



AGENDA

Wisconsin Rapids Public School District - Board of Education

510 Peach Street

Wisconsin Rapids, WI 54494

(715) 424-6701

Business Services Committee

John Benbow, Jr., Chairman
Katherine Bielski-Medina, Member
Larry Davis, Member
John A Krings, President

March 7, 2016

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
 - A. Amendment to Policy 830.1 Facility Use Policy for the Performing Arts Center (PAC) – Approval
 - B. Performing Arts Center PAC Sound System Purchase – Approval
 - C. District Computer Replacement Purchase – Approval
- IV. Updates and Reports
 - A. Purchases - Update
- V. Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at [715-424-6701](tel:715-424-6701), at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling [715-424-6701](tel:715-424-6701).

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



BACKGROUND

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I. Call to Order

II. Public Comment

III. Business Services

A. Amendment to Policy 830.1 Facility Use Policy for the Performing Arts Center (PAC) – Approval

A committee has met to revise Board Policy 830.1 Facility Use Policy for the Performing Arts Center (PAC) and PAC User Application for the past several months. Listed as Attachment A and B are the recommended revisions for first reading.

The administration recommends that revisions to Board Policy 830.1 Facility Use Policy for the Performing Arts Center (PAC) and PAC User Application for first reading be recommended for approval to the Board of Education.

B. PAC Sound System Purchase – Approval

The PAC has a video projection system that should be considered for upgrade. The current video system includes projector, screen, input switching and motor control. This system has been in operation since the PAC opened in year 2000. This system should be viewed as a whole, and should not be ‘pieced together’ over time.

The current video projector system is controlled over a proprietary control protocol called AMX, and components of the system are controlled by a simple touch panel. This system seems simple to the user, but it is very difficult for a technician to troubleshoot and make changes to equipment. The inability to troubleshoot and repair our own system is extremely inefficient and costly. When considering the age and design of this system, it makes sense to look at more user friendly options. The system is not flexible or capable of handling today’s video standards. High definition video standards such as HDMI, DisplayPort, HDBaseT, and others have proven they are here for the long term. The audio visual and information technology industry has been making slow progress to phase out legacy video transmissions that we commonly use today. Our facility should be able to accept new digital input sources as they are becoming widespread across the consumer and professional industry.

There are other limitations to consider, such as the mount and location of the current projector. The projector is mounted to a motorized scissor lift that drops below the catwalk and is extremely dangerous to service. Changing the lamp or cleaning the filter is a two-man task requiring extreme caution. When the projector and lift are in the down position, it is in direct line between loudspeaker and listening position. This can cause anomalies to the frequency coverage for the audience.

Several companies we frequently work with were contacted to provide material and labor bids for this system. We received several 'equipment only' quotes from B&H, Tierney Bros, and Full Compass Systems. Tierney Bros provided a **projector only** quote for \$9,430.00. They were asked to provide a video switching solution, screen, and labor estimate, and did not return any information regarding those items. B&H and Full Compass Systems provided a **switching solution only** for \$3,738.00 and \$3,191.00 respectively. These companies do not specialize in installation. Adding the projector and switching solution from these quotes would equal approximately \$12,600.00-13,000.00.

Soundworks Systems provided a quote for projector and switching system totaling \$13,190.00. They also provided a labor estimate for install at \$2,860.00. Total cost for material and labor on the video projector and switching equipment would be approximately \$16,050.00. Soundworks was also able to provide a quote on an upgraded screen for \$8,599.00 and a labor charge for installation of the screen at \$1,560.00. Total installation cost for the screen option is approximately \$10,160. They were the only company able to provide a screen upgrade solution.

Screens can weigh about 700-800 pounds and should be handled by insured professionals. The screen replacement requires chain hoists and other rigging equipment to safely lower the old screen and to replace with the new. Soundworks is the preferred vendor for replacement of the screen given the complexity of the replacement. Comparing similar projector and switching system bids, Soundworks is very competitive in their equipment pricing, and should also be considered as the preferred vendor to supply and install this equipment. There is currently a promotional offer valid through March 31, 2016 for a free lens valued at \$2,200.00 with the purchase of select projectors.

Eric Brittnacher, PAC Coordinator, will be present to explain modifications to the PAC sound system.

The administration recommends the purchase of a Performing Arts Center (PAC) sound system from Soundworks for a total cost of \$26,209.25 be recommended for approval to the Board of Education.

