

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Facilities, Grounds, and Equipment

7300: Mount Elizabeth Theatre Use

Policy

The Board of School Trustees believes that the Mount Elizabeth Theatre is a vital and integral part of the community. The Board supports both traditional and innovative multi-use programming that reflects diverse community interests and promotes a high standard of cultural, recreational and artistic activities. The Board recognizes the importance of developing, maintaining and upgrading the facility.

The Board enjoys a Joint Use Agreement with the District of Kitimat in the operation of Mount Elizabeth Theatre.

Appendix A	Class 'A' Theatre Rules and Use
Appendix B	Rental Agreement & Regulations
Appendix C	Theatre Rental Charges

Regulations

A. Board Rights

1. The Board reserves the right to refuse any individual or group, whether or not properly constituted, the use of all or any school facilities for any reason, cause or otherwise, as the Board sees fit.
2. The Board reserves the right to add to, or change, regulations at any time, or to terminate any agreement immediately for cause. Rates and regulations are designed to ensure that there is no additional charge on the educational budget for non-educational use.
3. The Board does not grant reduced rent charges because functions have not been financially successful. Where a renter defaults, future use of facilities must be paid for in advance.
4. The Board will set the minimum staffing requirements for the rental and use of the Theatre.

B. Mount Elizabeth Theatre Rental

In accordance with the principles of the Mount Elizabeth Theatre Advisory Committee, and regulations thereto, the Theatre Coordinator is responsible for the coordination, use and rental of the Theatre facility and equipment.

1. Audience Behaviour: It must be understood that neither the Theatre Coordinator nor the Board of School Trustees can accept the responsibility for audience behaviour during any public function that is not a school activity. Any individual or organization renting the school premises shall be responsible to the Board of School Trustees for the audience behaviour and safety at the function.

When audiences are involved, the renter must make appropriate arrangements to supply sufficient ushers to assist people to their seats, to provide control during the intermissions, and supervise the observance of school district rules. The minimum requirement of ushers will be determined by the School District designate.

2. Unauthorized Visitors: When school facilities are rented to an outside organization for the express use of its members, that particular organization assumes the responsibility for seeing that only members are allowed on the premises. Where two groups or organizations happen to share the same school premises, no one group or organization will be responsible for the other group or organization's space or areas of use in the school.
3. Smoking: Smoking is prohibited in School District #82 facilities. A designated smoking area is accessible under the covered canopy adjoining the Theatre lobby and outside the stage back door for public events.
4. Refreshments: (a) Authorization is necessary before any organization makes arrangements to serve refreshments, including beverages and food, in school facilities. (b) The Secretary Treasurer must approve each application to serve alcoholic refreshments.
5. Alterations: No person will make alterations to stage curtains, lighting equipment, or house sound systems, except with approval and under the supervision of the School Board designate. (Extra charges will be the responsibility of the renter for alterations to the mentioned systems.)
6. Violations of Rules and Regulations: School District 82 (Coast Mountains) administration reserves the right to cancel any reservations for violation of rules and regulations. In addition, violation of rules and regulations will result in the forfeiture of any fees paid in advance. The Board will not be responsible or liable for any contractual obligations, expenses or other costs incurred by the renter.
7. Clean up: Renters/users are expected to leave the premises in reasonable order and cleanliness. In some cases, the hiring organization may be required to clean the Theatre before leaving it. Work beyond a routine cleaning job, including the cost of repairing any damage, will be charged to the renter.

