

**RENTAL GUIDELINES FOR THE
THOMAS N. KEATING CENTER THEATER
801 WEST ESSEX KIRKWOOD, MO 63122
(314) 213-6100 EXT. 1085**

A. SCHEDULING

1. Groups or individuals requesting use of the theater will use the application for this purpose provided by the District. These applications must be made at least 3 weeks in advance and be accompanied by an initial deposit of \$500 per rental day (check made payable to Kirkwood School District). The application must be submitted to Chris Bond, Theater Manager at Kirkwood High School. Notification of approval will come from the Theater Manager. The District facility schedule serves as the official reservation list of rental/use permits.
2. The District reserves the right to require a minimum of \$500,000 certificate of insurance providing liability and property insurance for the tenants during the period of time they will be using the Keating Center Theater. The certified copies of insurance will name the "Kirkwood School District R-7 and M.U.S.I.C." as additional insured under said certified copies.
3. Rental fees incurred are payable upon (receipt of invoice) the date of performance. Past due invoices shall incur interest of 1% per month until paid in full. Applicant agrees to pay reasonable costs of collection including attorney fees for all unpaid invoices.
4. Kirkwood School District's use of the Keating Center Theater must be scheduled and approved by the theater manager.
5. During regular school hours the Keating Center Theater is available only to Kirkwood School District (District) educational and/or activity programs, unless agreed upon and arranged by the theater manager.
6. In case of severe weather, cancellations will be determined by the Superintendent or designee.

B. RULES AND REGULATIONS

1. No one may use the Keating Center Theater without the direct supervision of a district staff person.
2. The Keating Center Theater will be kept locked at all times except when it is in use. This will include the stage, house, scene shop, and box office/manager's office. All storage rooms will be kept locked and will be opened only under the direction of a staff member. The exterior doors will be unlocked during the regular school schedule and during performances.
3. The rest rooms which open onto the Commons Area will be open at all times for student and theater patron use.
4. Theater equipment (lights, sound, rigging, shop tools, pit covers, etc.) may be operated only by persons trained and/or approved by theater staff. No equipment may be brought into the Theater without prior approval of the theater staff. No equipment may be connected to theater systems without prior approval of the theater staff. No re-patching or re-focusing may be done without prior approval of the theater manager.
5. No unauthorized person may be on any lighting catwalk or access stairs, on the rigging balconies or access ladders, on the grid, in the orchestra pit or on the access stairs, in the scene shop, in the control booth, in the sound control position, or in the ticket booth/manager's office.
6. No food or drink of any kind is permitted in the house of the theater, in the orchestra pit, or on the stage (except as a part of a performance). No food or liquid of any kind is permitted in the sound control position or the control booth. Food and drink are permitted in the green room, the manager's office, and the scene shop.
7. Load in/out is billed at \$150 per hour. Once load in has ended, the full rental rate will be in effect. This includes any rehearsal or technical setup time. Load in/out rates only in effect if the total time of load in/out will be a minimum of 1 hour.
8. All groups will be expected to conform to fire regulations. There will be no smoking in school buildings or on school grounds and use of fireworks, alcoholic beverages, illegal drugs, profane language, or gambling on school premises are prohibited. No fire of any sort can be used on stage—including candles.
9. Items found in the theater, cafeteria and green room are strictly the property of the KH Players student production group or the KHS band and are not a part of the rental agreement. Renters shall not use makeup, brushes, tools, set pieces or musical instruments without first obtaining permission from theater manager. **Unauthorized usage that leads to broken/damaged items will lead to additional costs to the renter for the repair/replacement of said items.**
10. An administrator from Kirkwood School District will resolve any conflicts with renters.
11. Per KSD Board Policy, security is required for all events with an audience. More information below.

RATE SCHEDULE FOR THE THOMAS N. KEATING CENTER THEATER
2023-2024

A Kirkwood School District (KSD) appointed, qualified person will be on site and available at all times during a rental. Three technicians can be provided to operate theater equipment (lighting, sound and fly). Additional technicians are available at \$15.00 per hour. This includes spotlight operators.

No rehearsal or performance may start before 4:00 p.m. on a school day, except performances for school children during the school day, unless special arrangements have been made with the theater manager.

