

JOINT OPERATING AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2007.

BETWEEN:

THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN), having an office at 1940 Underhill Street, Kelowna, British Columbia V1X 5X7

(the "Board")

AND:

DISTRICT OF LAKE COUNTRY, having an office at 10150 Bottom Wood Lake Rd, , Lake Country, British Columbia V4V 2M1

(the "District")

GIVEN THAT:

A. The Board is the registered and beneficial owner of certain lands and premises in the District of Lake Country shown in detail on Schedule "A" to this Agreement, and particularly described as:

- a) Lot A, Plan 26148, Osoyoos Division Yale District;
- b) Lot 1, Plan 4073, Osoyoos Division Yale District;
- c) Lot B, Plan 1630, Osoyoos Division Yale District;
- d) Lot A, Plan KAP48997.

(the "School Board Lands").

B. The District of Lake Country is currently the registered and beneficial owner of, or controls certain lands in District of Lake Country, shown in detail on Schedule "A".as:

C. The Board and the District of Lake Country jointly operate a facility and lands located at the bottom of Woodlake Road for the purpose of operating a secondary school and a community recreation program. The specific area of responsibility within the building is shown in Schedule "B" (Joint Facilities).

D. Section 98(2) of the School Act and section 611(1) of the Municipal Act provide that the Board and District of Lake Country may enter into an agreement for the purpose of operating and using jointly, community facilities on sites, the title to which is held or administered by the respective parties. The parties have agreed to jointly operate and maintain the facilities and services comprising a secondary school and the District of Lake Country Facilities, as more particularly shown and described on the building plan attached hereto as Schedule "B" (the "Joint Facilities").

E. Definitions

The Board

The Board of School Trustees, or the appointed representatives, of School District No. 23.

The District of Lake Country

The Municipal Council, or the appointed representatives, of the District of Lake Country.

The School

George Elliot Secondary School

The School Board Lands

- a) Lot A, Plan 26148, Osoyoos Division Yale District
- b) Lot 1, Plan 4073, Osoyoos Division Yale District
- c) Lot B, Plan 1630, Osoyoos Division Yale District
- d) Lot A, Plan KAP48997.

The District of Lake Country Facility(ies)

Those areas at George Elliot Secondary School generally described by Schedule "B", Building and Improvement Plan comprising the theatre, the community gymnasium and change rooms, the kitchen, Community Schools Office, a portion of the foyer and hallway and washrooms between the community gymnasium and theatre.

The Joint Facility(ies)

Those areas comprising George Elliot Secondary School, and the District of Lake Country Facilities as previously defined.

Day to Day Bookings

Those events scheduled on an irregular basis with less than sixty days notice.

Regularly Scheduled Event

Those bookings that are scheduled in advance and consistently reserve a specific area for a specific time for a previously specified duration of time.

Special Event

A one time booking (usually reserved at least sixty days in advance) which is considered to be somewhat unique and larger in scope than a "Day to Day Booking".

Joint Use Committee

Consists of up to two representatives from the school appointed by the Board and up to two representatives appointed by the District of Lake Country.

THIS AGREEMENT WITNESSES THAT in consideration of the mutual covenants and agreements contained herein the parties agree as follows:

1. Governance

1.1 The Board will have sole authority over the Board Lands and school facilities located on them, except as outlined in this Agreement.

1.2 District of Lake Country will have sole authority over and the responsibility to manage and operate the District of Lake Country Facility and the District of Lake Country Lands, including all decisions regarding the community use of the District of Lake Country Facilities, except as outlined in this Agreement.

2. Administration

2.1 The School Principal or designate is the administrative officer responsible for the school portion of the Joint Facilities.

2.2 The District of Lake Country Administrator or designate is the administrative officer responsible for the District of Lake Country portion of the Joint Facilities.

3. Access to Site and Facilities

3.1 The Board shall allow the District of Lake Country, its licensees, invitees and community groups to have access over, in and upon the Board Lands and Facilities only to the extent necessary to permit direct access to these facilities during hours when the school and community portions of these facilities are open for public use.

- 3.2 The Board shall allow the District of Lake Country, its licensees, invitees and the District of Lake Country shall allow the Board, its licensees and invitees to enter, use and exit the parking area as designated in the Schedule "B" drawings with respect to the Facilities, and to enter, use and exit the Joint Facility through the usual entrance subject to such rights being exercised in a reasonable and usual manner and to such temporary interruptions as may be necessary in connection with construction or repair.

