

Catoosa County Schools Performing Arts Theater at Ringgold High School

Rules and Regulations

29 Tiger Trail • Ringgold, GA, 30736 • Phone: (706) 935-2254 • Fax: (706) 965-8910
Contact Connie Coker by phone or email at ccoker.rhs@catoosa.k12.ga.us

Preface:

The Catoosa County School System is, and wishes to remain, a cooperative member of the community. It is in this spirit that the following procedures are offered. The school system must balance the desire to support community activities with its responsibility to supervise and maintain Ringgold High School's Theater for its primary purpose, which is to house instructional programs for Ringgold High School students.

Procedures:

At all times, Ringgold High School activities shall take priority of the use of the Performing Arts Theater. The facility may be used by outside groups and organizations in accordance of the following criteria:

1. To reserve the Theater, you must 1) contact Connie Coker and 2) submit a Facility Use Contract and the Request for Fee Exemption if applicable (i.e. Non-profit organizations). Before reserving your event, please review this and all documents regarding the use of our facility.
2. Cost for the use of the Performing Arts Theater will be outlined in the signed contract. At the time of reservation, only an estimate of total cost can be determined. Review detailed fee structure in *Public Use of Ringgold High School Facilities Fee Chart*. A deposit of \$100 is expected with the submission of the contract. Contracts submitted without a deposit can only reserve a date for 14 days. **All facility usage requires a Facility Use Contract.**
3. Catoosa County Schools, Catoosa County School sponsored organizations, and Non-profit organizations may apply for rental fee discount or waiver. Eligible groups must meet specific criteria and submit appropriate non-profit documentation in addition to a Federal ID or Employee Identification Number (EIN).
4. An individual person is identified, in writing, as the responsible party for the supervision of the event and the good condition of the facility upon completion of the event. The organization, as well as the individual person, will be held responsible for all damages to school property. A representative of the sponsoring organization must be on site at all times.
5. No outside services may be contracted except ticketing, advertising, and programs
6. The facility, the grounds, and the parking lot must be left clean and in good repair. Do not tape anything to doors, walls, or windows.
7. No food or drink is allowed inside the theater or dressing areas.
8. In accordance with school rules, tobacco, alcohol, firearms, weapons, or explosive devices are not allowed on school grounds.
9. Theater usage includes theater lobby, restrooms, dressing rooms, and stage only. All other areas of the building are off limits.

Public Use of Ringgold High School Facilities Fee Chart

Charges for the use of school facilities will be based on the cost of utilities, custodian, maintenance personnel, and other expenses as necessary. Costs must be paid prior to the event.

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Facility Use Costs

| Fee | Hourly Cost | Required |
|--|--------------------|-----------------|
| Athletic Facilities | | |
| Custodian | \$25.00 | Yes |
| Facility Rental* | \$100.00 | Yes |
| RHS Technician – per technician ie. Sound, lighting | \$25.00 | Yes |
| Security (per personnel) | \$25.00 | |
| Performing Arts Theater | | |
| Custodian | \$25.00 | Yes |
| Facility Rental (2 hr minimum)* | \$100.00 | Yes |
| RHS Technician – per technician ie. Sound, lighting | \$25.00 | |
| Security (per personnel) | \$25.00 | |

*Extended use event (more than one day) is \$800 per day