

## Mission Statement...

The mission of Lorena Independent School District, the heart of our hometown where excellence has become tradition, is to ensure that students achieve their highest potential as responsible, self-reliant, and unique individuals through a system characterized by engaged and motivated students; passionate, dedicated staff; challenging and innovative learning opportunities; state-of-the-art facilities; involved parents and community members; and a safe environment that fosters mutual respect and cooperation.



LORENA ISD  
PERFORMING ARTS CENTER



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Performing Arts Center  
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It is a policy of Lorena ISD not to discriminate on the basis of age, race, color, national origin, gender or handicap in its educational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title XI of the Education Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended.

## Facilities Usage Guidelines

LORENA ISD...A  
tradition of excellence

## PAC Usage Guidelines

### Procedures

- ◆ Contact personnel in charge of scheduling facility for availability
- ◆ Secure and complete PAC request form
- ◆ Return completed request form to PAC personnel
- ◆ Rental & technician fees should be completed a minimum of one week prior to use of facility
- ◆ Final payment should be completed upon termination of use of facility

### District Regulations

- ◆ No tobacco, alcohol, or drug use in any facility or on premises
- ◆ No food/drink in facility
- ◆ No fireworks/explosives on premise
- ◆ School activities pre-empt any other use of facility
- ◆ User will be responsible for all damages

### Care and Guidelines

- ◆ No gum/candy in facility
- ◆ Students must always be supervised while in facility or on grounds
- ◆ Only trained PAC personnel will set/adjust air, lights and sound
- ◆ Only PAC personnel with appropriate training will be allowed in the Sound/Lighting Control Room
- ◆ Only PAC personnel with appropriate training will be allowed in catwalk area
- ◆ Backstage managers control box and light panel are off-limits to all except for trained PAC personnel
- ◆ Curtains and cyclorama should never be touched other than by PAC personnel
- ◆ All props and sets are off-limits except to the appropriate user
- ◆ No taping or marking of stage floor without approval by PAC personnel
- ◆ Artwork displayed in the building should never be touched or moved
- ◆ Use steps or ramp to enter and leave stage

- ◆ No running/horseplay in or around facility
- ◆ Never put feet on or in seats
- ◆ Never climb over or stand in seats
- ◆ Do not sit on edge of stage and hit feet on wall
- ◆ Do not rest feet or bodies on the half wall at the back of the auditorium
- ◆ Caps are to be removed while inside of facility

### Facility Use Fees

- ◆ Non-refundable rental fee—\$100/day
- ◆ Opening facility—\$50/1st hour/day, \$25/each additional hour/day
- ◆ Additional personnel will be billed at the same rates as lighting and sound technicians
- \*Lighting—\$50/1st hr./day, \$25/each additional hr./day
- \*Sound—\$50/1st hr./day, \$25/each additional hr./day