



**School District 19**  
(Revelstoke)

## **Revelstoke Board of Education**

### **Draft Performing Arts Centre Management Plan Components**

Chairperson Chell, Trustee Morrone and Superintendent Cooper have reviewed all of the research materials and feedback from the consultations with potential users. We have provided the following thoughts for trustees' consideration; and they have given these components approval, in principle, for discussion with our original consultation group.

#### **Core Principles**

- The performing arts centre needs to be financially sustainable
- Suitable community use of the performing arts centre needs to be encouraged and maximized
- For a small performing arts centre such as ours, the Board will need to focus on controlling costs rather than increasing revenue

#### **Operation**

- Managed by the Revelstoke Board of Education
- Day to day operations coordinated/managed by School District exempt employees
- Advisory committee to be established to recommend policies, practices and fees to the Board

#### **Advisory Committee**

The District has enjoyed a great deal of success with advisory committees when embarking on new ventures such as StrongStart. Initial thoughts regarding a Performing Arts Centre advisory committee would be as follows:

- Suggested composition of 7: Trustee, Superintendent, RSS administrator, 1 District Exempt staff, plus 1 appointee each from Arts Council, Theatre Company and City Economic Development Commission
- Committee could explore additional revenue sources ie. grants/donations
- Would convene as needed, monthly in early stages, quarterly after processes established
- First task would be to review a draft management plan (this document) and revise/recommend elements for adoption by the Revelstoke Board of Education

#### **Policies (to be developed)**

We received outstanding feedback in our consultations with potential users. There certainly was a great deal of consistency around policies, rules and regulations. A policy related to alcohol will need to be determined. Initial policies/rules should include:

- No food or drink in audience area
- Bottled water only backstage

- Any construction, painting, rigging or other alteration to be formally requested and approved in writing
- Rehearsal time may be pre-empted, with notice, for a revenue generating event
- Minimum of \$2/\$5 million liability insurance with SD named as additional insured
- Policy and possible charge related to concession service to be developed
- Orchestra pit use/additional costs to be clarified

#### **Performing Arts Centre Hosts**

- A performing arts centre host must be present when performing arts centre is open
- Opportunities will be provided to train people to become a performing arts centre host
- Responsibilities include opening and closing performing arts centre, following fire evacuation plan, enforcing performing arts centre policies, operating basic house lights and doing a head count for capital reconciliation
- Groups can either pay a performing arts centre host or have one of their members fill this role on a voluntary basis

#### **Bookings**

- Non local groups require deposit of 50% of fee with cancellation clauses
- Bookings done through email with website for download of information/ forms etc. Photos of venue on the website would be valuable
- Will need to develop documents for rentals, policies, performing arts centre specs and equipment, checklists for performing arts centre hosts
- Bookings to be done up to 2 years in advance on a rolling time basis
- School district will need to set up the performing arts centre as a separate budget line item and determine a procedure for invoicing and receiving payment as well as processing rental forms

#### **Technical Support**

- Only people trained and listed on the technical support list will be allowed in the tech booth.
- Groups will pay an additional hourly rate for technical support or may select a qualified individual who may waive the fee

#### **Cleaning/Maintenance**

- User groups will be required to leave the facility in the state it was in prior to use with the exception of the need to perform core custodial tasks (i.e. clean washrooms, wash floors). This work will be performed by CUPE staff and an extra fee will be charged when this service is required
- Normal maintenance will be in accordance with SD 19 practices

**Fees**

This draft fee schedule is proposed with the premise that we want groups as small as 50 people to use the performing arts centre and the fees shouldn't be as much as for a group of 275. One way of structuring fees is to have a lower rental charge and then levy an additional \$1 per head with this portion of the fee going directly into a capital replacement budget.

All the fees below would be in addition to the capital fee, performing arts centre host, technical support and cleaning fee as those costs could vary substantially depending upon the group and the cost:

Independent for profit	\$600
Conferences	\$400
Non-profit with ticket sales	\$300

Non-profit rehearsals, with a performance booked \$50 based on 3-hour session.

Damage deposits established and applied to rentals - for profit groups and/or conferences.