C. District Computer Replacement Purchase - Approval

The Technology Department is continuing to update computers each year based on the current age and use in conjunction with our current replacement cycle plan. This year the computer lab in Room 107 at East Junior High (EJH) and the teacher workstations and staff stations at Howe Elementary are in need of replacement. We have sought out bids from Camera Corner Connecting Point, PDS and Bytespeed. While Camera Corner has a slightly lower bid than Bytespeed, the Technology Department is recommending we purchase the desktop computers from Bytespeed. Bytespeed has been the District's preferred vendor of desktop computers since 2007. Bytespeed offers us the ability to customize the computers based on the specifications needed for their specific use and Bytespeed offers a five (5) year warranty on all parts versus a three (3) year limited warranty from HP. Additionally, the quote for the computers in room 107 at EJH will be upgraded to include an additional 4GB of RAM, increasing the cost of each machine by twenty dollars.

The administration recommends the purchase of twenty-six (26) computers for East Junior High Room 107 lab from Bytespeed at a total cost of \$15,680.00 and the purchase of forty-one (41) computers for Howe Elementary from Bytespeed at a total cost of \$25,420.00 to be funded from the 2015-2016 District technology budget be recommended for approval to the Board of Education.

IV. Updates and Reports

A. Purchases – Update

Listed as Attachment C are copies of the Purchase Orders to PDS for 132 Chromebooks and SHI for 4 computer carts.

V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the Regular Board of Education meeting.

830.1 FACILITY USE POLICY FOR THE PERFORMING ARTS CENTER (PAC)

The Board of Education recognizes that the school facilities belong to the residents of the Wisconsin Rapids School District. Therefore, the Board encourages the use of school facilities by local (school district) non-profit and patriotic organizations for intellectual, social and civic purposes within legal limitations.

Requests for use of facilities may originate with groups including, but not limited to non-profit or civic organizations, school district residents or businesses located within the school district. Political, partisan or religious meetings and activities may be permitted only upon specific approval of the Board of Education or designee.

A. Procedures and Timelines for Users

1. If the request is at least 180 days prior to the date required, the Wisconsin Rapids Public School (WRPS) District will hold a date for 30 days from the date of initial inquiry, after which the date will be released unless a completed application has been received by WRPS. Request for dates with shorter advance notice will be required to provide completed applications.

No advertising may be placed until an application for a use agreement, certificate of insurance, and deposit have been received and accepted by the WRPS.

2. The PAC ~~Coordinator~~ Secretary will review applications.
 - a. The Superintendent or designee reserves the right to deny or cancel use of school district facilities, even though the proposed use is in accordance with Board policies, if granting or continuing such permission would result in community dissatisfaction and criticism or would result in disruption or interference with the instructional program of the schools.
 - b. If approved, the user organization will receive a short-term use agreement with the estimated rental charges, and a bill for a deposit.
 - c. If the application is denied, the deposit will be returned and a written explanation will be provided to the applicant.
 - d. Appeal of a denied application may be made in writing to the Superintendent within 30 days of the receipt of the denial.
3. The user organization must submit a deposit and a Certificate of Insurance with WRPS named as additionally insured, in a form with coverage limits consistent with Section E of this Facility Use Policy and the WRPS community relation's policy.

~~A deposit fee of \$250~~ The facility rental fee must accompany the building use contract, if required, within 30 days of the contract approval or prior to the scheduled use, whichever is earliest. This deposit will serve to hold the reservation and will be applied to the balance due on the final invoice. The entire fee may be required with the contract at the discretion of the District.

4. If the applicant cancels the event, WRPS reserves the right to retain the deposit. If the facility use is cancelled due to inclement weather, public emergencies, or acts of God, the deposit will be applied to the new date, if the event is re-scheduled for a date within twelve (12) months of the original date. If the event is not re-scheduled, the District reserves the right to retain the deposit.
5. It is the responsibility of the user organization to:
 - a. Pay any state and county tax on sales.
 - b. Report all income to the Internal Revenue Service.
6. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board, the permit is subject to immediate cancellation. Upon notice by the PAC ~~Coordinator~~ **Director** or any duly authorized agent of the Board, such activity is to cease. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

