

Theatre Use Class Descriptions – Effective September 1, 2010

Class I - Official Vail Unified School District usage – requests for usage in this class must be made by teachers or other district staff members and must support the educational objectives of the District. Examples in this class are rehearsals and recitals for school performances, awards ceremonies, graduations, and spelling bees. There is no charge for this class for free events. Please contact theatre to make special arrangements if you plan to charge admission or sell refreshments or merchandise.

Class II - Non-profit organization usage. IRS Determination Letter required for proof of 501(c)(3) status. Usage must support the non-profit organization’s mission, and users may not charge admission greater than \$10 per person. This usage class is not available during the high season (currently defined as the months of May and December).

Class III - Community and educational usage – users in this class are using the theatre primarily to showcase and/or benefit the students of the Vail Unified School District or for other activities that are for the greater good of our community. Users in this class include dance studios primarily in the business of teaching students within the Vail Unified School District, churches, youth organizations, other school districts, etc. Users in this class may not charge admission greater than \$10 per person. This usage class is not available during the high season (currently defined as the months of May and December).

Class IV - Commercial usage – this class includes all users who do not meet the definitions for Class I, II, or III users. Note: all theatre rentals during the high season (currently defined as the months of May and December) will be charged Class IV rates.

Rates

Base rental rates by Usage Class	
II	Base rental fee (4 hours) \$395.00
III	Base rental fee (4 hours) \$495.00
IV	Base rental fee (4 hours) \$695.00 + 5% of ticket and merchandise sales

Additional day of show hours by Usage Class	
II	\$100 per hour
III	\$125 per hour
IV	\$175 per hour

Tech/dress rehearsal rates by Usage Class	
II	\$50 per hour
III	\$75 per hour
IV	\$125 per hour

Rates include use of theatre’s sound and lighting systems with basic lighting configuration and up to two wireless microphones. Advanced lighting design, gel color change, refocus, additional microphones, etc. will incur additional charges.

Theatre reserves the right to sell concessions at all events. Users desiring to sell concessions or merchandise must make special arrangements with Theatre Director at time of scheduling.

Additional fees:

House manager (required – must be present when any member of your organization is in the building) - house manager fee waived for Monday through Friday rental hours between 8 am and 5 pm.	\$26 per rental hour
Sound/lighting technician: Note: House manager may handle basic sound and lighting operation, so an additional technician is only required for more complex setups. When scheduling theatre, please specify whether you will use 1) House manager only (for basic sound and lighting), 2) additional technician to be provided by theatre, 3) Your own certified technician, or 4) some combination of these.	\$16 per hour per technician
Custodial fee (required)	\$90 per 4 hr block
Use of baby grand piano	\$100 per performance
Piano tuning (please request at least two weeks in advance of first rental date)	\$85
Advanced sound and/or light cue programming	Call for quote
Projector	\$50 per day
Orchestra Shell set up	\$100
Follow-spot (requires additional technician to operate it)	\$50 per day
Online and box office ticketing are available through VTOTA	10% of ticket sales

Rental reservation process:

- Call (520) 879-3925 or email talleyr@vailschooldistrict.org to check on availability of your desired dates
- If available, your dates will be held for two weeks while you complete paperwork
- Fill out a Theatre Use Request (available in both .doc and .pdf forms) and mail or deliver to address below.
- Theatre Director will prepare a contract for your review
- Please sign, date and return the contract along with 50% of the total due within the two-week period to secure your dates. The remaining 50% will be due within 30 days following your first rental date. Theatre reserves the right to require full rental payment at time of booking.

The mailing address for Theatre Use Requests and Contracts is:

Vail Theatre of the Arts
 10701 E. Mary Ann Cleveland Way
 Tucson, AZ 85747