No rehearsal or performance may go later than 10:30 p.m. without prior approval of the theater manager.

Consumable supplies such as color gels for lights, audio tapes or CDs will be provided by the renter unless otherwise agreed upon by the renter and the theater manager.

An initial \$500.00 per day deposit is required when your application is submitted. If you cancel your event at least 30 days prior to the date of the event, this deposit will be refunded in full. If the event is cancelled 0-29 days prior to the event, the deposit will not be refunded. The balance is due and payable 30 days from the conclusion of your event.

Any hours or part of an hour over the 4 hr. minimum will be calculated at the scheduled rate. ALL HOURS ARE CALCULATED IN 15 MINUTE INCREMENTS.

A consultant's fee of \$51.50 per hour will be charged for the manager or assistant if either is needed to perform in excess of 2 hours outside of rental time any design, planning or other preparatory work for any renting group.

Technicians will have the option of a minimum of a 20 minute break after 2 1/2 hrs of time.

<p style="text-align: center;">Non-Profit Organizations</p> <p>Include businesses, civic, athletic, social organizations and churches located in the Kirkwood School District and all other approved non-profit organizations.</p>	<p>4 HR MINIMUM @ \$361/HR (\$1,444) PLUS \$196 CHARGE FOR SETUP AND CLOSE DOWN. EACH ADDITIONAL HR \$361 PRICE CALCULATED EACH DAY OF USE TOTAL:</p>
<p style="text-align: center;">All other organizations not included above.</p> <p>Dates Scheduled: _____ Hours: _____</p>	<p>4 HR MINIMUM @ \$469/HR (\$1,876) PLUS \$196 CHARGE FOR SETUP AND CLOSE DOWN. EACH ADDITIONAL HOUR \$469 PRICE CALCULATED EACH DAY OF USE TOTAL:</p>

ORGANIZATION

KIRKWOOD SCHOOL DISTRICT R-7

REPRESENTATIVE

Chris Bond

KIRKWOOD REPRESENTATIVE

TITLE

Keating Theater Manager

TITLE

CUSTODIAL FEES

CUSTODIAL FEES OF \$46.00 PER HOUR ARE CHARGED IN ADDITION TO ALL RATES. THERE IS A TWO CUSTODIAN MINIMUM. ADDITIONAL CUSTODIANS MAY BE ADDED, IF THE EVENT SIZE WARRANTS. CUSTODIANS WORK THIRTY MINUTES PRIOR TO AND AT LEAST THIRTY MINUTES AFTER EACH EVENT. ANY ADDITIONAL TIME NEEDED TO CLEAN/RESET RENTED AREAS WILL BE BILLED TO THE RENTER.

SECURITY FEES

KIRKWOOD SCHOOL DISTRICT BOARD POLICY REQUIRES SECURITY TO BE ON SITE AT ALL EVENTS WITH AN AUDIENCE. SECURITY ARRIVES 30 MINUTES PRIOR TO THE AUDIENCE ARRIVAL AND REMAINS ON SITE UNTIL THE EVENT ENDS. KEATING THEATER WILL HIRE OFF DUTY KIRKWOOD PD FOR SECURITY AT \$50.00 PER HOUR, PER OFFICER. SEE PARAMETERS ON PAGE 4.

KEATING CENTER APPLICATION AND PERMIT
Kirkwood School District
801 W. Essex Avenue
Kirkwood, MO 63122
(314) 213-6100 Ext. 1085
(Revised June 2023)

Date: _____

The undersigned makes application to the Kirkwood School District for the use of the school premises and certifies that the information given is complete and correct. The undersigned acknowledges that failure to completely disclose information requested may result in denial of the application or termination of the permit at the District's discretion. The undersigned agrees that any promotional material for the activity to be held in the school facilities must include the following disclaimer displayed prominently. "THE KIRKWOOD R-7 SCHOOL District does not endorse the goals, objectives, activities, or opinions of any non-sponsored clubs or their members nor does the District encourage or discourage student participation therein."

