

# Franklin Park Performing & Visual Arts Center

## Standard Operation Procedures

### Facility Use Operations Policies

36441 Blueridge View Lane, Purcellville, VA 20132; (540) 338-7973  
Operating within the Park Division of Loudoun County Department of Parks, Recreation  
and Community Services.

**Purpose:** The following items are the major points of facility use standards for the Franklin Park Visual & Performing Arts Center. Every point should be considered when scheduling the time and determining equipment required for all events. An incomplete booking contract or technical rider could result in processing delays or insufficient coverage (staffing and equipment) for the event. Any questions or concerns should be addressed to Jeffrey Stern, Manager of the Arts Center, 540-338-7973; [Jeff.Stern@loudoun.gov](mailto:Jeff.Stern@loudoun.gov) .

**Process:** Use is governed by the policies outlined below. Any issue not specifically covered by the policies listed below will be decided by the Manager on a case by case basis.

Please see these policies below:

- Public Relations/ Marketing & Distributed Publications
- Load-In Policy
- Scenery Standards Policy
- Properties and Costume Policy
- Lighting and Sound Systems Use Policy
- Technical Rehearsal Week Policy
- Contract Change Order Policy
- Auditorium Strike and Break Down Policy
- Box Office Use Policy
- Concession Area Use Policy
- Green Room/ Dressing Room Use Policy
- Lobby Area Use Policy
- Lobby Art Gallery Wall Use Policy
- Arts Center Grounds Use Policy

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#### Public Relations/ Marketing & Distributed Publications Policy

**Purpose:** To inform users and staff of policies and procedures for the proper use of Arts Center and Renter logos, marketing artwork and approved name and descriptive language for use in publications, press materials and public relations efforts. Additionally, this policy addresses the minimum standard for printed materials to be distributed within the Arts Center, such as show programs, flyers, etc.

**Process:**

Public Relations/ Marketing:

The Franklin Park Arts Center will REQUIRE from each Group/ Artist the following:

- The Group's Logo artwork in JPEG pr PDF 300dpi all fonts embedded.
- The Group's show or performance marketing artwork, in the same formats as above.
- A written description of the Rental group (no more than 300 words)
- A written description of the performance (no more than 500 words)
- Any style guide governing the use of the items listed above
- The Renter's URL
- The Primary contact person and phone number
- The Group's Box Office contact info and hours, if the group is handling its own ticket sales

The Franklin Park Arts Center will PROVIDE to each Group/ Artist the following:

- The Art Center's Logo artwork in JPEG pr PDF 300dpi all fonts embedded.
- The Art Center's marketing artwork, in the same formats as above.
- A written description of the Arts Center group (no more than 300 words)
- Any style guide governing the use of the items listed above
- A written description of the directions to the Arts Center
- The Art Center's URL
- The Art Center's contact information
- The Art Center's Box Office contact info and hours, if the Arts Center is handling ticket sales

The Franklin Park Arts Center and the Group/ Artist agree to use the approved artwork and text in their press and advertising/ promotional materials. Both agree to allow the other to review/edit, for correct artwork and text usage, any and all publicity and marketing material containing the other's artwork and text prior to distribution which may include but is not limited to:

- Press releases, Calendar listings, Flyers, Posters, Programs, Print ads, Web Ads, Radio Ads/ PSA's

Distributed Materials:

The Franklin Park Arts Center will prohibit Groups/Artists from distributing concert, performance, exhibit or event programs produced using a black and white photocopier. Groups/ Artists are required to create such programs through professional print service or high quality desktop publishing hardware.

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#### Load In Policy

**Purpose:** To inform users and staff of policies and procedures for bringing into the arts center all equipment and items needed to prepare for an event.

**Process:**

Timing:

- All load-ins are to begin no earlier than 9 A.M. the day specified for the load-in and will last no later than 6 P.M. Unless otherwise specified, all load-ins are to occur on the Sunday before the show opens. No other event will be scheduled for that day and the entire facility is blocked out for the specific purpose of the load-in. Unless other arrangements are made, the load-in will last no more than 6 hours.
- In the event that the load-in and the event will occur on the same day, the user's will begin load-in no earlier than 3 hours prior to the performance time. If additional load-in time is desired, users should specify their needs at when booking the space. After the booking agreement has been approved, additional load-in time requests will be decided by the Technical Director.

