information.

Regarding "Designers" and Staffing

The above rates include stage lighting for illumination, stage sound for amplification, and video for presentation.

Should your production require customized "design" of any of these elements, it is the responsibility of the production to provide the designers required.

What is "designed"?

- Requires knowledge of the script / score / music or other content prior to performance
- Requires artistic choices be made to enhance the telling of a story or customization of an event
- Requires pre-planned drafting, editing, programming, or other tasks in order for a rehearsal or performance to take place as envisioned

We can refer you to designers, if you require these services, but they are not included in the basic packages above.

LIGHTING DESIGN

The CK PAC is provided with a repertory plot which includes 24 LED Moving Lights. If a custom plot is required, please consult with the TD as additional workdays and labor will be necessary to hang and focus the production plot and restore the repertory plot.

We will require a lighting programmer be part of the CK PAC staffing (unless the user provides one) to execute the artistic choices of the user. If a user wishes for the lighting programmer to make artistic choices of their own, they should discuss contracting separately with the programmer to work with them outside of rental time in preparation for the show or bring their own lighting designer to communicate their artistic choices to our CK PAC lighting programmer.

SOUND AND VIDEO DESIGN

We are happy to make quick edits or adjustments or file-type conversions for users at no additional charge wherever possible, within the rental block of time. If additional video or sound design, requiring artistic choices regarding content and editing, are necessary, the user may provide their own designer or the In-House Designer surcharge of \$25 per hour will be in effect for each technician serving as a designer.

VIDEO WALL

The CK PAC Video Wall offers limitless opportunities for creativity in the creation of environments and effects for your production. The CK PAC does not allow for pirated video or images (including images downloaded without permission from the creator) to be used in

performance. Royalty-free stock footage or imagery must be acquired, or custom images and videos must be created for use on the video wall.

SOUND ENGINEERING

Some events require advanced sound engineering skill. Please consult with the TD to ensure that your event is staffed appropriately for the production you are presenting. It may be necessary to book a professional sound engineer for highly complex or festival environment productions.

A GENERAL RULE OF THUMB REGARDING STAFFING

For every system in play during the production (lighting, sound, fly, video) it is generally recommended that one technician be present to manage it PLUS the Technical Director who will oversee the others and troubleshoot when needed. This is for the benefit of everyone, including your audiences.

Community Benefit Production Plan

As an alternative means of renting the CK Performing Arts Center, CKSD area nonprofits may request consideration for using the CK Performing Arts Center under a Community Benefit Production Plan and license agreement. The Community Benefit Production Plan parameters are attached to this Procedure 4260A as an addendum.

Athletic Facility Fees

Central Kitsap School District does not rent or furnish crossbars, starter guns, starting blocks etc. Central Kitsap Stadiums do not rent or furnish chairs, tables, equipment not listed on this page. Central Kitsap School District does not permit vehicles on Stadium grounds except for emergencies or maintenance of the Stadiums.

Security	\$58.00 /hour per person
Sheriff	As determined by contract
Press box	One extra hour for clean-up
P.A. System	\$5.00/hour
Scoreboard	\$5.00/hour
Ticket Booth	\$20.00 flat rate
Concessions	\$35.00 Added Clean Up Fee
Football Equipment (Chains/Pads)	\$5.00/hour
Pits, Standards, Hurdles	\$100.00/day
Ambulance	As determined by contractor

Damage to equipment or to an athletic facility may be charged to the user group

Olympic Aquatic Center

Recreation/lap	
Adult	\$5.00
Senior/handicap	\$4.00
Youth (5-17)	\$4.00
Youth under 5	Free
Family rate (2 adults, 2 children in same family)	\$12.00
Punch cards	
Senior/handicap/youth (10 swims)	\$35.00
Adult (10 swims)	\$42.00
Swim lessons	
Group	\$6.00/lesson
Private	\$25.00
Semi-private	\$35.00
Rentals w/guards	
0-30 people	\$75.00
31-60 people	\$95.00
61-90 people	\$115.00
Commercial rentals	\$55.00/hour
Lifeguarding	\$210.00
Lane usage (PPST)	\$8.00
Cost per lane, per hour	
Sound dive	\$12.00
Cost per lane, per hour	
Kitsap physical therapy	\$45.00/hour + General Admission

ADDENDUM

Performing Arts Community Benefit Production Plan

Overview:

The CK Performing Arts Community Benefit Production Plan (CBPP) is a venue rental and production plan available to organizations that meet the following criteria:

- Must be located in and with Board members residents of the Central Kitsap area;
- Must be a registered 501(c)(3) and non-profit organization; and
- Must have a performing arts-based project.

Eligible organizations may apply to co-produce events (a “Production Plan”) with the CKSD in accordance with the considerations and stipulations contained herein. The Production Plan may include a single event or a series of events over a period of time. References to “event” below shall include each event in a Production Plan. Access to the performance venue will be secured via a CKSD-form license agreement executed between CKSD and the co-producing organization (the “License Agreement”).