B. District Policies Regarding Rental of Facilities

1. By accepting a short term use agreement, the user organization accepts responsibility for the school building and assigned property while the permit is in effect as indicated in Section E of this agreement and to observe all applicable federal, state, and local laws and regulations, and all appropriate rules of the Wisconsin Rapids Public Schools Board of Education.
2. Prior to its use, the PAC ~~Coordinator~~ **Director** must approve all activities and equipment being used in the PAC.
3. In the event of inclement weather, it is the responsibility of the user organization to determine their use of the space. Rental charges will be billed if required to cover costs of equipment, labor, etc. WRPS shall not be liable for any loss of income due to inclement weather, public emergencies, acts of God, or from any other reason whatsoever.
4. If the user wishes to charge for use of WRPS parking lots, permission must be obtained in advance. Fifty percent of the parking revenue will be paid to the WRPS.
5. Alcoholic beverages and ~~tobacco~~ **nicotine products such as cigarettes, smokeless tobacco or electronic cigarettes or other electronic nicotine delivery system products are prohibited** are not permitted on WRPS premises. (Wis. Stats. 120.12(20); 125.09(2)). Food and ~~drink~~ **non-alcoholic refreshments** will be permitted in designated areas. No individual shall possess or use a ~~dangerous~~ weapon in school buildings, on school premises, in a District-owned vehicle or at any school-sponsored function or event. **The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in the Federal and State Gun Free School Zone Acts (18 U.S.C. 921(a)(3) and Wis. Stat. 948.605) guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and "dangerous weapons" as defined in Wis. Stats. 939.22 (10) and 948.61, or facsimiles thereof. The only exception will be theatrical props used in appropriate settings and in accordance with District guidelines.** A dangerous weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive

~~device, metal knuckle, or any other object, which is used or intended to be used to inflict bodily harm.~~

6. Each group using the school facility shall provide competent adult supervision adequate to insure proper and careful use of the facilities involved. School District officials reserve the right to judge the apparent adequacy of such supervision and failure to provide such supervision will be grounds for immediate revocation of the permit and refusal of future permits to the group. Each group maintains exclusive responsibility for managing its employees, its agents, invitees or any other person during the rental agreement. This responsibility cannot be transferred to WRPS.
7. Organizations or individuals may not use district facilities without having a custodian on duty. At two hour minimal charge for custodial overtime services will apply. ~~When regularly scheduled custodial services are not available, a charge for the~~ At the conclusion of the event, final actual costs of custodial services will be ~~made~~ calculated and invoiced for all building users. Any overtime or additional costs incurred by the District, as a result of the agreement, will be billed to the user. A reasonable estimate of anticipated additional costs will be provided by the PAC ~~Coordinator~~ Secretary at the time of the reservation.

C. Policies Regarding Use of the PAC

1. The facility is owned and operated by the Wisconsin Rapids Public School District, and will be made available to public, private, and non-profit organizations on an equal, non-discriminatory basis. The school facilities shall not be used for any non-school purpose at any time, if such use will interfere with the curricular or co-curricular program of the school. The upcoming general school calendar is set by March 15 of the preceding school year. The first priority for scheduling the following school year, September through August, is given to school district affiliated groups. Recognizing the need of non-school district affiliated groups to schedule performances prior to March 15 of each year, the second priority for scheduling the following school year is given to those groups as defined in C.2. Preference among those groups is given to groups with historical and recurrent WRPS facility based programming and who remain in good standing. Groups contracting for the Performing Arts Center prior to March 15 may do so with the understanding that in the event the Performing Arts Center would be subsequently booked for school district activities, the ~~West Junior High School~~ Wisconsin Rapids Area Middle School Auditorium would be made available as an alternate.

For long-lead event planning, efforts will be made by the District to maintain availability of the Performing Arts Center for the requesting group.

2. After March 15, the priority for scheduling is given to those groups with historical and recurrent WRPS facility based programming. Other groups may be scheduled on approval of the Board of Education. Priority will be given to groups as long as they remain in good standing.
3. Exceptions to the above use policy will be determined by the Board. Such determination may be delegated to the Superintendent of Schools.
4. A WRPS ~~or WRPS-certified~~ technician or WRPS approved technician must be present whenever the facility is being used by the user organization. ~~Certification can~~ Approval must be obtained from the PAC ~~Coordinator~~ Director in advance with sufficient notice. Any costs associated with this provision will be billed to the user organization.

