2026-2027

Curtains Up! Application

CURTAINS UP!

Southern Kentucky Performing Arts Center enriches lives through artistic experiences.

SKYPAC aspires to be the leader in creating transformative arts and entertainment experiences for all citizens in the region. Using SKYPAC as a vehicle, we welcome all people to create, experience, learn about, and engage in the arts. We aim to make people happy.

SKYPAC CORE VALUES:

- Exceptional experiences
- Arts Education for all
- Arts Access for all
- Fiscally Responsible Art Delivery

In keeping with the above purposes, SKYPAC offers K through post-secondary groups the opportunity to apply for free rental space and equipment usage in our performance venue: the SKYPAC's Rita & Jim Scott Concert Hall (capacity approx. 1,800).

This space is available for performance ensembles (including bands, orchestras, choirs, and jazz ensembles). If your group is interested in performing a theatrical production, note that this does not qualify for Curtain's Up! Please contact our operations department for rental rates.

1. Such space will be provided free of charge for one (1) rehearsal/performance day.
    - This includes the move-in, set-up, one rehearsal of the group, and a performance which includes the student/group, staff arrival, public arrival, one (1) performance, and move-out of the group.
    - The rehearsal and performance must be scheduled for the same day.

2. The **equipment usage** includes music stands, chairs, risers, one PA microphone, acoustic shell (additional fee for labor), and keyboard (depending on availability). Piano and piano tuning may require additional fees.
   Our production team is happy to work with you in achieving a great performance, so if you have any unique tech needs please contact us; our cost for delivering needs may vary on adjacent programming.

3. The **labor** included in this service is technical labor, security, and custodial staff needs.

4. Use is limited to Monday-Thursday based on SKYPAC's calendar availability and must take place during the school calendar year.

5. Groups may submit their applications for the Fall 2026 semester starting August 1, 2026. Applications for the Spring 2027 semester will be accepted starting December 1, 2026.

6. SKYPAC reserves the right to sell concessions, including alcohol, retaining all income. No other public sale/distribution of food or beverages is permitted.

7. The submission of this application does not imply confirmation. Written confirmation will be provided following SKYPAC approval.

8. A meeting to address event details will follow and an estimated cost will be provided (if applicable).

9. With this application and signature, your group gives SKYPAC permission to take photos of your performance for promotional and archival use.

10. We ask that in your curtain speech our Curtain's Up! sponsor, **Houchens Industries**, is thanked at least once.

11. SKYPAC's Clear Bag Policy will be enforced for the event and the policy (pg. 6) must be included in your communications to prospective attendees.

12. For the safety of your students, SKYPAC strongly recommends a 1:10, chaperone to minor ratio. See our attached *Supervision of Minors Policy* (pg. 7) for further guidance.

13. No admission charge or ticket sale is allowed for Curtains Up events.

Event Details

Program Title: _____

Teacher: _____

Number of Students Participating: _____

School: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

List the top three performance date options:

1) _____

2) _____

3) _____

Rehearsal Set-up Time: _____a.m./p.m.

Length of setup/rehearsal: _____

Length of Performance: _____

Performance Start Time: _____a.m./p.m.

Intermission: (Y or N) _____

Confirm your program type and number of groups performing by checking all applicable boxes:

- ☐ **Band - Group quantity: _____**
- ☐ **Choir - Group quantity: _____**
- ☐ **Orchestra – Group quantity: _____**
- ☐ **Jazz Ensemble – Group quantity: _____**

Approximate Number of Guests: _____

I, _____, understand that no admission can be charged in conjunction with a Curtains Up event.

<u>Contact Information</u>

Teacher: _____ Phone: _____

Principal: _____ Phone: _____

It is understood and acknowledged that Arts of Southern Kentucky, Inc. ("ASK") is a non-profit corporation that manages the Southern Kentucky Performing Arts Center ("SKYPAC") that is owned by the County of Warren, Kentucky ("County"). In consideration of the permission granted by ASK to use SKYPAC for educational programming, the school or institution named in this application agrees as follows:

- The applicant school assumes full responsibility for the conduct and safety of its students, staff, chaperones, and guests while on the SKYPAC premises.
- To the full extent as permitted by applicable law, the applicant school releases and waives, any claim, known or unknown, against ASK and/or the County, and their respective directors, officers, employees, elected officials, agents, and affiliates that may arise from the applicant school's use of the SKYPAC facilities.
- To the full extent as permitted by applicable law, the applicant school shall indemnify, defend (including legal fees), and hold harmless ASK and the County, and their respective directors, officers, employees, elected officials, agents, and affiliates from any claims, demands, damages, losses or expenses asserted by third parties arising from or related to the applicant school's use of the SKYPAC facilities, except to the extent caused by ASK's or the County's gross negligence or willful misconduct as determine by a court of competent jurisdiction.

