

Arts for Youth Information & Instructions

AFY Contact & Submittal

- LPAC Box (661) – 723-5950
Office Hours:
 Tuesday – Friday
 1pm – 5pm
- Reservations may be placed by mail, email, or in person during business hours at the Lancaster Performing Arts Center box office located at 750 West Lancaster Blvd.
- Please submit completed forms to:
Attn: Arts for Youth Reservation
Lancaster Performing Arts Center
44933 Fern Ave.
Lancaster, 93534
Email: artsforyouth@cityoflanasterca.gov

Reservation Form

Policy:

- Reservation, Ticket Scholarship and Transportation Grant forms with a statement of need must be completed and submitted together to be considered.
- Arts for Youth performances are strictly for educators that have an interest in integrating the arts and lesson plans with Common Core State Standards. Arts for Youth performances are not open to the general public.
- Please follow the Theatre Etiquette Policy and Code of Conduct.

School Information:

- To ensure legibility, please type information.
- Complete one section that applies (School Group or Home School, not both).
- Designate one point of contact per Reservation.
- Home School accreditation/ISP#.
- Transportation Grant **or** Ticket Scholarship must be checked if applicable (**only one may be awarded, not both**).

Title 1:

- Ticket Scholarship and Transportation Grants are available to Title 1 schools serving economically disadvantaged and at-risk students.

Accommodations:

- Requests for accessible or special seating, assistive listening devices for hearing impaired must be marked. Please give a brief explanation of the accommodation needed.

Reservations:

- Submit numbers for Students, Chaperones and total number of seats.
- For every ten (10) student admissions, one (1) chaperone admission is free. Additional chaperone tickets must be purchased.
- **Every person regardless of age must have a ticket. This includes infants.**

Chaperone Policy:

- It is mandatory that one (1) chaperone be in attendance for every ten (10) students.
- Chaperones must supervise and instruct students to comply with Theatre Etiquette (see attached) and must remain with students at all times to ensure safety protocol.

Payment:

- **Reservations are not complete until applicant has received a confirmation email.**
- Cash, credit cards, checks and purchase orders. A copy of the purchase order is required to secure a reservation.
- Credit cards payment are accepted with I.D. and must match the credit card.
- Checks received should be made payable to the **City of Lancaster**. Personal checks will be accepted no less than 14 days prior to a performance.
- Orders under **\$200.00** are to be paid in full at the time of purchase.
- A purchase order or a 10% non-refundable deposit is required at the time of the reservation.

Terms:

- All sales are final 60 days prior to the performance date. There are no refunds unless a performance is cancelled and not rescheduled. If a school must cancel they are still responsible for payment in full.
- Final payment or a Purchase Order must be paid in full within 30 days prior to the performance date. **Payments not received by their deadline will cause reservation to be jeopardized and will result in a cancellation, with no refund of deposit.**
- Additional seats may be requested for existing and confirmed order, pending availability.
- All sales are final. No refund or exchange will be made unless a performance is cancelled and unable to reschedule.

Performance Day

Check In:

- Arrive 30-45 minutes prior to show time to allow for timely seating. Performances are 1 hour and begin promptly. If there is a delay on arrival, please call the box office to notify staff.
- To expedite check in, please bring your paid confirmation receipt.
- Teachers are to check in with the House Manager at the front entrance of LPAC with their students in a single file line with one chaperone inserted between every 10 students.

Seating:

- The entire group must be present to enter for seating.
- Seating will be assisted and guided by an LPAC usher. You may not save seats for late comers.
- When entering the theatre for seating refrain from using the restrooms until after the group has been seated.
- Small children must be able to sit attended in seats without disruption.

Prohibited Items:

- Backpacks, large bags, lunch bags, ice chests, cameras, air pods and other headphones, small toys, refillable water containers, food, drinks, candy or gum will not be permitted and must be left at school or in the bus.
- Car seats and strollers are not permitted in the theatre.
- Cell phones and electronic devices must be silenced and put away so not to disrupt the performance.
- Students will be asked to remove their hoods and hats when entering the building.

I Agree

By signing the Arts for Youth Instruction form it is understood that I have read and agree to the information regarding, terms, rules and policies. I certify that I have legal authority to sign this release/waiver of liability, and sign it without duress or coercion.

School Representative e-Signature