8. Signs, sets, props, and decorations: Fasteners, paints, adhesives and other construction materials used for signs, sets, props or decorations shall be pre-authorized by the Theatre Coordinator, or designate. Fireproofed materials will be used.
9. No sub-letting of facilities is permitted.
10. No sub-letting of furniture or equipment will be permitted.
11. In the case of replacement, the current purchase price will be assessed.
12. In Charge Person or pre-approved alternate, representing the renter, must be in attendance during the entire rental.
13. Rental Period: Access to the Theatre and the support areas is permitted within user allotted time only as shown on the rental agreement. If user requires extra time it will be arranged, subject to availability of space. An hourly rate will be charged. The rental period ends when all of the work being done on user behalf is complete, the lights are off, and the doors are locked.
14. Use of the Mount Elizabeth Theatre shall be given the following priorities:
 - a) between 8:00 a.m. and 6:00 p.m. on school days, priority will be given to the use of the facilities for educational purposes by School District 82 (Coast Mountains);
 - b) on weekends, holidays after 6:00 p.m. on school days, priority will be given to community users of the theatre; provided that the Committee (M.E.T.A.C.) shall give due consideration to the needs for community programs during the day and educational programs in the evening, and shall provide for the scheduling of such programs wherever possible.
15. Electric installations or adjustments shall be carried out only with the prior consent of the Maintenance Superintendent and by a fully qualified employee of the Board, appointed by the Maintenance Superintendent.
16. Fire By-Laws and Regulations must be strictly observed by the renter. Users must vacate the building when the fire alarm rings. It is the responsibility of groups and organizations using the facilities to make themselves familiar with emergency clearing procedures.
17. Copyright Royalties: The renter shall be responsible for the payment of all licence fees (if required) for the presentation of their event including: SOCAN for royalty rights of performance material, tickets, house program, mailing and distribution of circular, displays, newspaper advertising, radio and television spot announcements.
18. Occupancy: The Board reserves the right to establish maximum occupancy, subject to Fire Marshall regulations. It is incumbent upon the renter to ensure that the maximum occupancy is not exceeded.
19. Reciprocal Use: Rates, as set out in the regulations, may vary or be exempt where a Reciprocal Use Agreement is in effect as approved by the Board.
20. Custodial: Custodial costs, where applicable, will be as per the current Collective Agreement with C.U.P.E.

21. Taxes: All Federal, Provincial and Municipal taxes as the result of an event or performance are the responsibility of the renter.
22. Insurance: The renter will be responsible for providing a Certificate of Insurance for 3rd party liability coverage in the current amount required by School District #82, naming School District #82 as Additional Insured.
23. Force Majeure: If any performance or part thereof is prevented, rendered impossible by an act of regulation of or by any public authority or bureau, civil tumult, strike, epidemic, interruption in or delay of transportation services, war conditions or emergencies, fire, national mourning or certified illness of a performer or any similar cause beyond the control of both parties, it is understood and agreed that there shall be no claim for damage by either party to this Agreement, and their obligation contracted therein shall be deemed waived.

C. Mount Elizabeth Theatre Rental

The Theatre Coordinator is responsible for administration of these regulations and the Theatre Advisory Committee is responsible for monitoring its operation.

1. Equipment is available for rent only if such rental does not conflict with theatre needs.
2. The standard rental rate is 10% of replacement value per 24 hours.
3. The Theatre Coordinator is authorized to:
 - a) with the approval of the Advisory Committee, designate equipment which may be rented at a rate different than the standard rate;
 - b) refuse to rent equipment to a person or group when, in his/her opinion, that person or group is not adequately trained in the use of the equipment.
4. Equipment which is jointly owned by the School District and a community group is not available for rent unless the community group and the School District has agreed that such equipment is available for rent.
5. Rental fees are payable in advance as follows:
 - a) the per diem fee equal to the number of days the equipment is to be a refundable deposit equal to the rental fee.
6. The renter shall sign an agreement holding the group and a member of the group responsible for any damage due to negligence and will absolve the Board of liability from any accidents, deaths, etc., due to equipment malfunction or misuse.
7. Where deemed necessary by the Theatre Coordinator, certain equipment will be rented only where the Technical Director accompanies such equipment and is in charge. Charge-out rate as per Rental Schedule: Class C overtime.
8. A separate account shall be set up to enable the Theatre Advisory Committee to monitor the rental fund.

9. Income from the rentals shall be used for maintenance, repair, replacement and/or capital equipment.
10. The policy shall be reviewed regularly by the Theatre Advisory Committee.