- a. The Technician's call will begin a minimum of one-half hour before the ~~established call~~ contracted set-up time.
 - b. All labor charges will be for a two-hour minimum.
 - c. All District staff will receive overtime pay for any time above 40 hours per week or 8 hours per day, under the appropriate contract provisions as governed by the District's policies and procedures.
 - ~~d. Unscheduled labor may not be available.~~
 - e. Meals and breaks for District staff will be governed by District policies and procedures must be scheduled into work calls. (Ten minute breaks must be given in a call longer than three hours. Meals may be 30, 45 or 60 minutes, and must be included in a call of six hours or longer.)
 - ~~f. Extra charges may be assessed for custodial overtime, audio lighting personnel, school district owned equipment, and general crowd supervision as determined by the District.~~
5. All facility time, labor, and equipment required for ~~your~~ the event must be identified on the application for use agreement by the lessee. Meeting last minute requests for additional time and labor may not be possible, nor will the District guarantee that additional equipment will be available. Please check the inventory ensure the availability of lighting, sound and materials prior to your event. ~~with the PAC Coordinator.~~ Extra charges may be assessed for custodial overtime, audio-lighting personnel, school district owned equipment, and general crowd supervision as determined by the District.
 6. The PAC ~~Coordinator~~ Director has authority over the PAC, its control rooms, box office, dressing rooms, the music rooms, studio rooms, hallways and cafeteria refreshment area when required for performances or rehearsals for a scheduled event.
 7. All staging, electric and sound plots must have prior approval by the ~~Coordinator~~ Director. Any setup deemed unsafe by the PAC ~~Coordinator~~ Director shall be modified to the satisfaction of the District as determined by the PAC ~~Coordinator~~ Director. The cost of any such modification shall be borne by the user organization.
 8. Any equipment required for a scheduled event other than equipment listed in the PAC inventory must first be requested in writing on a timely basis. In the event any rented equipment or any equipment on the PAC inventory should become unavailable, the PAC ~~Coordinator~~ Director will inform the user organization on a timely basis.
 9. The user organization shall follow all fire code regulations regarding public performance, including the use of flame resistant materials for scenic or design purposes.
 10. The PAC lobby and all hallways shall be free of any obstructions and must conform to fire code regulations. Any tables or displays placed in the lobbies shall be approved by the PAC ~~Coordinator~~ Director prior to set-up.
 11. Any use of open flame, pyrotechnics, smoke or chemical fog are prohibited unless prior approval of the PAC ~~Coordinator~~ Director is obtained. If any aforementioned materials are used without

prior approval, the PAC staff shall have the right to discontinue the performance until the items are removed from the stage and stored in a safe and prudent manner.

12. The user organization shall not post signs or affix banners to the building without the prior consent of the PAC ~~Coordinator~~ **Director**. No items may be attached or mounted to the physical structure without prior approval. Scenery, which must be affixed to the stage floor, must be affixed with approved fasteners, and be restored to the satisfaction of the PAC ~~Coordinator~~ **Director**.
13. Third party sponsors will not be allowed to distribute materials, place objects bearing sponsor's name or highlight their product or service without prior approval of the PAC ~~Coordinator~~ **Director**. If contemplated, please submit sample materials in advance to the PAC ~~Coordinator~~ **Director**.
14. Parking for trucks or vans at the PAC loading zone is limited to one vehicle at a time and must be coordinated prior to the event. No vehicle may stay in the loading zone unattended. Once the vehicle is unloaded, it must move to the designated parking lot.
15. While it is the group's sole responsibility to establish safe sound levels, the final sound output of any recorded or live performance may be monitored by the PAC ~~Coordinator~~ **Director** who shall have the authority to change the levels, if required, during a performance.
16. Any broadcasts, telecasts, recordings, etc., require prior ~~written~~ consent of the PAC ~~Coordinator~~ **Director**.
17. The user organization is responsible for all licensing rights for the performance and novelty sales.
18. WRPS will provide a clean and unobstructed area for the event. It shall be the responsibility of the user organization to maintain and restore the area to such condition. Additional WRPS custodial or technician costs associated with maintaining and restoring the area will be billed to the group.
 - a. Any lighting, masking, or sound plot that has been used for an event must be removed and the house plot must be restored back to the house plot at the cost of the user organization.
 - b. If the orchestra pit cover or acoustic shell is used for an event, the cost of removal and installation will be billed to the user organization.
19. It is the responsibility of the user organization to remove all equipment immediately following the said rental, clean the dressing rooms and check the hall to secure all property belonging to the user. Any items to be returned will be sent C.O.D.
20. No painting is allowed on fixed surfaces without prior approval of the PAC ~~Coordinator~~ **Director**.
21. No removal, relocation, or alteration of the stage curtains. Requests regarding the curtains must be made in advance to the PAC ~~Coordinator~~ **Director**.
22. Only local calls are permitted from PAC phones.