Facility Access:

- A staff member of the Arts Center will be present throughout the entire load-in, but will not assist with the load-in. The facility will be fully opened for the start of your load-in and the staff member will remain on site until the end of the approved load-in time to close the building. Facility supervisors are not permitted to allow a group more load-in time than has been agreed upon with the Technical Director. The Technical Director must approve additional time for load-in and requests must be submitted by 5 PM the Thursday before load-in.
- The areas accessible to those involved in the load-in are limited to the following: Green Room, both dressing rooms, the full theatre space (including stage, auditorium, and control booth). Participants are permitted the use of the loading dock off Stage Left and are allowed to load small items in through the lobby and Green Room doors. The lobby is not to be used as a drop point, however. Anything loaded in to the lobby must be cleared from the lobby by the end of load-in.
- Due to the accessible space for the loading dock and the angle required to pull up to the deck, no truck larger than a 16 foot box truck should be pulled around to the back of the building. Anything larger than this will need to be unloaded at either the Green Room door or upstairs into the lobby. Regardless of the size of your truck, your permitted unloading point is determined and approved by the facility's Technical Director.

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#### Tool Use:

- It is expected that the participants provide their own tools for the load-in. However, should specific needs arise, the facility can provide certain tools to the participants with the understanding that these tools will return in operational condition. The participant group takes responsibility for any Arts Center tools used during the load-in. The Arts Center will not provide consumable hardware to the participant (nails, screws, bolts, etc.).
- The Arts Center does not own, nor will it purchase, welding equipment or materials for a participant group. Welding is not permitted inside the confines of the building. If any group wishes to construct any part of their scenery on site using this method, arrangements must be made a minimum of two weeks prior to the load-in.
- The Arts Center tools include: 1 cordless drill, 1 corded drill, 1 jigsaw, 1 Skil circular saw, 1 Ryobi chop saw, 1 table saw (located in maintenance shop), 1 angle grinder, 4 pneumatic tools (two staplers, a framing nail gun, and a brad nail gun).

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#### Scenery Standards Policy

**Purpose:** To inform staff and users about the safety standards required for scenery entering the center.

**Process:** The standards for construction must be adhered to by the participant and will be inspected by the Technical Director. If any part of the construction fails to meet generally accepted theatrical construction practices, the participant will be given 24 hours to make the necessary changes. After that, no additional construction, rehearsals, or other use of the stage space will be permitted until the failed scenery is altered to fit the standards or is removed from the space. The standards for scenic elements (flats, platforms, stairs, etc.) can be found in *Theatrical Design and Production* (see 'Reference' below) or upon request from the Technical Director at the Center.

#### Hazardous Materials

- The use of any hazardous material must be approved by the Arts Center Technical Director prior to the start of the load-in. The Technical Director requires a Material Safety Data Sheet on any non-standard chemical that is to be used within the Center be submitted no later than one week prior to the load-in date. Any unfamiliar chemical that is brought into the Center for the load-in that has not been pre-approved and is suspected to be hazardous may result in a delay of the load-in at the discretion of the Technical Director. Painting of scenery in the arts center must be approved by the Technical director. No painting materials may be carried into the house or lobby and no spray equipment may be used.

#### Safety Requirements

- Any participant that will be using a saw (hand or power), a drill, any pneumatic tool, or any hazardous materials is required to wear eye protection. In addition, ear protection is to be used when operating a power saw or pneumatic tool. When handling hazardous materials, a respirator or dust mask and latex or vinyl gloves are required. Any person involved in the load-in is required to wear close-toed shoes with backs. Gloves are recommended, but not required. Any person that refuses to adhere to these rules will be asked to leave the site.; this applies to any person on site during the load-in, regardless of their involvement with the physical construction. The Arts Center has a limited stock of safety equipment and groups are recommended to provide their own so as to avoid delays to their schedule. In the event of an emergency, the Arts Center staff (including technicians and facility supervisors) is the acting authority on site until emergency personnel arrive, if applicable.