4. Parking

- 4.1 Parking stalls will be shared by the Board and the District of Lake Country provided that if the Board and the District of Lake Country are conducting co-terminus activities in the Joint Facility the Board shall have priority for Board staff to park in the school parking lot.

- 4.2 The Board will reserve ten (10) public spaces in the school parking area for use by the District of Lake Country twenty four (24) hours per day, seven (7) days per week. During non-school hours, parking will be assigned on a "first come, first serve" basis only.

5. Appropriate Use of the Facilities

- 5.1 The Joint Use Committee shall be responsible to determine which uses are appropriate for the respective facilities within the approved policies of the Board and the District of Lake Country, unless otherwise agreed within this Agreement.

- 5.2 The parties agree that the uses authorized for each others facilities shall be appropriate for the specific facility involved and shall be such as to not damage or degrade the facilities beyond normal wear and tear.
- 5.3 In all cases, users of the joint facilities shall be responsible for their own activities.
- 5.4 Smoking: The District of Lake Country agrees to ensure that all users of the Joint Facilities abide by the current Board Policy and Provincial law with respect to persons smoking on Board property.
- 5.5 Alcohol: The District of Lake Country agrees to ensure that all users of the Joint Facilities abide by the current Board Policy and practice, per Schedules “C” and “D”, with respect to the consumption of alcohol on Board property. The Board will allow the serving of alcohol at special events in the District of Lake Country portions of the Joint Facilities at appropriate times to be determined by the Joint Use Committee.

6. Scheduling

- 6.1 The principle goal of scheduling the Joint Facility will be to achieve the maximum possible use by all potential school based or public user groups for the mutual benefit of the parties and their publics.
- 6.2 The priority of scheduling and use will be determined by the Joint Use Committee.

- 6.3 During all hours the District of Lake Country shall have exclusive use of the District of Lake Country portion of the Joint Facilities to the extent that they are required for community programs. During normal school hours the Board shall have exclusive use of the school facilities and playfields to the extent they are required for school programs. The Administrators may from time to time designate an area or areas of the School / District of Lake Country facility for the exclusive use and responsibility of either of the parties. It is recognized that in order to optimize the joint use of the site and facilities, standard facilities use policies of the Board and the District of Lake Country may require adjustment from time to time.
- 6.4 The District of Lake Country acknowledges the fact that the District of Lake Country Facilities are adjacent to the School and the Board, in exercising its scheduling authority, acknowledges that the school is adjacent to a District of Lake Country Facility and as such, each party will make all reasonable efforts to ensure that scheduled activities do not interfere with the operations of the other party's facilities.
- 6.5 The District of Lake Country shall have access to the School Board Facilities at all times during school hours when that area is not scheduled for Board use, subject to the scheduling provisions for day to day bookings contained herein, with the approval of the Board Administrator.
- 6.6 The Board shall have access to the District of Lake Country Facilities at all times during school hours when that area is not scheduled for community use, subject to the scheduling provisions for day to day bookings contained herein with the

approval of the District of Lake country Administrator. The Board shall abide by the rules as set forth by the District for areas such as the Creekside Theatre and equipment associated with such facilities.

7. Joint Use Committee

7.1 A joint use committee shall be formed consisting of two representatives from the Board and two representatives from the District of Lake Country (the "Joint Use Committee").

7.2 The Joint Use Committee will meet weekly:

- 1) to review scheduling procedure and oversee the process for scheduling;
- 2) to discuss and revise any other issues regarding the use of the Joint Facilities.

7.5 Day to Day bookings of the District of Lake Country Facilities shall be the responsibility of the District of Lake Country Administrator or designate.

Day to Day bookings for the School shall be the responsibility of the School Principal or designate.

7.6 The District of Lake Country and the Board shall provide each other with an approved schedule of activities and events in a manner to be determined by the Joint Use Committee.