- The event must be designed as an opportunity for CKSD area students and CKSD staff to have an educational experience either as participants in the event, as free attendees to the event itself, as free attendees to an event-associated educational experience such as a workshop, masterclass, or similar event-related experience, or, for CKSD staff, free attendees to event-related courses that provide for professional development and/or clock hour credits (with the above opportunities collectively referred to as the “Education Benefits”). The Production Budget, referenced herein, shall identify the specific components of the Education Benefits for each event.
- A designated CKSD employee, typically the Director of Performing Arts Operations and Resources, shall serve as District Co-Producer, and will work in collaboration with the co-producing organization (Organization Co-Producer). The District Co-Producer shall have creative, financial, and logistical oversight over the event in conjunction with the Organization Co-Producer.
- The District Co-Producer and Organization Co-Producer will work collaboratively to generate a production budget (the “Production Budget”) to project expenses and forecast revenue (both earned and donated), identify ticket prices, set agreed Education Benefits and Production Resources, identify CKSD License Fee, and assess the overall financial implications of executing the event.¹

¹ A Production Budget may include multiple events included within a Production Plan, with the budget for each event separately identified therein.

- The District Co-Producer and Organization Co-Producer must agree, in each entity's informed opinion and discretion, that the financial outlook for the event as based on the Production Budget is such that the event is likely to cover the expenses associated with its execution as well as earn an acceptable surplus that the District and the co-producing organization will allocate in a 60%/40% manner, with 60% being the CKSD share. Notwithstanding the foregoing, the District Co-Producer will evaluate the Production Budget on an ongoing basis to determine the financial feasibility of continuing any performance or event and shall have the sole discretion to terminate the event.
- The co-producing organization will be expected to underwrite 100% of the event expenses as detailed in the Production Budget and, if any event fails to yield revenue over expenses, the co-producing organization and not the District shall bear the loss.
- The co-producing organization will provide volunteer and paid personnel (onstage talent, stagehands, musicians, etc.) in accordance with the Production Budget to fill all event roles and will underwrite the timely payment of all stipends, honorariums, and contract wages. Without limiting the foregoing, the selection of creative and technical personnel and casting of performers will be conducted collaboratively between the District Co-Producer and Organization Co-Producer but in no case shall any such personnel or performers be considered CKSD employees or contracted personnel and co-producing organization shall be obligated to indemnify and hold CKSD harmless from any such claim.
- The co-producing organization will underwrite the purchases of any physical and consumable resources required to execute the event such as scenery, costumes, props, and other event expenses as outlined in the Production Budget (collectively, the "Production Resources").
- The District Co-Producer may allocate production assets and resources they believe necessary to achieve the successful execution of the event.
- CKSD will promote awareness of the event through normal CKSD communications channels identified by CKSD including such means as email, household mailers, reader boards, community bulletin boards, and websites and will underwrite any related costs (the "Communications Expenses").
- The co-producing organization will underwrite necessary licensing or royalty expenses required to execute the event (the "Production License Fees") unless CKSD, in its sole discretion, determines that the educational benefits of CKSD holding the production license support CKSD's investment in the Production Licenses Fees. The Production Budget shall identify whether the co-producing organization or CKSD will pay the Production License Fees.

- Any matters underwritten by the co-producing organization will be subject to reimbursement in accordance with the order of reimbursement of event expenses as provide for herein.
- CKSD will facilitate the Box Office and ticketing operations for the event and will collect and hold all ticket revenue, with such revenue held in a segregated account until completion of the final performance of the event.
- The co-producing organization will solicit sponsorships in accordance with the Production Budget and will report all secured sponsorship funds to CKSD as a part of the ongoing review of the accounting records for the event. Any sponsorship funds dedicated to a specific component of the production must be first approved by CKSD and, if approved, will offset any reimbursable expenses due to the co-producing organization.
- Throughout and following the conclusion of the event, CKSD and the co-producing organization shall share with each other detailed accounting records related to event expenses and revenue, with all purchases tracked in real-time using the Production Budget and copies of all invoices, receipts, and related expense or donation documents uploaded to an agreed shared location for the Production Budget account management.
- The order of reimbursement of event expenses shall be prioritized as follows and must be supported by documentation in the relevant Production Budget accounting records:
 1. CKSD labor costs such as custodial, security, and Box Office staffing;
 2. Stipends, honoraria, and contract wages;
 3. Co-producing organization's or CKSD-paid, as applicable Production License Fees;
 4. Co-producing -organization's paid Production Resources;
 5. CKSD incurred Communications Expenses; and
 6. Any remaining CKSD incurred event/facility use expenses (utilities, equipment, tools, supplies, maintenance, etc.).
- After the event expenses have been reimbursed pursuant to the priority order set forth above, any remaining surplus shall be divided between CKSD and the co-producing organization in a 60%/40% split.
- All items purchased for use from event revenue (including costumes, props, electronics, audio/video content, scenic elements, tools, hardware, etc.) shall become the property of CKSD so that they may be used in future events and projects.

- The CKSD share of the surplus revenue and CKSD's acquisition of all Production Resources shall be considered as a part of the License Fee under the License Agreement. Additional consideration to the District shall be provided in the form of the Education Benefits.

The License Agreement and the CBPP, as documented in the Production Budget, shall be the basis for any event.

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