

MARIE W. HEIDER CENTER FOR THE ARTS

- a. All use of the Fine Arts Center will be directed through and approved of by the Center Director as hired by the West Salem Fine Arts Board.
- b. The organization using the Center for the Arts is subject to all policies, rules and regulations of the West Salem School District and agrees to conform to those policies, rules and regulations. In addition, they must abide by the laws of the Village of West Salem, La Crosse County and the State of Wisconsin. Any violation of Law or Policy will result in either revocation of the agreement and/or additional payment as determined by the West Salem Fine Arts Board, Inc., the West Salem School Board and/or law enforcement agencies of the Village, County and/or State or their designees.
- c. Any event that does not fall within the scope of the mission statement must provide written justification for using the Marie W. Heider Center for the Arts. Approval of the request will be at the discretion of the West Salem Fine Arts Board.
- d. The Marie W. Heider Center for the Arts is owned by the West Salem School District. Therefore, scheduling priority is given to the West Salem Schools' performing arts, visual arts and academic activities.
- e. Priorities for scheduling:
  1. school groups and organizations
  2. non-profit school groups
  3. community groups
  4. non-profit organizations
  5. profit groups and businesses
- f. To receive scheduling priority for the next school year, all school activities must be scheduled by June 1. Any activities scheduled after June 1 will be on a first-come, first-served basis.
- g. All other requests for the Arts Center must be made 30 days in advance of the event.

- h. Family reunions, weddings, wedding dances, receptions or other personal events, will not be held in the Marie W. Heider Center for the Arts.
- i. A religious group may be granted use of the Arts Center provided that:
  - 1. The arrangement is for a limited, specific time period.
  - 2. There is not any school involvement in the religious function.
  - 3. All religious organizations are treated equally and preference is not given to one group over another.
- j. The Fine Arts Board will comply with all federal, state and municipal opportunity laws and regulations prohibiting discrimination in regards to the use of the facility.
- k. Authorization for use of the Arts Center shall not be considered as a West Salem School District endorsement or sponsorship of the activity taking place.
- l. The Facilities Use Application must be completed by all users of the Marie W. Heider Center for the Arts. This includes all school groups and outside organizations.
- m. Any group requesting use of the Fine Arts Center shall not advertise the event until receiving written confirmation from the Center Director.
- n. Use of the Fine Arts Center may not interfere with the normal operations and functions of West Salem High School.
- o. Evidence of insurance is required of applicants requesting use of the facility.
- p. A refundable deposit will be required of all non-school groups using the facility. Any group using the Arts Center will be responsible for supervision of all persons including performers and audience members. Any damage to the Arts Center is the financial responsibility of the group using the facility.
- q. An appropriate number of adults must be present to supervise any youth using the facility.

- r. At least one of the following persons must be present at all events in the Arts Center:
  - 1. Arts Center Director
  - 2. School staff or administration
  - 3. Designee
  - 4. Custodian (as needed)
- s. Depending on the event, security personnel may be required at the renter's expense.
- t. The responsibility for injury to persons, or damage to the Arts Center or school property, including equipment, shall be assumed by the organizations or individuals renting the Arts Center.
- u. The Center Director reserves the right to revoke a use permit at any time with proper justification.
- v. Under no circumstances will smoking, alcohol or drugs of any kind be allowed in the Arts Center.
- w. Food and beverages, including water, are prohibited in the auditorium.
- x. Weapons and firearms in any form are not allowed in the Arts Center except with administrative authorization for instructional purposes and/or law enforcement.
- y. Permit holders shall not interfere with any major maintenance, construction or alteration projects.
- z. Groups requesting use of the Arts Center must confine their activities to areas scheduled.
- aa. Permission must be granted by the Center Director before users may move any equipment including furniture, a theatrical set, piano, etc.
- bb. The Arts Center must be left in the same condition that it was in prior to use.
- cc. The use of any equipment that may damage the floor or building is prohibited.

West Salem School District  
Policy 830.1

- dd. Wax, paint or any special floor dressing shall not be used by any group using the Arts Center without specific permission from the Center Director.
- ee. Candles, pyrotechnics or any open flame are prohibited in the Arts Center.
- ff. Permission must be granted by the Arts Director for any sales, exhibits or displays in the Arts Center.
- gg. Arts Center and equipment use fees will be reviewed annually by the Fine Arts Board.

APPROVED: July 19, 2004