



STAR Bank Performing Arts Center Event Plan March 2021

This document details the plans for reopening the STAR Bank Performing Arts Center at Zionsville Community High School for events beginning on April 1st, 2021 and ending May 26th, 2021. The contents of this document reflect guidelines issued by the state of Indiana that call for a minimum of 6 feet of social distancing.



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Section 1

Audience/FOH Procedures

In order to ensure as safe an experience as possible for audiences, the following procedures will be implemented to protect the safety of attendees at STAR Bank PAC events. They will be outlined by section.

- **Audience Seating Capacity**

In compliance with current State of Indiana guidelines, the PAC will observe the following seating capacity restrictions based on the state's color-coded system. The capacity limits are as follows:

- **Boone County is Red/Orange: 308 (25% of total capacity of 1235)**
- **Boone County is Yellow/Blue: 615 (50% of total capacity of 1235)**

- **Audience Access to Other Areas**

Audience members shall not have access to facility hallways (with the exception of the hallway leading to the restrooms), common areas or backstage areas. Only parents/guardians of students shall be allowed to access the backstage area when their child is in need of direct supervision. See Section 2: Performer/Backstage Procedures for more information.



- **Audience Entry**

Audiences will enter the Performing Arts Center (PAC) through Door #8. All lobby furniture shall be removed to discourage congregating and other unsafe behavior. The PAC staff may enforce delayed or staggered entry times for patrons to prevent lines and crowded entry conditions. Patrons who enter through Door #8 will be immediately directed to their seats by a staff member to avoid gatherings immediately inside or outside the entry.

Immediately outside of Door #8, signage with information about self-screening and safety procedures for all persons entering the building will be posted.

Door #8 shall be the only entry point to the Zionsville Community High School campus for PAC events. No entrances on the south side of campus shall be used. With over 190 parking spaces out front, there is abundant parking available to accommodate the vehicles of reduced audiences on the north side of the building.

- **Audience Exits**

In order to reduce the amount of traffic and high-touch surfaces accessible to patrons, for ZCS events the two south exits, the two rear exits, and the northwest exit shall be designated as “Emergency Exit Only” with appropriate signage in place to block patrons from accessing other areas of the building. For rental events, appropriate signage and/or barriers will be used to restrict movement to the rental area. The tunnels to the lobby shall be used to access the bathrooms and concession stand and will have doors propped open so no surface is required to be touched.

- **Bathroom Usage**

Patrons will be advised in pre-show communications by the PAC and/or presenting organization that bathroom facilities shall be available for urgent use only. Audience members shall only be permitted to use the bathrooms in STAC Commons and the single-use bathroom south of the PAC lobby. Frequent thorough cleaning of bathrooms shall be implemented in accordance with ZCS policies.

Section 1

- **Box Office/Ticket Scanning Procedure; Merchandise, Photo, and Video Sales; Concessions Sales**

Screening procedures for patrons upon entry shall be implemented as specified by ZCS. Patrons will be advised of the screening process in advance of entry by the PAC and/or presenting organization. For ticketed events, all patrons will be required to purchase their tickets digitally before arriving to the venue, and signage with instructions for purchasing tickets digitally will be posted outside of the venue. No on-site ticket sales available. Concessions will be served if Boone County is classified as blue/yellow, and concessions will not be served if Boone County is classified as orange/red.

- **Facial Coverings/Social Distancing/Hand Sanitizer**

Audience members over the age of 2 shall be required to wear facial coverings to gain access to the PAC. Audience members who do not have facial coverings will be offered one by PAC staff. Audience members who refuse to wear facial coverings will not be permitted to enter the facility. Audience members must be in compliance of social distancing of 6 feet at all times. The PAC shall provide hand sanitizer for audience throughout the facility, including all points of entry. During rental events, enforcement of mask procedures will be primarily the responsibility of the renting organization.

Section 1

- **Seating Arrangement**

ZCS events will utilize the Ludus Ticketing social distancing or equivalent ticketing software to automatically create a buffer of more than 6 feet of empty seats between parties. This will allow parties to sit together in adjacent seats but will create sufficient distancing between parties automatically. PAC staff shall check and enforce any seating issues or inconsistencies that arise with the seating chart for each event.

All rental/outside groups using the PAC for events shall submit their ticketing plan to the PAC Director in advance of the event for approval. Ticketing plans must include an automated buffer as described above or alternate means of creating a distance of 6 feet or greater between each party. Ticketing plans must be approved before ticket sales begin for an event. For rental events that do not require tickets, the renting organization shall be responsible for marking and enforcing a seating chart that ensures proper social distancing. This plan must be approved by the PAC Director prior to the begin of the event.

- **Event Security**

Events may have security staff present to ensure compliance with PAC and ZCS policies.