8. Rental Policy

- 8.1 The Board and the Principal or designate of the School shall follow Board Policy 650, Public Use of School Facilities, including the current school rental agreement, for all school space rentals.
- 8.2 The District of Lake Country and its administrator or designate shall follow District of Lake Country Facility rental policy for all District of Lake Country Facility rentals except as otherwise agreed on in this Agreement.
- 8.3 The District of Lake Country and the Board will reserve the right to cancel any day to day booking with 24 hours' notice for good reason.
- 8.4 The District of Lake Country and the Board reserve the right to cancel any 'regularly scheduled event' upon notice to the user of at least seven (7) days for good reason.
- 8.5 The District of Lake Country and the Board reserve the right to cancel any 'special event' upon notice to the user of at least sixty (60) days for good reason.

9. Equipment

- 9.1 The Board and the District of Lake Country agree that each party may use the other party's moveable equipment or any jointly owned equipment, provided the use is authorized by the respective administrator(s) or designates. The party using the equipment shall be responsible for all liability and costs, including repair / replacement costs, associated with the use of the other parties' equipment.

10. Services

10.1 For the term of this agreement, the District of Lake Country shall contract with the Board to provide the following services to the District of Lake Country Facilities:

- a) Maintenance: Repair, maintain and keep the District of Lake Country Facilities, including the roofs, foundations, supporting structures, fire alarm and sprinkler systems, heating, ventilating and air conditioning, water supply and drainage, plumbing fixtures, electrical services and equipment, locks and keys, the exterior and interior finishes and woodwork and all improvements, except as otherwise agreed, which at any time during the term of this Agreement may be erected and made, in good and substantial repair.
- b) The standard of all maintenance and operating services provided by the Board shall be those standards established by the Board, except as otherwise agreed upon by the Parties.
- c) The Board shall not be required to repair equipment, including, and without restricting the generality of the foregoing, goods, chattels, furnishings, office equipment, machinery and other moveable articles owned by the District of Lake Country or any community user.
- d) The Board agrees to provide the District of Lake Country with custodial services necessary for the scheduled operation and maintenance of the District of Lake Country Facilities as described in Schedule G.
- e) The standard of all custodial services provided shall be those standards established by the Board and the District of Lake Country as described in Schedule G
- f) The Board agrees to provide the District of Lake Country Facilities with an uninterrupted supply of power, heat, water, fuel and any other utilities

necessary for the operation of the Community Facilities save and except for interrupted service beyond the Board's control. Annual maintenance of such services will be scheduled in advance with the District to receive a minimum of three months notice where possible and the District as described in Schedule H.

- g) The Board shall provide the garbage collection and disposal service in support of the operation of the District of Lake Country Facilities.
- h) Grounds Service: The Board shall maintain all landscaped areas including turf, border plantings and trees which surround and are adjacent to the Board and the District of Lake Country Facilities on Board land to the standards established by the Board.
- i) The District of Lake Country shall maintain all landscaped areas including turf, border plantings and trees that surround and are adjacent to the Board and the District of Lake Country Facilities on District of Lake Country Lands to the standards established by the District of Lake Country. (not sure about this clause, what areas are they referring to?)
- j) The Board shall maintain, repair, keep passable all access roadways and parking areas of the Board owned portion of the jointly held property. The District of Lake Country shall maintain, repair, keep safe and passable all sidewalks, present and future, fronting the jointly held property.
- k) The expenses for staff, equipment and supplies used to provide the specified services to the District of Lake Country Facilities will be reimbursed to the Board by the District of Lake Country as set out in Schedule "F", which shall be reviewed annually, and adjusted by mutual consent of the Parties.

11. Availability of Facilities

11.1 The Board shall cause the District of Lake Country Facilities to be open, lighted, heated and otherwise usable to a standard consistent with the operation of the complex as a whole at all times that are scheduled for use by either the Board or the District of Lake Country.

12. Facilities Improvements

12.1 The Board shall inform the District of Lake Country, and the Board and District of Lake Country will both agree, before any major repairs, maintenance and/or improvements are made to the District of Lake Country Facilities, except when there is imminent danger to occupants or substantial loss of assets, in which case the Board shall notify the District of Lake Country in the most expedient manner and shall take action as deemed necessary to deal with any threat to life and property.

12.2 The District of Lake Country shall not make or cause to be made any alterations or additions to the structure, plan, partitioning or to the interior or exterior fabric of the District of Lake Country Facilities or any part thereof nor install any heating apparatus, plumbing, piping, wiring or associated alteration or additions without the express written consent from the Board. The Board will notify the District of Lake Country of any planned school facility upgrades.

