

CONDITIONS FOR USE OF SCHOOL AUDITORIUM – SCHOOL GROUPS

All school organizations and individuals who conduct school activities in the auditorium must strictly adhere to the following conditions:

1. Users of the auditorium will comply with and enforce all state and local regulations for fire prevention and safety.
2. On weekends, no part of the auditorium shall be used unless a supervisor approved by the School Board is in charge and that individual is present at the beginning of the activity and remains until everyone has left the building.
3. The auditorium will be closed no later than 11:00 P.M. on weekdays and weekends.
4. The Auditorium Director shall determine if and when custodial or other help must be employed as a condition of auditorium use.
5. The Auditorium Director must have free access to all rooms at all times.
6. The auditorium will be open approximately one hour before any event. Exterior doors must remain locked until that time.
7. The Board of Education will not assume any responsibility for non-school property brought into or left in the auditorium.
8. The use of any equipment which may damage the floor or auditorium is prohibited. All equipment must be approved by the Auditorium Director in charge of the activity.
9. Nothing may be used by the user which defaces the auditorium fixtures, walls, or floors (no holes cut, nails or screws used, etc.)
10. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted by the Auditorium Director.
11. Wax or special floor dressing shall not be used by any group using the auditorium.
12. No electrical equipment shall be brought in for use or wiring changes made without approval and inspection by the Auditorium Director.
13. All lifts, ramps, etc., will be used in compliance with proper standards as specified by the Maintenance Supervisor.
14. Unruly behavior in the auditorium is prohibited.
15. Users, workers or students of the auditorium shall not at any time use or permit the use of alcoholic beverages or tobacco in the building or on the grounds of the auditorium or any school property. Any report of such use will be investigated and law enforcement personnel will be contacted if necessary.
16. Food, gum, or drink is not allowed in the auditorium at any time.
17. Nothing shall be sold, given, exhibited, or displayed without permission.

TECHNICAL CREWS:

1. A list of technical crew members must be submitted to the Auditorium Director.
2. Adults using the pneumatic lift must be trained in its proper use. (Contact H.S. maintenance staff.)
3. Outriggers on pneumatic lift **must** be used at all times.
4. No students will be allowed on catwalk, pneumatic lift or splay lighting.
5. No more than two adults will be allowed on catwalk at a time.
6. Keys for technical crew members will be approved for distribution by the Auditorium Director.
7. Keys checked out to non-district employees must be returned within one week after the event.
8. Technical crew members will be under direct supervision of the Auditorium Director.

USER: Any individual worker, student or staff member who is in the auditorium for the purpose of performing, supervising or working on setup for a specified school-sponsored activity.

AUDITORIUM REQUEST FORM FOR SCHOOL GROUPS

Date request was filed _____

Name of Group _____

GROUP CLASSIFICATION (Check one)

H.S. Elem. Middle District Community Other

Name of Person in Charge _____

Address _____

Home Phone _____ Work Phone _____

Dates and Times Requested _____

Description of Event _____

FACILITIES NEEDED (Check all that apply) Stage Ticket Booth Shop

Cloak Room Light/Sound Studio Orchestra Pit

Sound Equipment	# Checked Out	Date Checked Out	Date Returned
Corded Microphones (5 available)			
Cordless Handheld Microphones (4 available)			
Wireless Lapel Microphones (8 available)			
Monitor Speakers (4 available)			
Microphone Stands			
Headsets (6 available)			
Miscellaneous (Cables, mic. holders, etc.)			

LIGHTING NEEDED (Check and describe all that apply) Area Special Spotlight House Only

AUDITORIUM REQUEST FORM

SET

Tables # _____ Risers # _____
Chairs # _____ Platforms # _____
Podium # _____
Piano: _____ Upright _____ Grand _____ Clavinova

CONSTRUCTION AREA

RIGGING Curtains Movie Screen

SPECIAL Movie Projector TV Projector Slide Projector

OTHER Explain _____

SET DESIGN SKETCH (Sketch what you think your setting will look like on stage.)

