

REGULATION #10410.1

BELL PERFORMING ARTS CENTRE – OPERATION & USE

1. AUTHORITY

The district assigns the responsibility for the Bell Performing Arts Centre (BPAC) Operation & Use to the Secretary-Treasurer

2. FACILITY

If in conjunction with the rental of BPAC, a user wishes to rent any space within the host school, it will be under the terms outlined in Regulation 10400.1 Community Use of Facilities and Grounds.

3. BOOKING PROCEDURE

Generally, the district agrees that BPAC will be rented for a variety of community uses in accordance with District policy and regulation and in accordance with the spirit and intent of the BC Human Rights Code. Where there is a reasonable expectation that a confrontation between opposing groups might occur as a result of a rental or if an activity or event proposed to be hosted in the BPAC is considered discriminatory, racist, obscene, slanderous, libelous, or if it may be detrimental to the BPAC Management is vested with the authority to approve or deny access to the BPAC, facilities and/or grounds.

All requests for use of a district theatre, including internal and external uses, must be made through the BPAC office. Procedures for internal and external bookings, are outlined and updated on the BPAC website

4. DISTRICT THEATRE CAPITAL IMPROVEMENT ACCOUNT

A patron surcharge will apply to each performance for which an admission or donation is charged or suggested. These funds will be deposited to the District Theatre Capital Improvement Account. The amount of the surcharge will be posted on the BPAC website.

All district events are exempted from the Capital Improvement Fee.

Operating revenue exceeding the cost of operations will be transferred annually to the District Theatre Capital Improvement Account.

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5. TERMS OF USE

Terms of use that apply to all booking groups and which include information regarding rules, loss, theft and insurance coverage will be posted on the BPAC website.

6. MERCHANDISE SALES

There will be a percentage-based surcharge applied on the gross receipts from the sale of (or donations of cash or in kind made in exchange for), souvenirs, programs, librettos or any other items at BPAC by booking groups. The approval of BPAC management must be obtained in advance of sale of goods on site. The surcharge is posted on the BPAC website.

All district events are exempt from the surcharge.

Sales where 100% of the net proceeds are donated to a registered Canadian charity are exempt from the surcharge.

7. OPERATIONS

All equipment brought in by user groups is subject to the approval of BPAC management.

All members of user groups wishing to work in BPAC during their rental event must meet appropriate certification requirements prior to maintaining or operating any equipment within BPAC.

Persons offering their services as BPAC volunteers are to be selected based on their suitability for the activity. The volunteer application, training and onboarding process for internal students or staff and external candidates is posted on the BPAC website.

8. FOOD AND BEVERAGE

No food or drink may be served in BPAC, or ancillary areas, or on any of the grounds of the facility by any agency other than BPAC concession without the authorization of BPAC management.

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9. RENTAL RATES

Rental rates, rate categories, Capital Improvement Fees, Box Office Fees, Merchandise Fees and all other fees and charges are set each January and posted on the BPAC website.

Additional staffing requirements including technical services, security and extra cleaning or maintenance work, if needed, will be provided at the rates outlined on BPAC website.

Rental storage space for current user groups may be provided at the discretion of BPAC management, at rates to be determined by management.

All bookings must be paid for in advance. Fees owing will be outlined on the license agreement

10. TICKET OFFICE

All user groups must sell and process tickets for events held at the BPAC through the ticket office, except where tickets are sold through TicketMaster. Ticketing charges will be listed on the BPAC website

11. JANITORIAL

BPAC management, will coordinate janitorial services with the Service Operations Department.

12. SECURITY

BPAC management reserves authority on all decisions related to the safety and security of the patrons, staff and performers at BPAC and for the school and grounds.

BPAC management may require security personnel for an event, including off duty police officers, if deemed necessary, at the booking group's expense.

When events are taking place at the BPAC during school hours, the security and safety of the students and patrons will be the priority.

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13. SMOKING, VAPING, CANNABIS, ILLEGAL DRUGS & ALCOHOL

The user group shall ensure that there is no smoking, vaping or the use of cannabis or illegal drugs in the facility or on district grounds by any of the user group's employees, volunteers, clients or invitees. If smoking, vaping or the use of the cannabis or illegal drugs persists, the license agreement will be cancelled immediately. The Cannabis Control and Licensing Act prohibits the consumption of cannabis on School District property or within a prescribed distance from school property.

BPAC management may choose to obtain a Special Event Permit in order to sell alcohol from the BPAC concession at events where the consumption of alcohol will not adversely affect staff and patrons. Alcohol will not be served at school district events.

User groups may request permission from BPAC management to obtain a Special Event Permit to host a lobby or green room reception. Such requests will be reviewed by BPAC management to ensure that the consumption of alcohol will not adversely affect staff and patrons.

14. TICKETS ADMINISTERED BY MANAGEMENT

Depending on the event, there may be tickets retained by BPAC management for the following purpose:

- a) Seats for volunteers.
- b) Seats for district theatre management to monitor a performance.
- c) Seats for district theatre promotional purposes.
- d) Seats to deal with ticketing problems.

There may be, from time to time, seats made available to the superintendent for district promotional purposes.

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Revised: 2021-06-09
2018-06-20
2016-06-03
2012-04-24
2008-05-28
2004-11-23
2004-03-02
2003-06-17
Approved: 2001-09-11