



## CAPISTRANO UNIFIED SCHOOL DISTRICT

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# Theater Use Frequently Asked Questions

### Can outside groups use school district facilities?

Yes. Any school facility (not joint-use) during non-school hours, not in use by the students or staff, is available for rental.

To find out availability or to apply for a permit, CUSD uses [Facilitron](#) to request Theater use. Log in or create an account to search for a venue. If you have any questions, you can also contact the Use of Facilities office at 949-234-9544.

### How long will it take to process my request?

It varies based on the type, complexity and duration of the request; the volume of requests already submitted; and school closures. A 15 business days, three week turnaround time is usually required.

### Do I need to have insurance for my activity?

Yes. The District requires a certificate of general liability for all groups using District property.

- Certificate of Liability Insurance of at least \$1,000,000 naming *Capistrano Unified School District 33122 Valle Road, San Juan Capistrano, CA 92675* as certificate holder and additionally insured.
- An endorsement naming Capistrano Unified School District as additional insured is also required.
- Insurance can be purchased for an event through Facilitron at the time of the request for the theater.

Proof of insurance must be provided at least 10 business days prior to the first date of use and maintained throughout the duration of the permit.

### What is included in my theater rental?

Included with the theater are two dressing rooms. Other spaces within the theater building may be available for rental, depending on school functions. These spaces must be approved for use by the school and Theater Manager prior to the event date.

### Will someone be on site to help my group?

There will be one Theater Supervisor assigned to your event. The event must be capable of being run by one person otherwise you will need to supply additional labor. Requests for additional technical

needs for your event may be subject to additional labor fees for set up and strike.

### Custodial Support

Custodial support for after-hours and weekend times is provided for an additional fee. This is mandatory for all school site events

### Can I get in early to set up for my event?

The hours requested on the application are the hours that your group has permission to use District facilities and should reflect all set-up, rehearsal, program, and takedown time needed.

### What if my event runs over?

There is a 15-minute grace period after your requested time that you will not be charged. After that grace period you will be charged the additional time half hour until you have left the facilities.

### Can groups store items in the theater while renting them?

All items will need to be removed from the theater after your program is completed unless otherwise arranged by the theater manager. All items left behind at the conclusion of your event will be discarded.

### Are food and drinks allowed in the theater?

No. Food and drinks are not allowed, with the exception of water.

### What about signs or banners in the theater?

Do not attach banners, posters or signs to walls by using staples, nails or most types of tape. Painter's tape is the only tape that is allowed to be used.

### How do I change or request additional dates on an already approved permit?

Additional dates or changes to an already approved permit application must be approved by the school. Changes can be made by logging in to your Facilitron account. If you have any issues you can click on the chat icon or calling support at 1-800 272-2962. Big changes (2-3 hours difference) need to be communicated a week prior to your event.

### I need to cancel a reservation. What do I do?



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Cancellation Policy: Cancellation of scheduled facility use must be reported to the district as soon as possible, preferably at least 7 days in advance, to ensure timely cancellation of custodians or other employees and to release the facility for other use. Cancellation within 48 hours of scheduled facility use may incur a \$200 cancellation fee plus all included staffing charges. Theaters are subject to additional cancellation policies. Cancellations can be made by logging in to your Facilitron account and cancelling the event. If you have any issues you can click on the chat icon or calling support at 1-800 272-2962.

### **When is payment due?**

Facilitron will collect 35% of the total amount at the time of the request. Payment will be collected within 7 days of the event.

### **Is there internet available?**

Yes, the CAPOUSDGUEST network is available. Sign in and agree to terms. Since it is a school supported WIFI many sites may be blocked. If you need access to any sites for ticketing or merchandise sales, requests need to be made 2 weeks in advance in order to verify the websites. Those requests can be sent to Clark Fisher – [cjfisher@capousd.org](mailto:cjfisher@capousd.org)

### **Is it possible to live stream my event?**

Yes, we can provide a hardline connection, but it needs to be requested two weeks in advance. The theater does not have access to steaming equipment, the client will have to hire a company. It is also recommended that the company you hire do a test a few days in advance of the performance.