

**HENRY COUNTY PERFORMING ARTS CENTER
SCHOOL RESERVATION INFORMATION
2026-27 SCHOOL YEAR
(August 2026 — July 2027)**

**PRIORITY SCHEDULING FOR SCHOOL ORGANIZATIONS
Monday April 13, 2026 – Friday May 1, 2026**

Reservations are being accepted on a priority basis from Henry County School organizations for the **entire** 2026 – 27 academic year. It is important that you consider your event plans and submit requests for both semesters by the due date listed below. Please refer to the following information on how events are scheduled.

BASIC INFORMATION

- Scheduling procedures are governed by Henry County Board of Education policy KG, Use of School Facilities. The current policy was approved by the Board in July 2024, and became effective with reservations for the 2024-25 school year
- Preference is given to performance-based groups who can best benefit from the specialized resources available at the PAC.
- You should submit reservation requests for the *entire school year* (both semesters).
- The preferred method of submitting reservation requests will be via an online form. The form may be completed and submitted electronically within any current Internet browser. Paper forms may also be requested by email, school mail or phone.
- If you are requesting a date for your school but you will not be returning to that school for the FY27 year, please ensure that your replacement has information regarding the date(s) you booked on their behalf.

HOW SCHOOL REQUESTS ARE SCHEDULED

- Event planners should submit reservation requests online.
- Receipt of submitted forms will be acknowledged by email within three business days. Acknowledgement does not indicate the request has been booked. Requests submitted during the priority scheduling period will receive notification of the scheduling status before school ends in May.
- You are expected to inform your school's scheduling administrator of your PAC reservation request to insure it conforms to your school activity priorities and will not adversely conflict with other events.
- All requests will be considered for scheduling according to the preference classifications approved by the Henry County Board of Education.
- Within scheduling preference classifications, the primary scheduling consideration will be to maximize efficient use of resources and the facility; to that end, alternate dates may be offered or booked, regardless of submission order.

PREFERENCE CLASSIFICATIONS FOR SCHOOL EVENT SCHEDULING

In order of priority, scheduling preference will be given to:

- **Central Office & System-wide programs**
Examples include Teacher/Employee of the Year, Teacher Induction Program, Writing and Recitation Contests, Spelling Bee, Transportation Safety Programs, Board of Education meetings.
- **High School & Middle School Theatre Productions**
Examples include full-length dramas, comedies and musicals, and one-act plays prepared for region competition. Student-directed one-act plays are not to be submitted under this category.
 - Restrictions**
 - a. Schools may request **one theatre performance per semester**, with each request **not to exceed five days** for full-length plays (see section “b” below for one act plays), or **six days if casts are combined from two schools**. These days may be used for load-in, set assembly, rehearsal or performance; for example, load-in, assembly and rehearsal on day one, rehearsals on days two and three, performances on days four and five, with strike following the final performance; or any schedule best suited to the needs of the production.
 - b. One act plays are limited to a maximum of two days. If two schools agree to share dates, up to **three** days may be scheduled.
 - c. **Requested dates may be altered to maximize facility utilization. Requests for Thursday, Friday or Saturday performances cannot be guaranteed.**
 - d. Schools are encouraged to ask only for the minimum number of days necessary to ensure a successful production.
 - e. **Student-directed one act plays and class plays are not to be submitted for performance in the PAC.**
 - f. Reservations for theatre performances will not be accepted for the end of semesters or other periods of high demand, except where suitable dates remain open following scheduling of all other school requests. These dates typically include the months of December and May, and may include selected dates in late February through March.
- **High School & Middle School Performance Ensembles**
Examples include band, chorus, orchestra concerts, and other large ensemble groups, where a performance is the primary purpose of the reservation.
- **Elementary School Performance Ensembles**
Examples include chorus, drama, or grade level music performances, where a performance is the primary purpose of the reservation.
- **Other School Events**
Examples include awards programs, honors assemblies, pageants, kindergarten or grade-level end-of-year celebrations, counseling meetings, and other non-performance programs.

SUBMITTING REQUESTS

- Announcement of the priority scheduling period for schools will be by school system email.
- Requests from **all** Henry County School organizations for the 2026-27 academic year may be submitted between April 13 – May 1, 2026, for priority scheduling.
- Space will be assigned on a date available basis, and according to the preference-scheduling plan outlined within this document.
- Requests received on or after May 2, 2026, will be scheduled on a date-available basis.
- During the priority-scheduling period, requests must be submitted via online reservation form, available on the school system website. No phone or email requests will be accepted.
- The online reservation form can be found on the Performing Arts Center web page of the Henry County Schools site. Follow the link for “School Reservation Information.”
- **Submit only one event per form.**
- Event planners should complete forms with all requested information. Incomplete forms will be returned.
- Event planners are encouraged to include as many alternate dates as possible.
- Event planners are encouraged to check with your school scheduling administrator prior to submission, in order to avoid conflicts with other events at your school.

CONFLICT RESOLUTION

- If first choice and alternates are not available, other available dates may be offered. These offers will be non-exclusive; that is, the same alternate date(s) may be offered to several school groups and will be scheduled on a first-come basis. Your timely response will improve your chances of getting a date. Alternate dates will be emailed and/or communicated by whatever method is judged to produce the quickest response.
- Where non-resolvable conflicts occur, resolution will be as equitable as possible. Resolution criteria will include:
 - a. Preference for events where a **performance** is the primary reason for the event.
 - b. Preference for a school with fewer scheduled events.
 - c. Appropriateness of the event for the venue.
- The Performing Arts Center Supervisor will be responsible for resolving all conflicts and completing the scheduling process.

NOTIFICATION OF APPROVED DATES

- The event contact will be notified of each event request status as soon as possible after scheduling is complete. This information will be available prior to the end of the current school term.

CANCELLATIONS

- Should it become necessary to cancel a scheduled date, notify the PAC supervisor as soon as possible.
- A waiting list will be maintained for requests that cannot be booked due to date availability. Cancelled dates will be filled, when possible, from this waiting list.
- PAC dates are non-transferable! The waiting list will be the only equitable method of filling cancelled reservations.
- The Performing Arts Center adheres to school system closures for inclement weather or other system closure activations. If schools are closed and/or school activities are cancelled, all school related use of the Performing Arts Center will also be cancelled. When possible, cancelled activities will be rescheduled.

OTHER INFORMATION

- Food and beverages (except bottled water) are not allowed inside the Performing Arts Center
- Glitter in all forms, including cosmetic, is prohibited

QUESTIONS?

Contact Jessica Hanthorn at jessica.hanthorn@henry.k12.ga.us or Reed Lukat at reed.lukat@henry.k12.ga.us.