**Reference:** This will be used by the Art Center as the 'generally accepted theatrical construction practices' standard.

Gillete, J. Michael. *Theatrical Design and Production*. Sixth Edition. McGraw-Hill, 2007. ISBN 0-0735-1419-5

Available on Amazon.com; there are two copies available at the Arts Center for reference or purchase.

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#### Properties and Costumes Policy

**Purpose:** To inform staff and facility users of the center's rules and regulations regarding costume use and storage at the center.

**Process:** Any items loaded into the Arts Center that are property or costume related are to be kept in the Green Room or Dressing Rooms. Any valuable items should be secured prior to the group leaving the facility. If a valuable or sensitive item is going to be left on premise and its safety is a concern, please make arrangements with the facility management. All costumes and properties that will be left on site for the duration of the production are to be stored in the Men's Dressing Rooms. Properties and non-wearable costume parts are to be kept in labeled, sealable bins and stacked in the utility room located at the rear of the Men's Dressing Room. Wearable costume pieces may be hung on the rack located in the Men's Dressing Room. All items must be kept out of doorways, off stairs, and off the Green Room counter. The Arts Center, its staff, and the County are not responsible for the damage, loss, or theft of any item brought into the facility by a participant group. Items left in non-approved locations are subject to removal from the site at the discretion of the Technical Director.

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#### Lighting and Sound Systems Use Policy

**Purpose:** To inform staff and users about the rules and regulations regarding use of the theatrical sound and lighting systems.

**Process:** These systems are only to be used by those specifically trained on the Arts Center's equipment. System training is only given by the Technical Director no less than three days prior to the event. Any person attempting to use the system that has not been trained will be told to leave the control booth. Training sessions are available by appointment only.

#### Center Technicians

- The Arts Center will provide a single technician by default when the theatrical systems are rented. After consulting the participant group, the Technical Director may deem it necessary to schedule a second operator for the event. If that is the case, the participant group will be assessed the additional operator fee at \$20 per hour. Technicians specifically handle the set-up, break down, and operation of the light and sound systems. They are not expected to perform any tasks related to scenic construction, stage management, company management, or front of house management (crowd control, box office, or concessions). In the event of an emergency, the Arts Center staff (including technicians and facility supervisors) is the acting authority on site until emergency personnel arrive, if applicable.

#### Equipment Augmentation

- If a participant group has a specific piece of equipment necessary for their event the equipment may be added to the Arts Center system set-up specifically for that event. Requests for addition(s) to the system(s) must be submitted in writing to the Technical Director no later than 2 weeks prior to the event so that arrangements can be made. The equipment must be delivered to the Center no later than 1 week before the event date to allow for the equipment to be integrated with the rest of the system and to perform a thorough work-through of any problems. There are no guarantees that any outside equipment will be compatible or operational with the Arts Center's installed system. PRCS is not responsible for any equipment that is not owned by the Arts Center. The participant group is solely responsible for any damage, theft, or loss of their equipment whether it is being used with the Center's system or not.

#### Alternate System Use

- Participant groups may request the use of their own systems for their event. This pertains to both lighting and sound. Approval for use and facility arrangements must be made by the Technical Director and will involve a walk-through of the space with the group's technicians to determine placement, power availability, and other requirements. One Arts Center staff member (in addition to the facility supervisor) will be on site to assist the group technicians in troubleshooting any issues encountered as it regards the theatre itself. The Arts Center staff will not be responsible for setting up, breaking down, or operating any equipment brought in by the participant group. The request to use a stand-alone system must be submitted with the booking contract. Any change (either to include or to cancel the use of the Center's systems) at a later date may be refused by the Arts Center.

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#### Technical Rehearsal Week Policy

**Purpose:** To inform staff and facility users about the rules and regulations related to use of the facility during 'tech week' for rehearsals prior to the opening of a show.