23. No one is allowed to operate any PAC equipment *or systems*, unless accompanied by ~~previously approved by the PAC Coordinator or designee~~, a WRPS certified technician.
24. No one is allowed on the catwalks, balcony areas, and rigging stairs without being accompanied by ~~the approval of the PAC Coordinator or designee~~, a WRPS certified technician.
25. Report any problems, including any loss or injury, in the PAC immediately to the PAC ~~Coordinator~~ Director or designee.
26. Only the school district may pay its employees for services rendered. The office of the PAC will, in turn, bill the user organization for all salaries and fringe benefit payments. At no time shall any salary be paid directly to the employee. The school district, or its representatives, will stipulate the number of school district employees to be on duty for each activity.

D. Policies Regarding Front of House

1. During all public performances a WRPS House Manager ~~or WRPS certified House Manager~~, as designated by the PAC ~~Coordinator~~ Director, must be present a minimum of one hour prior to curtain time and must remain until all audience members have vacated the PAC. Any costs will be billed to the user organization. The user organization is responsible to have a representative at the front of the House fifteen minutes prior to the arrival of cast, crew, and any public. ~~shall be the first person in the building and the last one out arriving at least fifteen minutes prior to other members.~~ At the conclusion of the performance, the user organization is responsible for any cast, crew, and public departures and must remain on the premises until all have vacated.
2. The user organization will determine when lobby doors and House doors will open. ~~have the authority to open doors at their discretion.~~
3. Ushers are the responsibility of the user organization.
4. WRPS reserves the right to hire security for an event. All charges for security will be billed to the user organization.
5. The posted PAC seating capacity (833) may not be exceeded in any circumstance. (Fire Code)
6. Upon written request from the PAC ~~Coordinator~~ Director, the user organization will provide four complimentary tickets per performance to WRPS.

E. Agreement

The applicant agrees to abide by the rules and regulations and policies formulated by the Wisconsin Rapids Public School District regarding the use of its facility, agrees to pay expenses incurred and billed by the District, agrees to be responsible for careful and prudent use of the district facility, and to be responsible for any damages which occur. Further, the applicant as lessee, shall indemnify and save harmless the School District of Wisconsin Rapids (lessor) from and against any and all loss, cost, (including attorney's fees) damages, expenses and liability (including statutory and liability under worker's compensation laws) in the connection with claims for the damages as a result of injury or death of any person or property damage to any property sustained by lessee, its employees and all other persons, which arise from or in any manner grow out of an act or neglect on or resulting from the use of lessor's facilities and equipment by lessee, lessee's agents employees, and invitees, or any other person during the rental agreement. The Board of Education reserves the right to compel a

showing of a financial responsibility or a policy of liability insurance for any given amount as it deems is advisable as a condition precedent to the leasing of the facility.

A Certificate of Insurance showing WRPS named as additionally insured with a minimum per occurrence General Liability coverage limit of \$1,000,000, and \$100,000 Property Damage coverage as well as a Fire Damage limit of \$300,000 is required. A certificate of Insurance showing Auto and Worker's Compensation coverage and limits acceptable to the School District of Wisconsin Rapids may be required as a condition of this lease agreement. The cost of this coverage is to be paid by the lessee.

In the event any fault or neglect by WRPS or its failure to satisfy any obligations under the Use Agreement, the liability of WRPS shall be exclusively limited to the refund of any amounts paid by the user organization or due under the agreement.

Authorization for use of the school facilities shall not be considered as an endorsement of or approval of the activity, group or organization nor the purpose they represent.

~~The School District of Wisconsin Rapids is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, gender, handicap or disability or other basis prohibited by applicable fair employment laws or regulations.~~

The School District of Wisconsin Rapids offers equal employment opportunities and prohibits discrimination based on an employee's or applicant's age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by State or Federal law.