12.3 The District of Lake Country shall not alter or expand the District of Lake Country Facilities without first submitting the specifications of the work, for approval, in writing to the Board.

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- 12.4 If the Board agrees that the work is appropriate, the District of Lake Country shall have the right to manage this work directly.

- 12.5 The District of Lake Country agrees to inform and seek advice from the Board prior to, and during the performance of work done by others.

- 12.6 The Board has the right to coordinate its work with others to ensure that general building standards are met and as-built drawings are supplied.

13. Other Work Within the District of Lake Country Facilities

13.1 The District of Lake Country may from time to time assign certain operational duties, provided that these duties do not affect the safe operation of the District of Lake Country Facility, increase the maintenance, custodial or utility costs, or violate the Board's Collective Agreement with its Union. For the purpose of this Agreement, operational duties include, but are not limited to, selling tickets, setting up tables and chairs, setting up displays, assembling theater sets and booths, connecting and operating lighting and sound equipment, food preparation, serving, cleaning up spills, collecting paper, scrap, refuse materials and other garbage, and cleaning the floor.

13.2 The District of Lake Country or its' trained representatives is the only party authorized to open and close the Joint Facility.

14. Limit of Responsibility

14.1 Whenever and to the extent that the Board shall be unable to fulfill, or shall be delayed or restricted in fulfilling its obligations in respect of the supply or provision of any heating, service or utility or the doing of any work or the making of any repairs by any cause beyond its control (e.g. power outages, acts of God), the Board shall be relieved from its obligations with respect thereto during the period during which it is unable to fulfill or is delayed or restricted in fulfilling its obligations.

15. Insurance

15.1 The Board and the District of Lake Country will put in place and continue to carry insurance or other security sufficient to fund the losses, including the buildings and essential building services in whole or in part of each parties interest in the Joint Facilities during the term of the proposed operating agreement.

15.2 The party, which owns the furniture, equipment or other movable property in use at the Joint Facility shall be responsible for its maintenance or replacement.

15.3 The parties will ensure that combined insurance protection is adequate to replace, rebuild or repair the Joint Facilities in the event of catastrophic loss or damage to the Joint Facilities by fire, flood or any other insurable peril notwithstanding separate coverage by the respective risk management providers.

15.4 The parties agree that, in the event of a partial or complete catastrophic loss of the Joint Facilities, they will negotiate in good faith with each other so as to resolve any outstanding issues, including the access and tenure of the land required to support reconstruction and use of the Joint Facilities.

16. Liability

16.1 Users of the facilities shall be responsible and liable for their own activities. The parties agree to indemnify and save harmless each other from liability resulting from their use of the facilities, including statutory liabilities, including those accruing to the Board as a result of the Occupiers Liability Act of British Columbia whereby the owner of land is liable to all users of that land.

- 16.2 The District of Lake Country agrees to indemnify and save harmless the Board, its employees, directors, agents, servants, invitees and licensees from and against any and all losses, claims, damages, actions, causes of action, costs and expenses of every nature or kind whatsoever that the Board may sustain, suffer or incur at any time, either before, after or during this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the District of Lake Country, or of any agent, employee, servant, invitee, licensee, director, officer or subcontractor of the District of Lake Country pursuant to this Agreement, excepting always liability arising out of the independent acts of the Board.
- 16.3 The District of Lake Country shall forthwith, upon receiving notice of any suit brought against it, deliver to the Board full particulars of the claim and the Board shall render all reasonable assistance requested by the District of Lake Country in the defence of the claim.
- 16.4 The Board agrees to indemnify and save harmless the District of Lake Country, its employees, directors, agents, servants, invitees and licensees from and against any and all losses, claims, damages, actions, causes of action, costs and expenses of every nature or kind whatsoever that the District of Lake Country may sustain, suffer or incur at any time, either before, after or during this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Board, or of any agent, employee, servant, invitee, licensee, director, officer or subcontractor of the Board pursuant to this

Agreement, excepting always liability arising out of the independent acts of the District of Lake Country.

16.5 The Board shall forthwith, upon receiving notice of any suit brought against it, deliver to the District of Lake Country full particulars of the claim and the District of Lake Country shall render all reasonable assistance requested by the Board in the defence of the claim.

16.6 The Board and the District of Lake Country shall maintain comprehensive general liability protection while this Agreement is in force to cover the use of the property of the other, and furnish certificates confirming that such protection is in force if requested by the other party.