Appendix A: Class 'A' Theatre Rules and Use

1. The rental group must use only the back loading door for entrance and exit from the Theatre.
2. Basic work lighting is located on stage left in the electrical box marked "work lights": Panel MM. The bottom six switches #7, 9, 12, 14, 16, 18 operate the six work lights.
3. If the back loading door is left open for any length of time, the heater fan must be turned on to protect the piano from temperature changes. The switch is located on the wall outside the dressing room closest to the loading door.
4. The First Aid kit is on the wall outside the dressing room closest to the loading door: next to the fan switch.
5. Telephone: sometimes it is desirable during a rehearsal to turn off the stage telephone: flip switch to UP position.
6. The rental provides use of the stage area, and upon request only, the dressing rooms and scene shop.
7. The Theatre office, control booth, F.O.H. lighting area and fly gallery above the audience and stage are restricted areas and not available for Class "A" use.
8. Smoking is prohibited in School District #82 facilities.
9. Authorization is necessary before any organization makes arrangements to serve refreshments, including beverages and food, in school facilities.
10. The Secretary Treasurer must approve each application to serve alcoholic refreshments.
11. Use of any props or set pieces found in the theatre is upon request only.
12. The group shall not go outside of the theatre to the rest of the school. Upon leaving the theatre, the group designated person in charge of theatre should:
 - a) make sure theatre is clean and any moved articles are returned to their original spot;
 - b) turn off the work lights (that will usually leave one or two stage fluorescent lights which always stay on);
 - c) check ALL doors, regardless of known use. ALL doors must be locked. The designate is responsible for final security of the theatre. There are eleven locations to check.
 - d) ensure that the back loading door is closed and locked upon exit.



Coast Mountains School District 82

3211 Kenney St., Terrace, B.C. V8G 3E9 (250) 635-4931 or 1-800-665-6134 fax: (250) 635-4287

Policy 7300

REGULATIONS APPENDIX B RENTAL AGREEMENT OF MOUNT ELIZABETH THEATRE 1491 Kingfisher Ave., Kitimat, B.C. V8C 1E9 Telephone: (250) 632-7887 Fax: (250) 632-4363

NEW BOOKING: _____ REVISED BOOKING: _____ DATE: _____

NAME OF ORGANIZATION/PROMOTER (LESSEE):

_____ TELEPHONE: _____ FAX: _____

NAME OF EVENT/FUNCTION:

THEATRE REQUIRED FOR (DATE): _____

ACCESS TIME: (LOAD IN) _____ (REHEARSAL) _____ (SOUND CHECK) _____

CURTAIN TIME: FIRST SHOW _____ SECOND SHOW _____

FEE/CLASS [See Rules & Regulations (attached) & Appendix C]: _____

ADMISSION FEES TO BE CHARGED: ADULT _____ SENIOR (age _____)

STUDENT (age _____) _____ CHILD (age _____) _____ FAMILY _____ OTHER _____

TICKET OUTLETS: _____

Please provide program and publicity material for Theatre display.

CERTIFICATES OF INSURANCE: The _____ (Lessee) shall provide School District 82 (Coast Mountains) with evidence of all the required insurance prior to the effective date of the rental. Such evidence of insurance shall be in the form of a Certificate of Insurance. When requested by School District 82 (Coast Mountains), the _____ (Lessee) shall provide certified copies of required insurance policies.

These certificates should be issued by the Insurer or Insurance Broker of the User Group and must confirm compliance of the regulations governing insurance provision contained in the "Regulations For The Use of the Mount Elizabeth Theatre" (see attached):

1. Name of Insurance Company and the Binder or Policy Number
2. Name and address of the Insured (Lessee)
3. Policy Period (covering at least one day prior to, and one day following the period of the rental).
4. Description of Coverage
5. Policy Limits
6. Description of Insured Operations and Location(s)
7. Confirmation of School District 82 (Coast Mountains) as additional insured.
8. Signature of Authorized Representative: _____ Date: _____.

TECHNICAL REQUIREMENTS:

Tech package supplied: _____ Received: _____

Lighting: _____

Sound Equipment: _____

Furniture on Stage: _____

Staging (apron, full-stage, curtain/backup, risers): _____

FRONT OF HOUSE REQUIREMENTS: (Please check where applicable)

Optional:

- | | |
|---|--|
| <input type="checkbox"/> Doors (4 attendants) \$5.00/hour each | <input type="checkbox"/> Coat Check (Ventures) |
| <input type="checkbox"/> Box Office (2 attendants) \$5.00/hour each | <input type="checkbox"/> Coffee/Juice (Girl Guides) |
| <input type="checkbox"/> Cafeteria (no charge with Theatre booking) | <input type="checkbox"/> Drama Studio |
| <input type="checkbox"/> Lobby Concession (10% commission on gross sales) | <input type="checkbox"/> Band Room |
| <input type="checkbox"/> Grand Piano (\$90.00 payable to Kitimat Concert Association) | <input type="checkbox"/> Scene Shop |
| <input type="checkbox"/> Piano tuning (Must be requested in advance \$90.00) | <input type="checkbox"/> Additional Room
(Wardrobe, rehearsal, etc) |
| <input type="checkbox"/> Upright Piano (no additional charge) | <input type="checkbox"/> Other |