The undersigned further agrees not to overtly recruit students during the school day, interfere with classes, school activities or bus ingress and egress before or after school, or in any way promote the groups or the activity in such a manner as might be construed as school sponsorship. The undersigned further states that s/he has the authority to make this application on behalf of the organization or group named below and by signing this application binds the group to pay (all) the fees and charges for use of the facility (upon receipt of the District's invoice) as set out on Exhibit A attached next and incorporated herein. The undersigned further states that the group shall report to the District any damage to school facilities or equipment which occurs during the group's activity, and shall pay the repair and/or replacement costs incurred by the District as the result of the damage. The undersigned further agrees that the group will maintain good order and security during the activity, comply with all of the District's rules and regulations regarding use of facilities and the rental guide set out in Exhibit B attached next and incorporated herein, and comply with direction from District personnel including the Superintendent, Principal, Theatre Manager, or a designated supervisor. The undersigned further agrees to indemnify and hold harmless any way related to the group's use of school facilities. If the activity immediately precedes or follows the school day, the undersigned further agrees to obtain written permission from parents prior to student participation. In order to assure processing of the application, security clearance, and personnel assignments, WE RECOMMEND FILING THE APPLICATION AT LEAST 30 DAYS PRIOR TO THE DATE REQUESTED FOR USE BUT RESTRICTED TO THE CURRENT SCHOOL YEAR.

Name of Applicant or Group _____

Name of Individual (21 or older) in Charge of Activity _____

Address _____ Zip Code _____ Phone _____

Email _____

Name of Individual (21 or older) who will directly supervise the activity _____

Address _____ Zip Code _____ Phone _____

Purpose of Activity _____

Probable Attendance _____

Will the activity be promoted in the school, by any school personnel, or any individual attending the school?

Yes ___ No ___ If yes, list all promotional efforts and attach copies of materials

If you are a non-profit organization, you must have a Tax Exempt letter on file with the Kirkwood School District. If not, please include a copy of your Tax Exempt letter with your application.

Will any individual be restricted from attending based on sex, race, religion, age, national origin, handicap, or disability?

Yes ___ No ___

If yes, explain _____

What steps will be taken to make it clear that the activity is not sponsored by the school, the district, or any personnel of school or district?

Any other rooms requested:

(There is a separate rate schedule for rooms not included with the Keating Center. The Green Room and Walker Commons are included with the Keating Center.)

Rental rate which applies to you and/or your group (found on page 2 of this document):

Please fill in the hours, rental rate and daily totals for your event.

••It is understood that this chart represents an estimate of times. It is intended to be used as an estimate for securing personnel to work the event and for budgeting purposes. Actual amounts will be determined by actual usage. If times are to be changed, it is expected that the theater manager will be notified as quickly as possible to make necessary changes to schedules.***

DAY	DATE	START TIME	STOP TIME	HOURS	RATE*	TOTAL**
					Setup fee	\$196.00
*See page 2 to determine the proper hourly rate. Load in/out is billed at \$150.00/hour. See page 1 for more information about load in/out times.					Additional rooms (if requested)	
The total is based on actual usage at the proper hourly rate.					Custodial Fee*	
Custodial fees are \$46.00/hour. Depending on the event size, additional custodians may be needed—two (2) custodians is considered a minimum for a rental. Custodians work thirty minutes prior to the start of the rental time and thirty minutes after the rental ends. If custodians have to work beyond this time, the amount is billed directly to the renter.					Security Fee*	
****Security begins 1/2 hour before the show begins and there is a 2 hour minimum at \$50/hour.					Marley (if needed)*****	
*****Marley can be rented. If this is a need, please indicate and a price will be provided.					Estimated total	
Is Marly needed? YES NO					Less initial deposit (\$500 per day)	
Total balance due 30 days after event completion.					Total due upon event completion (estimate)	
The theater manager will contact you to determine lighting and sound needs.						
Will Food or beverages be served? NO _____ YES _____ Explain:						

Applicant's Signature

Applicant's Organization

Title

Approved, Theater Manager

“The Kirkwood School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to, or treatment or employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Dr. Matt Bailey, Assistant Superintendent of Student Services, at 314-213-6106 and for employee issues, should contact Dr. Howard Fields, Assistant Superintendent of Human Resources, by calling 314-213-6103.”