17. Dispute resolution mechanics:

i) If there is any dispute regarding the interpretation, the performance, breach or negotiation, of this Agreement, either party to this Agreement may give notice of dispute to the other party. The representative of each party designated in this Agreement must meet within two days after the notice of dispute is given and must attempt in good faith, and using reasonable efforts, to resolve the matter equitably to the satisfaction of both parties.

ii) If the dispute is not settled by the designated representatives within five days after the notice of the dispute is given, the dispute must be referred to the Chief Executive Officer of the Board or the successor in function to that position, and to the Administrator of the District of Lake Country, or the successor in function to that position, for resolution. The Chief Executive Officer and the Administrator must meet promptly after the dispute is

referred to them and must attempt in good faith, and using reasonable efforts to resolve the matter equitably to the satisfaction of both parties.

- iii) If the Chief Executive Officer and the Administrator cannot resolve the dispute within twenty days after it is referred to them, it must be referred to the District Council and the Board of Trustees of the School District for resolution through negotiations between them, which must be carried out in good faith, and using reasonable efforts to resolve the matter equitably to the satisfaction of both parties. If the District Council and the Board of Trustees of the School District cannot resolve the dispute within thirty days after it is referred to them, the dispute must be referred to arbitration by a single arbitrator appointed and acting under the Commercial Arbitration Act of British Columbia.

18. Documents

- 18.1 The parties agree to execute such further and other documents and to perform such acts and deeds as may be reasonably necessary to give effect to the true intent and meaning of this Agreement.

19. Term

- 19.1 This Agreement shall be in effect for a five (5) year term from the date of legal execution, and shall enure to the benefit of and be binding upon the parties and their successors and assigns. After five (5) years, the Agreement shall be re-negotiated and re-established, if appropriate.

20. Termination

- 20.1 Termination of this agreement must be jointly agreed upon by School District No. 23 and the District of Lake Country.

21. Assignment

21.1 Neither party may assign this Agreement or sub-licence any rights under it.

22. Communications

22.1 Unless otherwise expressly provided in this Agreement, any notice or other communication which may be or is required to be given under this Agreement must be in writing and either be delivered or sent by facsimile transmission, addressed as follows:

- a) to the Board; and
- b) to the District of Lake Country;

or to such other address or facsimile number of which notice has been given as provided in this section. Any notice or other communication which is delivered to be considered to have been given on the next business day after it is dispatched for delivery. Any notice or other communication which is sent by fax transmission is to be considered to have been given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered to have been given on the next business day after the date it has been sent. If a party to this Agreement changes its address or facsimile number, or both, it must properly give notice of its new address or facsimile number, or both, to the other party to this Agreement as provided in this section.

23. Waiver

23.1 An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of this breach. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.

24. Severance

24.1 If any term of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that term.

25. Entire Agreement

25.1 This is the entire Agreement between the Board and the District of Lake Country concerning its subject and it may be changed to otherwise affected only by an instrument executed by both the Board and the District of Lake Country.

26. Authority

26.1 The Board represents and warrants that it has the authority and capacity to enter into this Agreement and perform the obligations it creates.

26.2 The District of Lake Country represents and warrants that it has the authority and capacity to enter into this Agreement and perform the obligations it creates.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on the day and year first above written.

THE CORPORATE SEAL of **THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 23, (CENTRAL OKANAGAN)** was hereunto affixed in the presence of:

Authorized Signatory

THE CORPORATE SEAL of the
DISTRICT OF LAKE
COUNTRY was hereunto affixed
in the presence of:

Authorized Signatory

Authorized Signatory

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SCHEDULE "A"

BOARD AND

DISTRICT OF LAKE COUNTRY LANDS

SCHEDULE "B"

B-1 SITE DEVELOPMENT PLAN

B-2 BUILDING PLAN, MAIN FLOOR

B-2 BUILDING PLAN, SECOND FLOOR

B-3 BUILDING PLAN, DISTRICT OF LAKE COUNTRY FACILITIES

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SCHEDULE "C"

SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN)

POLICY NO. 650

PUBLIC USE OF SCHOOL FACILITIES

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SCHEDULE "D"

SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN)

POLICY NO. 640

SMOKE-FREE ENVIRONMENT

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SCHEDULE "E"