I have read the Regulations For The Use Of The Mount Elizabeth Theatre (attached), and agree to abide by and uphold the conditions of the Rental Agreement. (*One copy to be signed and returned to Theatre Office.*)

Signature of Responsible Party (Lessee)

Approved - Theatre Coordinator

COMMENTS: _____

Distribution:	Principal	Fire Chief	Janitor on Duty	School Board	_____
	Head Janitor	Sponsor	Theatre	_____	_____

Appendix B: Regulations for the Use of the Mount Elizabeth Theatre

1. **AUTHORITY.** The Theatre Coordinator, the Theatre Technical Director, the Custodian or other Board official constitutes the Board's on-the-spot authority, and his/her instructions will be adhered to.
2. **IN CHARGE PERSON** or pre-approved alternate, representing the renter, must be in attendance during the entire rental.
- 3a. **RENTAL PERIOD:** Access to the Theatre and the support areas is permitted within user allotted time only as shown on the rental agreement. If user requires extra time it will be arranged, subject to availability of space. An hourly rate will be charged. The rental period ends when all of the work being done on user behalf is complete, the lights are off and the doors are locked.
- 3b. No sub-letting of facilities is permitted.
- 3c. No sub-letting of furniture or equipment will be permitted.
4. **NO ADMITTANCE** to any part of the building other than that hired. The organizer is responsible for strictly enforcing this rule.
5. **AUDIENCE BEHAVIOUR:** It must be understood that neither the Theatre Coordinator nor the Board of School Trustees can accept the responsibility for audience behaviour during any public function that is not a school activity. Any individual or organization renting the school premises shall be responsible to the Board of School Trustees for the audience behaviour and safety at the function.

When audiences are involved, the renter must make appropriate arrangements to supply sufficient ushers to assist people to their seats, to provide control during the intermissions, and supervise the observance of School District rules.

6. **UNAUTHORIZED VISITORS:** When school facilities are rented to an outside organization for the express use of its members, that particular organization assumes the responsibility for seeing that only members are allowed on the premises. Where two groups or organizations happen to share the same school premises, no one group or organization will be responsible for the other group or organization's space or areas of use in the school.
7. **SMOKING** is prohibited in School District 82 facilities. A designated smoking area is accessible under the covered canopy adjoining the Theatre lobby and outside the stage back door for public events.
8. **REFRESHMENTS** i): Authorization is necessary before any organization makes arrangements to serve refreshments, including beverages and food, in school facilities.
ii): The Secretary Treasurer must approve each application to serve alcoholic refreshments.
9. **ALTERATIONS:** No person will make alterations to stage curtains, lighting equipment or house sound systems, except with approval and under the supervision of the School Board designate. Extra charges will be the responsibility of the renter for alterations to the mentioned systems.
10. **SIGNS, SETS, PROPS AND DECORATIONS:** Fasteners, paints, adhesives and other construction materials used for signs, sets, props or decorations shall be pre-authorized by the Theatre Coordinator, or designate. Fireproofed materials will be used.
- 11a. **CLEAN UP:** Renters/Users are expected to leave the premises in reasonable order and cleanliness. In some cases, the hiring organization may be required to clean the Theatre before leaving it. Work beyond a routine cleaning job, including the cost of repairing any damage, will be charged to the renter.
- 11b. **CUSTODIAL:** Custodial costs, where applicable, will be as per the current Collective Agreement with C.U.P.E., Local 2052.
- 11c. **DAMAGE.** Hirers will be charged for all damage to the building or its contents which occurs as a result of their occupation. In addition to any rental, a deposit may be charged which is returnable

in full or less the cost of repairs or replacement. The organizer must, if required, be able to arrange a cash deposit of \$_____, payable in advance of performance, to cover cleaning costs, damages and incidentals.