#### **Process**

- Technical rehearsal week pertains to productions requiring all or part of a full week of rehearsal in the space prior to opening. Assuming a Friday night opening, the schedule includes one 6 hour load-in day, one 5 hour technical rehearsal, and three 4 hour dress rehearsals. There will be a Center-assigned staff member to open and close the building and is available in the event of an emergency. This person is not to be expected to assist with any aspect of the participant group's rehearsals or programs. Any technicians provided to the group will be present for the four rehearsals and the performances. They will not be present the day of load-in.
- The accessible areas of the Center during Tech Week are the theatre (including control booth), Green Room, and Dressing Rooms. The lobby, box office, and concessions are only to be used on performance days( See the *Box Office* and *Concessions Use* policies below); the box office and concession areas become available 2 hours prior to the scheduled start of the performance, unless other arrangements are made.
- Additional technical work can be performed from 2 P.M. to 6 P.M. during the approved tech week. This is subject to space availability. Any time requested by the group in addition to what is stated above is solely at the discretion of the Technical Director.

#### Contract Change Order Policy

**Purpose:** To inform staff and users about the rules and regulations regarding additions/ amendments or changes to an approved facility use booking agreement.

#### **Process:**

- A change order can be requested in the event additional needs arise during load-in or during rehearsal after a booking agreement has been approved. A *Change Order Form* must be submitted to the lead technician covering the event or, if on site, to the Technical Director. Forms are available from the Technical Director or technicians. The Arts Center does not guarantee that it will fulfill a change order; approval is at the discretion of the Technical Director. Should a change order require additional resources, such as adding in the sound system, the group will be charged the normal rental in addition to the fees listed in their original booking agreement.
- The Arts Center will not honor any requests to change the light plot, curtain rigging, or major system placements (boards, speakers, etc.) through a change order. Such changes must be received in writing and agreed to by both the Arts Center and the participant group no later than 2 weeks before load-in. The change order only allows for the inclusion or subtraction of the system usage or the equipment in need at the time of the event. Changes to the infrastructure of the space (light plot, speaker placement, EQ levels) require a significant amount of time and planning and will not be done on short notice.

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#### Auditorium Strike and Break Down Policy

**Purpose:** To inform staff and facility users about the rules and regulations of how to remove items and vacate the center at the end the facility user's final event.

**Process:**

- The removal of scenic pieces, costumes, properties, and equipment should occur directly following the close of the event. All set pieces must be removed from the building. Small items (scrap lumber, trash bags) can be deposited into the dumpster in the lower parking lot of the Park. Larger items (flats/platforms that have not been disassembled) cannot be left in or around the Arts Center nor can they be left in or around the Park or the Park's dumpster. Any lighting or sound equipment loaded into the facility must be broken down and removed. All costumes and props need to be loaded out of the dressing rooms, Green Room, and stage. All spaces utilized by the participant group must be returned to the same state as prior to the start of the load-in. This applies to the offices, box office, concessions, Green Room, and dressing rooms. All trash is to be removed by the group prior to leaving the facility.
- As with load-ins, no Arts Center staff is expected to assist with load-out. If additional time is required for the load-out of the event, arrangements must be made with the Arts Center management. The participant group may be assessed an Extended Strike Penalty of \$200.00 in addition to the normal fees for any of the group's items remaining after the approved strike date.

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#### Box Office Use Policy

**Purpose:** To inform Staff and Facility users about the rules and regulations related to the use of the box-office area.

