



## Upson-Lee Fine Arts Center Fee Schedule

CLIENTS	EXAMPLES (not all-inclusive)	FEES
<b>SCHOOL GROUPS</b> District/School Sponsored Activities & Events	Any activity or event sponsored by Thomaston-Upson Schools or an auxiliary organization (e.g. PTO, school clubs, boosters) Must be supervised by a school or system employee	No Charge
<b>IN COUNTY NON-PROFIT GROUPS</b> Activities and events sponsored by Upson County non-profit organizations (Proof of non-profit status required. Proof in the form of a 501(c)(3) must be submitted along with the application for use.)	City or other governmental agencies Civic organizations Service Clubs Churches or religious organizations	\$900/8 hrs
<b>IN COUNTY COMMERCIAL GROUPS</b> Other Community activities sponsored by organizations or other agencies that operate for a profit or commercial use.	All for profit organizations	\$1000/8 hrs.
<b>OUT-OF-COUNTY GROUPS</b> Activities and events that are sponsored by organizations or individuals outside of Upson County.	Commercial use of Facilities (e.g. summer camp, private recitals, etc.). Activities sponsored by profit organizations. Private Dance Companies or other events. Fundraising events sponsored by an organization outside of Upson County.	\$1200/8 hrs.
<b>SEMINAR USE</b> Meetings or Seminars that are under four (4) hours (from load in until load out.)	This Group is not intended for performances requiring heavy A/V needs. Permission to rent the Theatre under this qualification will be determined by the FAC Director.	\$450/4 hrs. includes 1 microphone & single light setting

**\*Basic Theatre Rental Package Includes:**

- Use of 900-seat auditorium, stage, lobby, greenspace, and dressing rooms for up to 8 hours (This includes **load in until load out.**)
- Stage set up (risers &/or podium)
- Basic Sound (house P.A., up to 4 microphones, compact disc, & clear-com) ‡
- Basic Lighting (full stage wash, cyc lighting, podium special) ‡
- FAC Director or Event Director\*

**NOTES:**

‡ *Special lighting and sound requests must be made in advance and may require additional fees based on time, equipment, and personnel.*

*\*The basic package includes the FAC Director or trained event director to supervise the facility and to run lights and sounds during the event.*

- If the FAC Director is unavailable, a trained event director will be assigned to the event. The event director will be paid \$25/hour, but there is no additional fee assessed to the Client. The event director fee is included in the basic package.
- If additional technical personnel are necessary to successfully manage the technical requirements of the event, the Client will be assessed a fee of \$10 per hour for each additional lights/sounds technician. **These fees are IN ADDITION to the Theatre Rental Fees. The Client will receive a separate invoice for these fees from the Thomaston-Upson accounting and payroll department.**



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- Custodial fees **ARE NOT** included in the Basic Theatre Rental Package. Client is responsible for returning the Fine Arts Center to pre-rental condition. This includes removal of all trash from the facility. If custodial assistance is necessary during or immediately following the rental event, the FAC Director will make this determination, and the Client will be assessed a fee of \$20 per hour for each custodian and may incur an additional cleaning fee ranging from \$100 up to the actual cost of cleaning and/or repairs. **These fees are IN ADDITION to the Theatre Rental Fees. The Client will receive a separate invoice for these fees from the Thomaston-Upson accounting and payroll department. Events occurring on weekends or prior to a school holiday will likely incur custodial fees.**

### FEE SCHEDULE CONTINUED

<b>Concession Stand, Concession Sales</b>	<b>\$75</b> Concession stand must be requested in advance. This fee is assessed if concessions are sold at the event. (If Client chooses not to sell concessions, then the Upson-Lee FAC may open and staff the concession stand as a fundraiser for a school organization.)
<b>Tables &amp; Chairs</b>	<b>\$125</b> (Currently available: up to 10 tables and up to 60 chairs. This fee includes set up and break down of tables and chairs.)
<b>Custodian</b>	<b>\$20 per hour per custodian</b>
<b>Lights/Sounds Technician Assistants</b>	<b>\$10 per hour per technician assistant</b>
<b>Cleaning Fee</b>	<b>Range from \$100 to actual cost of cleaning</b>
<b>Repair Fee</b>	<b>Actual cost of repair(s)</b>

### SINGLE SPACE RENTAL FEE SCHEDULE

The following Upson-Lee Fine Arts Center Spaces are available for rental for small events: receptions, workshops, trainings, etc. Prices for these rentals are the same for all groups – non-profit and for-profit. A custodial fee of \$20 per hour will be added to the total. All fees are from load in until load out. **(NOTE: Use of the theatre house IS NOT INCLUDED in these rentals.)**

SPACE	INCLUDED IN RENTAL	FEES
<b>LOBBY (front of FAC)</b>	Use of refrigerator, warmer, ice machine, and restrooms. *Tables and chairs may be added for an additional fee *Custodial fee of \$20 per hour will be added to total	\$125/hr.
<b>GREENSPACE (rear of FAC)</b>	Use of large greenspace area for conferences or trainings, TV, small kitchen (includes a refrigerator), and restrooms. *Custodial fee of \$20 per hour will be added to total	\$50/hr.

***Note: All requests for a reduction in rental fees must be presented to and approved by the Thomaston-Upson Board of Education.***