- 11d. In the case of replacement, the current purchase price will be assessed.
12. INJURY to users and audience will be the responsibility of the hirer, and not of the School Board, if the proposed function is not within the Board's insurance coverage.
13. EQUIPMENT will be supplied by the hirer and School Board equipment must not be used except by special arrangement. Movie projectors, stage lighting equipment, sound equipment belonging to the Theatre will not be made available unless trained operators, acceptable to the Board, are available, and provided that the hirer agrees to accept responsibility for replacing any equipment damaged.
14. ELECTRIC INSTALLATIONS OR ADJUSTMENTS shall be carried out only with the prior consent of the Building Superintendent and by a fully qualified employee of the Board, appointed by the Building Superintendent.
15. FIRE BY-LAWS AND REGULATIONS must be strictly observed by the renter. These include smoking only in the designated areas; using only fire-proofed stage props; not exceeding seating capacity and keeping aisles and exits clear. Users must vacate the building when the fire alarm rings. It is the responsibility of groups and organizations using the facilities to make themselves familiar with emergency clearing procedures.
16. COPYRIGHT ROYALTIES: The renter shall be responsible for the payment of all licence fees (if required) for the presentation of their event including: SOCAN for royalty rights of performance material, tickets, house programs, mailing and distribution of circular, displays, newspaper advertising, radio and television spot announcements.
17. OCCUPANCY: The Board reserves the right to establish maximum occupancy, subject to Fire Marshall regulations. It is incumbent upon the renter to ensure that the maximum occupancy is not exceeded.
18. CANCELLATION. A cancellation fee of 25% of total rental payable will be applied to all bookings if cancelled less than eight (8) weeks prior to performance date. This cancellation policy will also apply to "no charge" bookings and calculation of cancellation fee will be based on applicable rental rate. The Theatre Coordinator has discretion to waive penalty in "act of god" circumstances.
19. SECURITY. While all reasonable precautions will be taken, School District 82 (Coast Mountains) and Mount Elizabeth Theatre will not assume responsibility for items left at the Theatre by user groups or patrons.
20. INDEMNIFICATION AND HOLD HARMLESS CLAUSE The _____ (User Group) shall indemnify and hold harmless the School District 82 (Coast Mountains) and any of its officers, employees, servants, agents and contractors from any and all loss, liability, claims or expense arising out of the use and/or occupation of the property belonging to School District 82 (Coast Mountains) by the _____ (User Group) and any of its officers, employees, servants, agents, contractors and volunteers, except to the extent that such loss arises from the independent negligence of the School District.
21. LIABILITY INSURANCE CLAUSE The _____ (User Group) shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to School District 82 (Coast Mountains): 1. Comprehensive General Liability Insurance with a limit of not less than \$2,000,000. inclusive per occurrence for Bodily Injury and Property Damage including loss of use thereof. Such insurance shall extend to cover the _____ (User Group), its officers, employees, servants agents contractors, and volunteers and shall include the School District, its officers, employees, servants, agents and contractors as Additional Insureds with respect to Liability arising out of the use or occupation by the _____ (User Group) of the property belonging to the School District. Such Comprehensive General Liability Insurance shall contain coverage for Premises and Operations, Products and Completed

Operations, Blanket Contractual Liability, Cross Liability, Elevator and Hoist Liability, Contingent Employers Liability, Occurrence Property Damage, Employees and/or Volunteers as Additional Named Insureds, Use of Attached Machinery, Use of Specially Licensed or Unlicensed Vehicles (while operated off highway), Broad Form Property Damage and Tenants All Risks Legal Liability (subject to a minimum limit of \$_____) to apply to the use and/or occupation by the _____(User Group) of the Premises described in the permit or licence agreement.

22. WAIVER OF SUBROGATION CLAUSE The _____(User Group) hereby agrees to waive all rights of subrogation or recourse against School District 82 (Coast Mountains) with respect to the use or occupation by the _____(User Group) of the premises described in the permit or licence agreements.
23. FORCE MAJEURE. If any performance or part thereof is prevented, rendered impossible by an act of regulation of or by any public authority or bureau, civil tumult, strike, epidemic, interruption in or delay of transportation services, war conditions or emergencies, fire, national mourning or certified illness of a performer or any similar cause beyond the control of both parties, it is understood and agreed that there shall be no claim for damage by either party to this Agreement, and their obligation contracted therein shall be deemed waived.
24. Mount Elizabeth Theatre is owned and operated by School District 82 (Coast Mountains). School District Policies apply to the use, rental and occupancy of the property and premises.
25. Effective July 01st, 1995 the Mount Elizabeth Theatre will implement a \$1.00 per ticket/person surcharge for all events at the Theatre. The user group is responsible for collecting the surcharge at the time of ticket sale and will appoint a representative to reconcile the ticket sales accountability form with the Theatre Coordinator (or delegate) before closing time the night of each performance.