As a condition of the applicant school using SKYPAC, the applicant school must submit proof of general liability coverage to ASK, which may be fulfilled by:

- A Certificate of Insurance issued by the applicant school's district, board of education, or insurance provider showing general liability coverage in effect during the time of use of SKYPAC;

This certificate must be received at least two (2) weeks prior to the scheduled event. Failure to provide documentation of active coverage may result in cancellation of the event without liability to ASK or the County.

Name and title of school authorized signatory (please print)

_____ _____

Signature **Date**

Mail completed form to:
Southern Kentucky Performing Arts Center
Attn: Education & Outreach
P.O. Box 748
Bowling Green, KY 42102

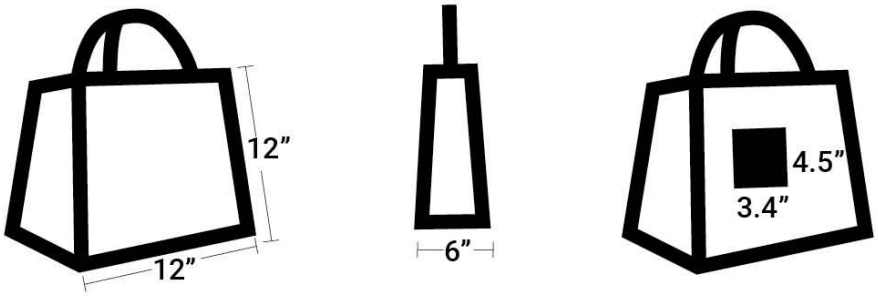
By Email:
dgodolphin@theskypac.com

SKyPAC Security Policy

Clear Bag Policy

All bags must be 12” x 12” x 6” or smaller. They must be clear with logos only on one side. Without exception, all bags are subject to inspection.

APPROVED BAGS



Bags must be clear plastic, vinyl or PVC and have a maximum of one logo imprint not exceeding 4.5 inches tall by 3.4 inches wide.

PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO:

- Weapons (with or without a permit)
- Knives (including pocketknives)
- Pepper spray/mace
- Outside food and beverages (including alcohol)
- Tobacco products, vapes, and e-cigarettes
- Cameras with detached lenses
- Video cameras - monopods, tripods, audio recording devices, selfie sticks, and cameras with telephoto or zoom lenses

SKyPAC/Arts of Southern Kentucky reserves the right to refuse admittance or remove anyone who violates any laws/regulations, event rules, or staff directives.

For a complete list of prohibited items, please visit TheSKyPAC.com

Supervision of Minors Policy
Effective Date: June 23, 2025

Purpose:
To ensure the safety and well-being of all minors (under 18 years of age) participating in programs, rehearsals, performances, camps, or other activities conducted by the Southern Kentucky Performing Arts Corporation and its resident companies and/or at the Southern Kentucky Performing Arts Center.

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1. Scope

This policy applies to all staff, contractors, volunteers, interns, and teaching artists ("Personnel") involved in programs where minors are present.

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2. General Supervision Guidelines

- **Adult-to-Minor Ratio:** At least one screened adult must be present for every 10 minors under the age of 18, with a lower ratio of 1:6 for children under 12.
- **Never Alone Rule:** Personnel should never be alone with a minor in a non-public space. At least two adults should be present at all times, or the interaction should occur in a space that is observable and interruptible.
- **Drop-off and Pick-up:** Parents or guardians must sign in and out all minors under age 12. Older minors may sign themselves in/out with written parental consent.
- **Late Pick-ups:** If a child is not picked up within 15 minutes of the end of the program, staff will contact the parent/guardian. Two staff members must remain on site with the child until pickup.

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3. Staffing and Background Checks

- All Personnel supervising minors must undergo a criminal background check every 2 years and complete child protection training annually.
- Personnel must be trained in mandated reporting laws and emergency procedures.

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4. Code of Conduct with Minors

Personnel may not:

- Use physical punishment or harsh verbal language.
- Engage in physical contact that could be misinterpreted (e.g., lap sitting, uninvited hugs).
- Communicate with minors outside of program-related channels (e.g., personal texting, social media) without written parental permission and supervisor awareness.
- Transport minors in their own vehicles unless explicitly authorized in writing by a supervisor and the child's parent/guardian.

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5. Emergency Procedures

- A minimum of one adult on-site must be CPR/First Aid certified during all programs involving minors.
- Parents/guardians must provide emergency contact information and medical disclosures at registration.
- In case of injury, illness, or other emergencies, staff will contact parents immediately and follow established emergency protocols.

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6. Reporting Concerns or Incidents

Any suspicion or allegation of abuse, neglect, or inappropriate conduct must be reported immediately to a supervisor and to the appropriate child protection authorities, per state law.

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7. Enforcement and Violations

Failure to comply with this policy may result in disciplinary action, including dismissal, and, where applicable, legal reporting.

Approved by: Jeff Reed, President & CEO
Review Date: Annually or as needed based on state and federal guidelines.