FEE SCHEDULE # 2 Effective March 12, 2012 TBD

| FEES FOR PERFORMING ARTS CENTER – LHS | | | |
|--|--|---|---|
| UTILIZATION: | GROUP A IN-DISTRICT NON- PROFIT | GROUP B IN-DISTRICT FOR- PROFIT OR OUT-OF- DISTRICT NON-PROFIT | GROUP C OUT-OF-DISTRICT FOR PROFIT |
| | <i>All Day 8 hours²</i> | <i>All Day 8 hours²</i> | <i>All Day 8 hours²</i> |
| Auditorium★ <u>NON-Ticket Sales</u> <u>-or-</u> <u>TICKET Sales</u> | \$350.00 <u>\$250.00</u> <u>3% of Ticket Sales</u> | \$700.00 <u>\$550.00</u> <u>10% of Ticket Sales</u> | \$900.00 <u>\$750.00</u> <u>15% of Ticket Sales</u> |
| Rehearsal – <u>4 hours</u> | \$100.00 ² | \$125.00 ² | \$150.00 ² |
| Removal/Installation of Orchestra Pit Cover* | \$225.00 <u>\$250.00</u> | \$300.00 <u>\$350.00</u> | \$350.00 <u>\$400.00</u> |
| Removal/Installation of Band Shell* | \$125.00 | \$125.00 | \$125.00 |
| OTHER EQUIPMENT: | | | |
| Steinway Grand Piano | \$125.00 | \$175.00 <u>\$250.00</u> | \$350.00 <u>\$400.00</u> |
| <u>Clavinova</u> Piano from Music Dept. | \$ 75.00 | \$100.00 | \$125.00 |
| Power Podium | \$110.00 | \$ 110.00 | \$125.00 |
| AV Equipment ³ | \$ 30.00 per piece | \$ 30.00 per piece | \$ 30.00 per piece |
| Risers | \$ 15.00 per piece | \$ 15.00 per piece | \$ 15.00 per piece |
| Fog Machine | \$ 25.00 | \$ 25.00 | \$ 25.00 |
| LABOR CHARGES | | | |
| Regular Technician Charge | <u>\$15.00</u> 30.00 per hour | <u>\$15.00</u> 30.00 per hour | <u>\$15.00</u> 30.00 per hour |
| Expert Technician Charge** | \$ 40.00 per hour | \$ 40.00 per hour | \$ 40.00 per hour |
| Custodial Charge | Estimate will be provided | Estimate will be provided | Estimate will be provided |

²If the event exceeds the contracted utilization and rehearsal time, there will be a \$150.00/hour charge.

³A per piece fee for AV and other miscellaneous equipment utilized will be assessed as indicated on the “use” form. (AV fees are calculated at 5% of replacement cost of equipment.)

* If the event is more than one day, the rate for removal/installation of the orchestra pit cover and/or band shell would be negotiable.

**In cases of shows with extremely complex sound or lighting requirements which exceed the skills of regular house technicians, “expert” level technicians will be hired at the rate of \$40.00 per hour per technician. The need for “expert” level technicians will be determined in consultation with the PAC Manager Director.

★ Areas of the facility outside of the PAC/Green Room that are utilized will be charged in accordance with the rental fees listed in Board Policy 830.

Fees will be reviewed annually by the administration and appropriate recommendations for adjustment forwarded to the Board of Education.

CROSS REF.: 443.8 – Possession or Use of Weapons – Students
 522.9 – Possession or Use of Weapons – Staff/Employees
 830 – Use of School Facilities
 832 – Possession or Use of Weapons – Visitors and Volunteers

Approved: October 11, 1999

Revised: June 17, 2002; February 11, 2008; October 12, 2009; March 12, 2012; **TBD**



PERFORMING ARTS CENTER OF WISCONSIN RAPIDS

APPLICATION FOR USE

ATTACHMENT B

Organization Sponsoring Event: _____

Event Description: _____

DATE OF EVENT:

| Setup Time | Open Lobby | Program Start | Program End | Estimated Attendance |
|-------------------------------------|------------|---------------|-------------|----------------------|
| am | am | am | am | (833 Seats Max) |
| pm (Time Scheduled before event) | pm | pm | pm | |

REHEARSAL DATES/TIMES

Are you charging an admission fee? YES NO If yes, what will the charge per seat be? \$ _____

Are you requesting a good will offering from the audience? YES NO

| | |
|---|---|
| Do you need: (Included in rental) <ul style="list-style-type: none"> <input type="radio"/> Box Office Facility <input type="radio"/> Green Room (Dressing Room) | Do you need: (Additional fee may apply) <ul style="list-style-type: none"> <input type="radio"/> Cafeteria – Refreshment Area <input type="radio"/> Follow Spot Light/Booths (Tech Extra) <input type="radio"/> Additional Dressing Areas <input type="radio"/> Music Rooms <input type="radio"/> Other Rooms at Lincoln High School |
|---|---|

What furniture do you require?

| Chairs | Tables | Music Stands | Other |
|--------|--------|--------------|-------|
| | | | |