Section 2

Performer/Event Procedures

- **Dressing Room Usage**

The following guidelines shall be in effect throughout the duration of every event:

- Performers and performing groups will be advised in pre-show communications by the PAC and/or presenting organization that performers should arrive at the PAC already in performance attire and should only plan to use the dressing rooms when absolutely necessary.
- No more than three unaffiliated organizations (ex. dance studios) may utilize the dressing room area at any given time.
- After the conclusion of dressing room usage by an organization, the entire dressing room must be sanitized by custodial or PAC staff before use by another organization.
- The small auditorium shall only be available for use if all methods listed here have been exhausted for accommodating performers. Usage of the small auditorium as a dressing room shall incur an additional custodial and rent fee, and extra time will need to be built into each event schedule for cleaning of the space.
- The following dressing room configurations shall be utilized by all performing groups:
 - **Room 13:** Large group dressing room
 - 50-60% capacity, max 23 performers
 - **Private Dressing Room 1:** Small group dressing room
 - 50% capacity, max 2 performers
 - **Men's Dressing Room:** Small group dressing room
 - 50-60% capacity, max 8 performers
 - **Women's Dressing Room:** Small group dressing room
 - 50-60% capacity, max 8 performers
 - **Private Dressing Room 2:** PAC and Event Organization Staff Bathroom
 - **Small Auditorium:** Backup dressing room
 - Max 75 performers

Section 2

- Presenting organizations shall communicate a schedule and list of performers expected to use the dressing room spaces at any given time to the PAC Director in advance of the event to ensure compliance with the guidelines listed above. This schedule and list must be received and approved by the PAC Director before implementation.
- **Facial Coverings/Social Distancing/Hand Sanitizer**

Facial coverings shall be worn by all performers and staff at all times while in the backstage or dressing room areas. Facial coverings may only be removed by a performer during their on-stage performance. All performers and staff must be socially distanced by 6 feet at all times while in any of the backstage and dressing room areas. All performers should remain socially distanced while onstage as much as their choreography and performance setting allows. Hand sanitizer shall be provided by the PAC throughout the backstage areas for performer/staff use. During rental events, enforcement of mask procedures will be primarily the responsibility of the renting organization.
- **Event Staff Room**

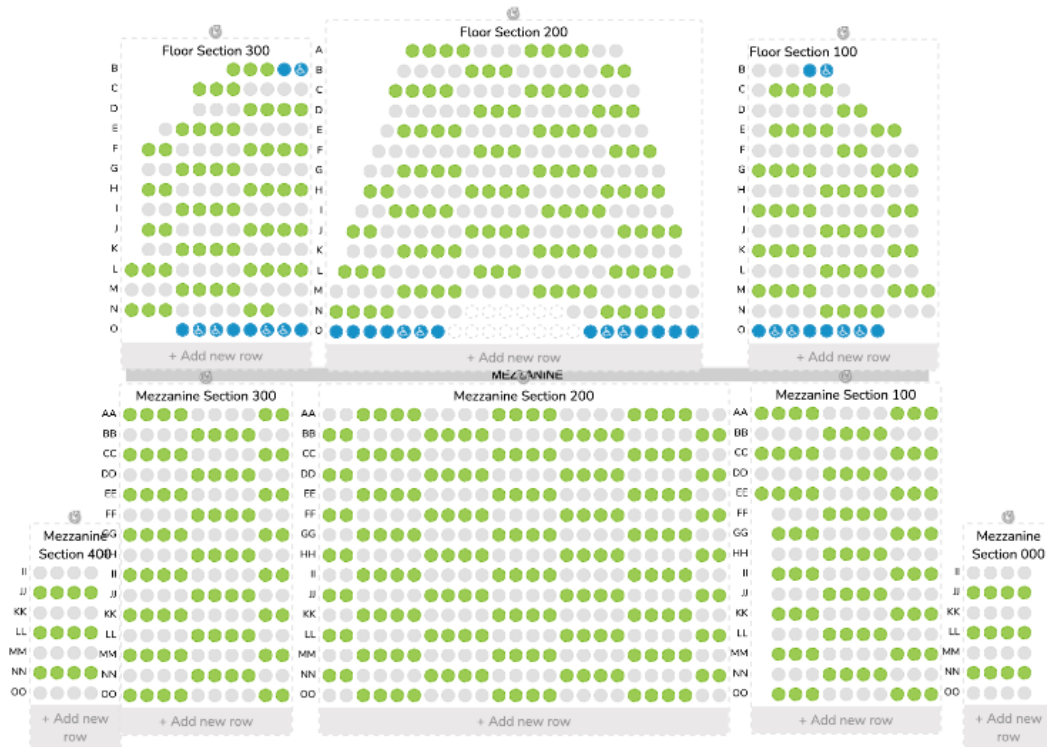
The PAC conference room shall continue to be available for rent as a staffing room for renting organizations. In the event it is not rented, it shall serve as the staffing room for PAC staff members.
- **Intermission/Breaks**

To avoid patrons congregating in the bathrooms or other areas, events are encouraged to remove any intermissions or breaks, or shorten the time of those breaks as much as possible. For renting organizations, there should be breaks of no less than 30 minutes between performer/audience groups to allow for sufficient cleaning of the facility including the seating area and dressing room areas.
- **Live Streaming**

A single, static camera live-stream option shall be included in the performance rent for all rental events through May 26th, should they choose to implement it. Their event will be broadcasted as a live video to the PAC's YouTube channel. For an additional fee, renters can take advantage of a professional, multi-camera streaming option with more options for distribution.

Section 3

Map



STAR Bank PAC's house with socially distant seating (50% capacity)