**Process:**

- Box office may only be staffed with PRCS/FPVPAC approved staff and/or volunteers as determined by the FPVPAC manager at the time of the booking.
- Approved Box Office staff/ volunteers for Rental group performances may enter the box-office area 2 hours before each scheduled performance. In the instance where the box office is run by an approved volunteer for the performance group, the volunteer must undergo mandatory box-office training prior to being allowed in the box-office and must bring their own cash box, tickets and other items related to their groups needs. Use of the county's computers and cash drawers are strictly prohibited.
- The User group must provide the FPVPAC box office a list of all the performance/ exhibit/event dates and any other publicity material necessary for accurately communicating with the public. All user generated publicity material mentioning the Arts Center must be submitted to the Arts Center Manager for approval prior to public release.
- Unless the user group elects to pay for the FPVPAC staff to manage its box office, the user group must clearly publish their box office phone number on all publicity materials; FPVPAC staff will NOT take ticket reservations for performances if the user group is handling its own box office.
- FPVPAC can manage the user's auditorium rental box office needs for a fee of \$100 per performance week. The fee includes: handling calls and making lists of patrons for will-call ticket sales ( FPVPAC staff will not 'staff' the box office on the days of the performances)
- FPVPAC can manage the user's gallery rental art sale needs at no cost by collecting check-only payments made payable to the rental artists or group and transmitting the collected payment checks once a week, exact timing to be determined at the time of rental.
- FPVPAC can provide credit card payment services for sale of displayed artwork at a fee of \$100 per exhibit week. Payment to artist will come via county check no more than 60 days after the close of the exhibit, less any percentage or fees, if applicable
- The box office area must be left as it was found after each use, no items may be left or stored in the box office. Additional cleaning or storage fees may be charged to users who do not comply.

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#### Concession/ Merchandise Area Use Policy

**Purpose:** To inform staff and facility users about the rules and regulation related to using the concession area to sell food and merchandise.

**Process:**

- Concessions, when available, can only be sold by FPVPAC approved staff and/or volunteers, or by a PRCS-approved vendor, or by other entities which have made prior arrangements with either FPVPAC or PRCS.
- A percentage of up to 20% of all concessions and merchandise sold or provided for sale by renters may be required by FPVPAC and will be determined on a case by case basis at the time of booking by the FPVPAC manager.
- Groups selling their own concessions must know and be in compliance with all applicable Loudoun County Department of Health code regulations regarding food preparation. Available at the following website:  
[http://inetdocs.loudoun.gov/health/docs/eh\\_rural\\_/urbanenvhealth\\_/foodregulations/foodregulations.pdf](http://inetdocs.loudoun.gov/health/docs/eh_rural_/urbanenvhealth_/foodregulations/foodregulations.pdf)
- Groups selling their own merchandise are responsible for all applicable federal, state and local business licensure requirements, taxes and other requirements related to the sale of merchandise to the public.
- The concession area must be left as it was found at the end of each use, no items may be left or stored in the concession area. Additional cleaning or storage fees may be charged to users who do not comply.

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#### Green Room/ Dressing Room Area Use Policy

**Purpose:** To inform Staff and Users of the rules and regulations related to the use of the green room area and dressing rooms for use as part of a performance use or as a 'room only' use.

**Process:**

- The Green Room may be used for performers waiting to go onstage or as a meeting or classroom space on its own. The Dressing Rooms are intended to be used in conjunction with a stage performance but may be used for meetings or classroom space on their own with special approval by the Manager.
- The Green Room 'kitchen' area is intended for 'break' food type items and not for public food preparation. The refrigerator may be used, as long as the items placed in the refrigerator are labeled and are not left for longer than 24 hours. The refrigerator will be cleaned out by FPVPAC staff on a regular basis. The kitchen sink is not intended to be used to discard paint or clean other construction or costume type items.
- The Green Room/ Dressing Room's furniture may be moved to accommodate a user group. The furniture should be returned to its starting locations at the conclusion of the room's use. Additional furniture (tables, chairs, piano, etc) will be provided by staff as specified in the booking agreement and will be removed by staff, at a time of their choosing, at the conclusion of the room's use.
- It is the responsibility of the user to clean, mop in instances where the use activity results in more soiling of the room(s) than is typical (spills, glitter, etc). If a user is unsure if their activity will result in such soiling, they are encouraged to ask with staff prior to start of the activity for clarification.
- The Green Room/ Dressing Room area must be left as specified in the user's booking agreement; items may not be left or stored in the Green Room/ Dressing Room area. Additional cleaning or storage fees may be charged to users who do not comply.

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#### Lobby Area Use Policy (Excluding Gallery Wall Use)

**Purpose:** To inform staff and users about the rules and regulations regarding use of the lobby for meetings or events.