While utilizing WRPS parking lots, do you plan to assess a parking fee/charge? Yes No

If yes, please explain: _____

Would you like the house divider closed? Yes (451 seats) No (833)

Will you be using open flame, pyrotechnics, smoke, or chemical fog during your use of the PAC? Yes No

If yes, please explain: _____

Do you plan to broadcast, telecast, or record this performance? Yes No

Are there any other items that you need that were not addressed? Yes No

Please explain: _____

| Equipment (fees may apply) | Gear Inventory | Quantity Available | Cost |
|--|--|--------------------|-----------|
| Basic Sound System | Soundcraft Performer 3, house system (see tech specs) | | Included |
| Basic Lighting System | ETC Ion 2x10 fader wing, house system (see tech specs) | | Included |
| Basic projection system | In-house projector and screen (see tech specs) | | Included |
| Computer (PowerPoint, dvd, etc.) | Windows 7 Laptop | 1 | \$10 |
| | | | |
| Subwoofers and LR Stereo Tops | | | \$100 |
| Stage Monitors | | 8 | \$15 each |
| Additional Projector (ground or hung) | Epson Powerlite 3000 Lumen | 1 | \$25 |
| Portable Projection Screen | DaLite 8x8ft | 1 | \$10 |
| Wireless Headset Communication | Telex BTR80; TR-80 2 channel belt packs | 4 | \$15 each |
| Podium | | 1 | \$15 |
| Fog Machine | High End Systems F-100 Fogger | 1 | \$25 |
| Risers | | | \$15 each |
| Hardwired Microphones | | | |
| Drum 6 Mic Package | AKG D112, D40, C430 | 6 | \$20 pkg. |
| Instrument Mic | Shure SM57 (Dynamic) | 11 | \$5 |
| Vocal Mic | Shure SM58 (Dynamic) | 9 | \$5 |
| Floor Mics (tap mics) | Crown PCC160 (Condenser) | 5 | \$5 |
| Hanging Mics | Audio Technical AT933R (Condenser) | 3 | \$5 |
| Steinway Grand Piano Mics | Audio Technical AT933R (Condenser) | 1 | \$5 |
| | Other Select Microphones Available (Please Inquire) | | \$5 |
| Wireless Microphones | D1 Box | | \$5 |
| Handheld | Shure QLXD2 Beta 87A capsule | 8 | \$20 |
| Bodypack - Includes lapel or skin tone concealed mic | Shure QLXD1 | 24 | \$20 |
| Follow spot | | | |
| Long Throw Spot | Altman Satellite 575W | 2 | \$15 |
| Short Throw Spot | Altman Luminator 360W | 2 | \$10 |
| Miscellaneous | | | |
| Gaff Tape | White and Black | | \$15/roll |

NOTE: If you have a document that describes your technical requirements, please attach it to this form.

CONTACT PERSON(S):

| | |
|--------------------|--------------------|
| NAME: | NAME: |
| ADDRESS: | ADDRESS: |
| CITY/ST/ZIP: | CITY/ST/ZIP: |
| PHONE w/area code: | PHONE w/area code: |
| E-MAIL: | E-MAIL: |

The Wisconsin Rapids Public School District (WRPS) will hold a date for 30 days from the date of initial inquiry, after which the date will be released unless a completed application has been received. If the Application for Use is approved, the user organization will receive a Short-Term Use Agreement with the estimated rental charges and a bill for deposit.

COMPLETE THIS APPLICATION AND RETURN TO:
 Kim Schenk
 WRPS Buildings & Grounds Department
 2510 Industrial Street
 Wisconsin Rapids, WI 54495
 Ph (715) 424-6718 Ext 1100 Fax (715) 422-6240
 Kim.schenk@wrps.net

| For Office Use Only | |
|---------------------|-------|
| Approved By | _____ |
| Copy to B&G | _____ |
| Copy to LHS | _____ |
| Copy to ERIC | _____ |
| Copy to Other | _____ |

Revision Dated 2/26/2016



Purchase Order
WISCONSIN RAPIDS SCHOOL DISTRICT
 510 PEACH STREET
 WISCONSIN RAPIDS, WISCONSIN 54494
 PHONE (715) 424-6705 - FAX (715) 422-6070

SHOW THIS NUMBER ON ALL SHIPMENTS,
 CORRESPONDENCE, OR INVOICES

PO# 16002246

DATE: 02/25/16

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 140554

REQ: 00030868

PHONE: (800) 966-6090

Fax: (262) 569-5391

EMAIL:

