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Purpose: The process ensures the ability to provide internal and external customers the opportunity to schedule events in the West Performing Arts Center. WestPAC provides its clients a secure, high-quality performance facility and exceptional event and technical management for staging successful events, rehearsals and performances.

TIMELINE: The timeline for scheduling use of West Performing Arts Center provides the district the opportunity to schedule events prior to the public and to secure public response in a timely manner.

1. WestPAC scheduling availability occurs within a 14 month window: from the current fiscal year to mid-August of the following fiscal year. (Example: Currently, only July 1 2016 through August 31, 2017 is available to schedule).
2. In February, **New Berlin West Middle and High School Scheduling Staff** schedule a calendar of potential events impacting WestPAC from July 1 to the following August.
3. In April **SDNB schools and WestPAC Partners** (City of New Berlin, NB Parks and Recreation, New Berlin Band and Anita’s Dance Center) are then encouraged to schedule events.
4. By May 1, WestPAC management offers scheduling to the **first tier of rental clients** (clients who have rented in the past). After that time, new clients are invited to request dates.
5. Availability is given on a first-come, first-serve basis.
6. Clients have 30 days from receipt of paperwork to submit deposit and Facility Use form to reserve their dates. Until the paperwork for ANY EVENT is received, the event is listed as **tentative** on the calendar.

FORMS – By Client Type. All these forms must be completed and submitted to Judith Smith, MAD. Forms (and completion of forms) are initiated by Judith Smith.

Form	SDNB	Rental Client
SDNB Application for Facility Use (BU)	X – Pick up from Athletic Director once event is verbally approved.	X – Received from MAD once event is verbally approved.
WestPAC Estimate	Not Applicable in most cases	X – Received from MAD with the BU. Submit deposit.
Certificate of Insurance	Not Applicable in most cases	X – Must be received to MAD 10 days prior to first day of event.
WestPAC Policies Agreement	X – On-line assume SDNB will adhere.	X – Submit signed copy
WestPAC Checklist	X – Submitted initially or with BU	X – Submitted initially or with BU
WestPAC Cue Sheet	X – MAD initiated to quantify event by timing, type, staff and client	X – MAD initiated to quantify event by timing, type, staff and client

West Performing Arts Center Scheduling Process

Scheduling Events for the School District of New Berlin (client): The school, district and organizations affiliated have a process in order to assure quality service and reliability.

1. Dates for event is requested from the Managing Artistic Director
2. MAD tentatively holds the dates on the calendar.
3. A BU Form is submitted to the WestPAC's MAD with a potential checklist to assign staff and allocate resources for the event.
4. MAD signs BU and submits to Client, Facility Director and Custodians.

Scheduling Events for Rental Clients: From the first inquiry to the final strike, the process by which the event is managed begins with scheduling the date and discovering the impact of the event on WestPAC and New Berlin West M/H School. **This is the process for RENTAL events:**

1. Dates for event is requested from the Managing Artistic Director (MAD).
2. Utilizing the Checklist, the Client submits information regarding the event to MAD
3. MAD tentatively holds the dates on the calendar.
4. MAD submits a BU Form with the Estimate and the Policy Form to the Client.
5. The Client has 30 Days to submit forms and deposit or forfeit the reservation.
6. A BU Form is submitted to the WestPAC's MAD with a potential checklist to assign staff and allocate resources for the event.
7. **Return of the signed forms and the deposit reserves the date.** The deposit is 10% of the estimate and is applied to the final invoice. The deposit is refundable should the client cancel 30 days before the event date
8. Business Usage is the legal binding contract for use of the WestPAC. **Events are not reserved until that form is signed both by the client and the WESTPAC Manager. All events are considered tentative and can be declined until the forms are processed and all parties are in agreement.**
9. NOTE: All event planning meetings are billed at the event management rate and one (1) hour is included in the estimate.
10. **Ten (10) days prior to the event, the Certificate of Insurance (\$2 million general liability) must be received by MAD in order for the event to take place.**
11. After the event, equipment expense or rental charges, payroll, custodial and cleaning charges are delivered to MAD.
12. MAD creates a report for the NBW Accountant.
13. An invoice is submitted to the Client by the School District of New Berlin within 10 to 14 days of the event.
14. Payment is due in 30 days.
15. Payment if full is required before any future dates can be reserved in WestPAC.
16. Customers using WestPAC are liable for equipment and facilitate use of New Berlin West and WestPAC. Repairs to equipment or facility will be billed to the client.