Appendix C: Theatre Rental Charges

Originated: 95.10.18

Approved: 96.04.03

	Class A	Non-technical needs (rehearsals – no audience)	WEEKDAYS WEEKENDS OVERTIME	- before 10:00 pm \$7.50/hr; after 10:00 pm \$30/hr - \$50/booking (5 hours) - \$40/hour
	Class B	Co-ordinator’s delegate present (simple technical needs: rehearsals, lighting, cues, etc.) *no audience	WEEKDAYS WEEKENDS OVERTIME	- before 10:00 pm \$20/hr; after 10:00 pm \$40/hr - \$200/booking (5 hours) - \$75/hour
*new category	Class C(a) C.I.F.	Technician and Co-ordinator present [community performer(s) with audience – community (non-profit) sponsored]	DAILY MULTIPLE DAYS OVERTIME	- \$250/booking (5 hour maximum plus 2 hours setup time) - \$200 each for 3 or more consecutive days (no tech changes) - \$75/hour (no audience)
*new rate 2 nd show	Class C(b) C.I.F.	Technician and Co-ordinator present [professional performer(s) with audience – community (non-profit) sponsored]	DAILY 2ND SHOW OVERTIME	- \$325/booking (5 hour maximum plus 2 hours setup time) - \$275/same day (no tech changes) - \$75/hour (no audience)
*new category	Class C(c) No C.I.F. (non-ticked admission)	Technician and Co-ordinator present [professional and/or community performer(s) with audience – community (non-profit) sponsored]	COMMUNITY PROFESSIONAL OVERTIME	<u>Non-revenue benefit</u> - \$225/booking (7 hour) <u>Revenue</u> - \$390/booking (7 hour maximum) - \$450/booking (7 hour) - \$630/booking (7 hour maximum) - \$75/hour (no audience)
	Class D C.I.F. (prof./prof)	Technician and Co-ordinator and Front of House Staff	DAILY OVERTIME	- \$425/booking (5 hour maximum plus 2 hours set up time) - \$90/hour (no audience)
*new 2 nd show rate	Class E C.I.F.	Technician and Co-ordinator present, Out-of-Town Group	DAILY 2ND SHOW OVERTIME	- \$525/booking (5 hour maximum plus 2 hours set up time) PLUS 10% of Gate - \$325/same day (no tech changes) PLUS 10% of Gate - \$90/hour (no audience)
	Class F	Student Use	MON-FRI	To provide student groups an opportunity to use student performances (i.e. proposal student drama Teacher/Sponsor present performances, student band concerts, etc.) as fundraisers. Admission may be charged with an allocation of 10% of ticket sales to a maximum of \$125 payable to the Mount Elizabeth Theatre. **Student groups collecting donations will pay 10% of collection to the C.I.F. **Student groups not charging admission/collection for student performances will be allowed “no charge” use of the facility.
*new proposal		Student Use	SAT-SUN	Rental Category Class C(a) will apply.
*new category	Class G C.I.F.	Meeting use local group, Co-ordinator or delegate present; No technical	MON-FRI OVERTIME	- \$40/hour before 10:00 p.m. (min. 2 hour booking) - \$75/hour (To provide a meeting hall for assemblies that require no tech (i.e. lights, mics, ohp’s tape, cd’s, curtains, dressing rooms, etc.)
*new	Class F	Student Use	MON-FRI	To provide student groups an opportunity to use student proposal C.I.F. performances (i.e. proposal student drama Teacher/Sponsor present performances, student band concerts, etc.) as fundraisers. Admission may be charged with an allocation of \$1/person per ticket sale to the C.I.F. payable to the Mount Elizabeth Theatre. **Student groups collecting donations will pay 10% of collection to the C.I.F. **Student groups not charging admission/collection for student performances (MON-FRI) will be allowed “no charge” use of the facility.