BUYER:

SHIP TO: Central Storage

2510 Industrial Street
 Wisconsin Rapids WI 54495

PDS
 1823 Executive Drive
 Oconomowoc WI 53066

CONTACT: P Bickelhaupt

SITE: Central Office

VENDOR ACCOUNT:

SPECIAL INSTRUCTIONS: Please email to teamgovedu@pdsit.net

APR 24 2016

Please send the following, freight charges prepaid. Cancel back orders not received by

| QTY | UOM | DESCRIPTION | UNIT PRICE | AMOUNT |
|--------|-----|--|------------|-----------|
| | | PER PURCHASING POLICY 672 | | |
| | | Please attach Quote 896944 | | |
| 132.00 | | 567662 HP, Inc. Chromebook 11 G4 Cel N2840 2116GHz 4GB 16GB 11.6" | 189.00 | 24,948.00 |
| 132.00 | | 526975 Google Chrome OS Management Console - Education | 25.00 | 3,300.00 |
| | | TOTAL: | | 28,248.00 |
| | | BLDG & GRNDS: Please deliver 36 Chromebooks to Sue Bushman at Lincoln High School; the remainder are to be delivered to Steve Johnson at TRC (EJH, Grove, Washington). | | |
| | | COPY TO RENEE, PLEASE GASB 34 - 36/LHS LMC Cart; 32/EJH LMC Cart; 32/LMC Cart housed at Washington; and 32/LMC Cart housed at Grove. Four carts are also being ordered on Requisition for each building. | | |
| | | Per Dan Weigand, BOE will be presented with an update for this order at the March 2016 meeting. | | |
| | | ***** For School District of Wisconsin Rapids use only 6-10-809-550-222200-000-000000-2 28,248.00 | | |

THE STATE OF WISCONSIN AND ALL ITS AGENCIES ARE EXEMPT FROM
 ALL FEDERAL, STATE, AND LOCAL TAXES, SEC. 77-54
 PLEASE ACCEPT OUR PO AS EVIDENCE OF OUR EXEMPT STATUS

Signed:



Purchase Order
WISCONSIN RAPIDS SCHOOL DISTRICT

510 PEACH STREET
WISCONSIN RAPIDS, WISCONSIN 54494
PHONE (715) 424-6705 - FAX (715) 422-6070

SHOW THIS NUMBER ON ALL SHIPMENTS,
CORRESPONDENCE, OR INVOICES

PO# 16002250

DATE: 02/25/16

PAGE NO: 1 of 1

PO TYPE:

VENDOR: 139556

REQ: 00030870

PHONE: (708) 995-7736

Fax: (732) 652-6678

EMAIL:

BUYER:

SHIP TO: Central Storage

2510 Industrial Street
Wisconsin Rapids WI 54495

SHI

290 Davidson Avenue
Somerset NJ 08873

VENDOR ACCOUNT:

CONTACT: P Bickelhaupt

SITE: Central Office

SPECIAL INSTRUCTIONS: Please email to Scot_Special@shi.com

APR 24 2016

Please send the following, freight charges prepaid. Cancel back orders not received by

| QTY | UOM | DESCRIPTION | UNIT PRICE | AMOUNT |
|------|-----|---|------------|----------|
| 4.00 | | PER PURCHASING POLICY 672 Please attach Quote 11096109 55470-AAD Spectrum Cloud40 w/4 in Balloon Wheels Power Prodigy/Trays Spectrum Industries <div style="text-align: right;">TOTAL:</div> BLDG & GRNDS: Please deliver one cart to Sue Bushman at LHS; and three carts to Steve Johnson at TRC (one each for EJH, Grove, and Washington). COPY TO RENEE, PLEASE - GASB 34 - carts to be used with the chromebooks purchased on PDS - Requisition 30868 for Lincoln High School, East Junior High School, Grove and Washington Elementary Schools. Per Dan Weigand, BOE will be presented with an update for this order at the March 2016 meeting. ***** For School District of Wisconsin Rapids use only 6-10-809-550-222200-000-000000-2 5,090.00 | 1,272.50 | 5,090.00 |
| | | | | 5,090.00 |

THE STATE OF WISCONSIN AND ALL ITS AGENCIES ARE EXEMPT FROM
ALL FEDERAL, STATE, AND LOCAL TAXES, SEC. 77-54
PLEASE ACCEPT OUR PO AS EVIDENCE OF OUR EXEMPT STATUS

Signed: *Renee Weigand*