

# M-A PERFORMING ARTS CENTER - FAQs

Community Services  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-2223



## About the venue

Menlo Park is a city of roughly 30,000 people located in the South Bay Area, with San Francisco and Oakland to the north and San Jose to the south. In 2009, the City constructed the Menlo-Atherton Performing Arts Center (PAC) in conjunction with Menlo-Atherton High School. This facility is available to the City of Menlo Park a minimum of 55 days out of the year.

The Performing Arts Center seats 492 and contains professional-quality sound and lighting, an orchestra pit accommodating up to 80 musicians, and a full lobby and box office. Organizations may also rent the 150-seat multi-purpose space or other locations around the school during certain days.

The venue has mainly been used for musical and dance performances. It has also hosted touring theater companies, author lectures, documentaries, aerial acrobatics, movie sign-alongs and various holiday programs. The venue is available for a wide variety of performances, summer camps and other art forms.

## How do I check availability for the M-A PAC?

To check PAC availability please visit the [PAC Online Calendar](#) for the most up-to-date schedule.

## What days can I use at the theater?

As part of the Use Agreement with the Sequoia Union High School District, the City is allotted a minimum of 55-days out of the year for our programs/rentals. These days are not set in advance, but are dependent on availability of the theater. You will have to look at the calendar and identify open days that would work into your schedule. The best time to reserve the theater is annually in early March during the City's priority window for reservations.

## Can we charge for admission?

Yes. Ticket fees are entirely up to the renter.

## What does it cost to rent the theater?

Rental cost of the theater can vary greatly depending on the length, scale and needs of each production. Organizations renting through the City are not charged a flat rental fee of the theater; this is also referred to as the "Basic Rate Fee". The only two required costs are Labor/Staff time for the Theater Manager and Custodian based on the current M-A PAC Rates & Equipment Price Sheet. The Theater Manager is charged at an hourly rate for each hour the venue is reserved. The Custodian is charged for each hour the renter is in the theater, plus one additional hour for set-up and clean-up regardless of the complexity of the production. Renters are also charged for any equipment used, based on the current M-A PAC Rates & Equipment Price Sheet.

## Is there a non-profit rate?

No, the Sequoia Union High School District does not have a non-profit rate for rental of the M-A PAC.

### Can the PAC Café (cafeteria) be rented?

Yes, the café can be rented in conjunction with your M-A PAC rental and will accommodate 200 people comfortably. However, renters are charged the normal rental fee and there is no discount when renting through the City. The space can be reserved for \$600 (or \$300 for non-profits) if there is no need to make use of the kitchen. An additional \$230 is applied if you need to use the kitchen and it must include a school provided Food Service Worker at \$45/hour. These rates are subject to change.

### What grants are available?

The City of Menlo Park offers two grants to assist local organizations with the rental cost of public performances when renting through the City. The Menlo Park Grant of the Arts (MPGA) and the Menlo Park Grant for Theater Camps (MPGTC) to allow organizations to use the M-A PAC, due to financial constraints, the opportunity to receive support from the City to provide community programming in the theater. The MPGA awards up to ten organizations \$500-\$3000 annually and the MPGTC awards up to two organizations \$3,000-\$5,000 annually. Awarded grant funds will be applied to your final invoice.

### How do I make a reservation for the M-A PAC?

**Step 1:** Check PAC availability before making a reservation to ensure there are no conflicts with your request. You can check availability by reviewing the [PAC Online Calendar](#).

**Step 2:** Requests for theater space are made online: Click on [Civic Permits](#) to create a login and password.

**Step 3:** Once you are logged in, click on “**New Permit Request**”.

**Step 4:** Include “City of Menlo Park” in the Activity section (*Ex. Dance Ballet Company – City of Menlo Park*) to make sure you fall under a “city date” and are not charged for the flat rental fee of the M-A PAC.

**Step 5:** Under Location Requested select, “Menlo-Atherton High School”

**Step 6:** Click “**Add Facility**”. A box will now open up asking you to select the facilities you want to reserve. M-A PAC requests generally include: PAC Lobby, PAC Cafeteria, and/or Performing Arts Center. Please include any special requests and equipment needed in the dialogue box and double check that your requested date(s) and time(s) are accurate. When you are done with this section it is important to click, “**Add**”.

**Step 7:** Select Yes/No to answer the three Permit Questions. Please note: When reserving dates under the City of Menlo Park, the intended program must be open to the general public. However, if your intended performance requires rehearsal days that lead up to a public performance, this is permitted. Please ensure to request any rehearsal days in addition to any performances.

**Step 8:** Review the Facility Use Terms and Conditions. Put a checkmark in the box once reviewed. Do note that Civic Permits does provide a rental estimate automatically by default, please disregard the number provided. This number does not take into account that the requestor is utilizing a “City date” and does not take into account the cost of any equipment needed. If you need a more accurate estimate of your rental, please contact the Theater Manager directly.

**Step 9:** Click “**Submit**”.

**Step 10:** E-mail Matt Milde at [mlmilde@menlopark.org](mailto:mlmilde@menlopark.org) with your submitted dates/time so that Menlo Park staff can follow-up with your pending request.

### How long does it take to confirm my dates?

For rental requests made through the City of Menlo Park, expect a response within 10-business days. No reservation is confirmed until your online request has been approved by the school. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions of the Sequoia Union High School District rules and regulations.

### When will I be invoiced for my rental?

An invoice for your production should be completed and e-mailed to you within 2-3 weeks after your rental. Payment of your invoice is due to the City of Menlo Park and can be paid by credit card (Visa or Mastercard) by calling Matt Milde at 650-330-2223. Checks are also accepted and should be made payable to the "City of Menlo Park". Payment is due within 30-days of receipt.

### Do I need insurance?

Please contact the Theater Manger directly for information on providing insurance for your rental.

### Can we serve food and drinks?

Yes, food and drinks may be served in the lobby, patio areas and PAC Café. No food or drink is allowed in the theater. No alcohol will be allowed at any time on school premise.

### Who do I contact to follow-up on my requested date?

Please contact Natasha Rivera who is the AVP Secretary at the Menlo-Atherton High School. She assists our Theater Manager with M-A PAC related inquires. Natasha is our front line communication for all M-A PAC Theater rental requests, while the Theater Manager focuses more on the production side of our rentals. You can reach Natasha or Mark at:

Natasha Rivera  
Administrative Vice Principal  
555 Middlefield Road  
Atherton, CA 94027  
Phone: 650-322-5311 x22206  
Fax: 650-838-7334  
Email: [nmenjivar@seq.org](mailto:nmenjivar@seq.org)

OR

Aaron Grinstead  
Theater Manager  
555 Middlefield Road  
Atherton, CA 94027  
Phone: 650-322-5311 x51604  
Fax: 650-838-7334  
Email: [agrinstead@seq.org](mailto:agrinstead@seq.org)

If you find you need further assistance, please contact:

Matt Milde  
City of Menlo Park  
701 Laurel St.  
Menlo Park, CA 94025  
Phone: 650-330-2223  
Email: [mlmilde@menlopark.org](mailto:mlmilde@menlopark.org)

### Sequoia Union High School District:

All renters are subject to comply with all of the Sequoia Union High School District rules and regulations.