DISTRICT OF LAKE COUNTRY

FACILITY RENTAL AGREEMENT

SCHEDULE "F"

**GEORGE ELLIOT SECONDARY SCHOOL /
DISTRICT OF LAKE COUNTRY FACILITY**

SERVICES

Period July 1, 2007 to June 30, 2008

Maintenance services

All work as described on Page(s) of this Agreement

Charges @ _____

Custodial services

All work (0.56 FTE staff) described on Page(s) of this Agreement

Charges @ _____

Utility services

All utilities described on Page(s) of this Agreement

Charges @ _____

Grounds services

All grounds work as described on Page(s) and

Charges @ _____

Schedule G**Janitorial Servicing Required**

The following is a list of janitorial requirements to ensure that the theatre and lobby are presented in the best possible light to our patrons.

Area	When	Duties	Y	N	Comments
Main Entrance	D	Pick up litter at front entrance			
	D	Wipe Inside and Outside of Glass Doors			
	D	Empty trash cans outside			
Lobby Floor	D	Lobby floor washed			
	D	Lobby garbage cans emptied			
	Y	Windows washed			
	M	Dust window ledges			
	D	Stairs leading to theatre cleared of debris and washed			
	D	Empty garbage containers			
	M	Dust display case inside and outside			
	D	Box Office area garbage container and recycle material emptied and floors vacuumed			
Washrooms	D	Garbage cans emptied			
	D	Urinals and toilets cleaned			
	D	Bathroom tissue dispenser filled			
	D	Wipe counter and sinks			
	D	Hand soap container filled			
	D	Tile floors washed			
	D	Wipe mirrors			
	Y	Tile floor scrubbed clean and wash walls			
Theatre	D	Vacuum carpet on landing and on stairs			

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	D	Pick up debris on floor and between seats			
	D	Sweep and wash floor between seats			
	M	Wash doors leading to and from theatre			
	W	Check for gum deposits under armrests and bottom of seats			
	M	Wipe back and bottom of seats			
Technical Booth	W	Empty garbage and vacuum			
	Y	Wash both sides of windows in control room			
	Y	Vacuum and damp mop catwalk			
	Y	Vacuum all stage curtains front and back			
	Y	Wipe pipes			
Stage	D	Wash stage area as needed			
	D	Remove garbage			
	W	Clean and damp mop stairwells			
Dressing Room	D	Remove garbage			
	D	Sweep and wash floor			
	D	Wipe counters and sinks			
	D	Wipe mirrors			
	M	Wipe down the doors			
Dressing Room Washroom	D	Remove garbage			
	D	Wipe sink and counter			
	D	Wash walls under hand dryers			
	D	Clean toilet and check bathroom tissue dispenser			
	W	Clean shower			
	D	Check soap dispenser			
	D	Wash floor			
Dimmer Room	M	Vacuum and damp mop			

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Handicapped Entrance	D	Sweep and remove debris and damp mop			
Rear Entrance of Theatre	W	Sweep debris from back doors			

Frequency: When:

- D=Daily
- W=Weekly
- M=Monthly
- Y=Yearly

Above is a list of duties that should be performed to ensure that patrons coming to the Creekside Theatre have a positive experience. Duties marked daily only have to occur when the theatre is in use with either school events or performances and rehearsals. The theatre should be clean prior to the production and if there are two shows—a quick pickup or light vacuum should take place prior to the second performance. The primary object is to ensure that the facility is always clean for the general public. The lobby and front entrance of the theatre have a number of garbage cans similar to the ones seen in alleyways around town, it would be appreciated if we could get proper garbage containers in the lobby and the front entrance areas of the theatre. There is nothing more unsightly than walking into the theatre and seeing a green open garbage container as your first impression. It would be preferable to have proper containers with lids to hide the debris.

More Notes:

Once members of the audience start arriving no garbage or cleaning stations should be rolled through the lobby. This is unsightly and “turns off” the audience. The audience members are only in the lobby from 7pm – 8pm (before showtime) and 15 to 20 for the intermission.

Dressing room area—When performers are preparing in the dressing room they are not just preparing makeup—they are preparing themselves psychologically for their performance. The dressing room is their sanctuary and no one should go in to clean the area while a performer is in the preparation mode. The dressing rooms should be cleaned in the afternoon prior to the artists’ arrival.

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