



Arts Center on 7 Usage Policy District Groups

1) Access will include:

- a) Access to the Main Stage or Studio Theatre the day of the event as early as possible.
- b) Access to the venue the day prior to the event for rehearsals, if available.

2) Staff and technology will include:

- a) A lighting full stage wash on Main Stage.
- b) Up to 4 wireless hand held mics on Main Stage.
- c) Lights and sound as installed in the Studio Theatre.
- d) One operator (intern or staff) to run the sound and lights or manage the doors as needed.
- e) Piano, risers, or shells if requested.

3) Usage Fees:

- a) Any group in the Minnetonka school district will use the ACo7 spaces when available free of charge. The group must fill out the proper requests for technology and usage, have these approved by the scheduler, and be issued a user permit. All disputes will be settled by the ACo7 director.
- b) Any district group charging admission or receiving payment for an event will pay to pay facility fees with a discount of %40. These fees will be as set forth on the ACo7 web site. Technical support, setup, labor and additional fees will be charged at the standard rate with no discount.
- c) Any non-school or community group shall be subject to the rental rates as set forth on the ACo7 web site and approved by the school board.
- d) Any curricular groups requesting more than the minimum set up provided in this document section 2 will make their request to the scheduler and production manager who will work to accommodate the request. A fee will be charged for extra equipment set up and labor.

4) Additional Information

- a) All groups using the ACo7 must have a pre-approved permit issued by the center scheduler and abide by the rules as set forth by the Minnetonka school board.
- b) In all things the superintendant of schools has the final decision as to usage and rules in the center. ACo7 director reports to the Superintendant.