**Process:**

- The Lobby may be used as part of an auditorium rental or as a meeting or classroom space on its own.
- The Lobby area, when not part of an auditorium rental, does not include the use of the box office or concession area. If needed, these areas may be requested at the time of booking; additional fees may be charged for their use.
- The Lobby furniture may be moved to accommodate a user group. The furniture should be returned to its starting locations at the conclusion of the room's use. Additional furniture (tables, chairs, portable PA, etc) will be provided by staff as specified in the booking agreement and will be removed by staff, at a time of their choosing, at the conclusion of the Lobby's use.
- User's wishing to serve food during their event must know and be in compliance with all applicable Loudoun County Department of Health code regulations regarding food preparation. Available at the following website:  
[http://inetdocs.loudoun.gov/health/docs/ehrrural/\\_urbanenvhealth\\_/foodregulations/foodregulations.pdf](http://inetdocs.loudoun.gov/health/docs/ehrrural/_urbanenvhealth_/foodregulations/foodregulations.pdf) PRCS reserves the right to reject any third party food service vendor.
- It is the responsibility of the user to clean, mop in instances where the use activity results in more soiling of the room(s) than is typical (spills, glitter, etc). If a user is unsure if their activity will result in such soiling, they are encouraged to ask with staff prior to start of the activity for clarification.
- The Lobby area must be left as specified in the user's booking agreement; items may not be left or stored in the Lobby area. Additional cleaning or storage fees may be charged to users who do not comply.

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#### Lobby Art Gallery Wall Use Policy

**Purpose:** To inform staff and users about the rules and regulations related to the use of the Lobby's Art Gallery Walls for the installation and display of visual art.

**Process:**

- Gallery rentals will run Friday to Friday. Artwork may be for sale or for display purposes only. The Arts Center will give priority to artwork intended for sale. PRCS reserves the right to reject any piece that they determine is inappropriate to display. FPVPAC staff must approve of how the exhibition is hung and may make changes as they deem necessary, prior to the exhibition opening and during the exhibition.
- Lobby Art Gallery Wall User's are allowed an exhibition installation week the 4 days before the exhibit opens beginning no earlier than 11am -3pm each day (additional installation work may be performed from 3pm to 6pm during approved installation week subject to space availability) plus the staff of FPVPAC to assist with technical needs, as required.
- Art work must be delivered properly matted and framed and ready to hang with hooks and wire (no saw tooth hangers). Artwork that is damaged or improperly matted or framed will be rejected and cannot be hung in the gallery. Artwork that cannot be hung on the wall must provide its own base and must be approved by FPVPAC staff at the time of booking.
- Each piece of artwork to be hung must be labeled on the back with the artists name, address, phone number, email address, title, medium and price. Uniform cards must accompany all artwork displayed to include artists name, title, medium and price. A typed exhibit price list must be submitted to FPVPAC staff prior to the opening of the exhibit.
- An artist biography must be submitted for display in the arts center lobby and may be used in any publicity that we submit to the media. This should include education, creative philosophy and may include information about specific pieces in the show.
- Lobby Art Gallery Wall User's may have use of the lobby area for one 'exhibit opening' event, to be scheduled pending the arts center booking calendar and availability. Opening event includes use of 4 arts center tables and linens, 15 chairs and small portable sound system to play background music.
- Lobby Art Gallery Wall User's may use the Box Office area (see Box Office Use Policy) and the Concession Area (see Concessions/ Merchandise Area Use Policy below for more information).
- The arts center provides insurance on all artwork during the run of the show. Coverage is equal to the sale price determined by the artist.
- Strike (take down of exhibit) to take place on the first regular business day after the last day of the exhibit. Additional fees of \$200 per day may be assessed for any remaining items belonging to the user after the approved strike date.

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#### Arts Center Grounds Use Policy

**Purpose:** To inform staff and user's about the ability to use the exterior grounds immediately surrounding the Arts Center.

**Process:**

- The grounds immediately around the arts center may be available for use on a case by case basis as requested. Additional fees for grounds use may be assessed as determined by the Managers of FPVPAC and Franklin Park