

Revised: *October 6, 2014*

902-2 USE OF SCHOOL DISTRICT #726 PERFORMING ARTS CENTER

Addendum 2

This Auditorium Policy & Procedure document is an addendum to the existing ISD 726 POLICY ON USE OF SCHOOL DISTRICT FACILITIES. All policies & procedures as itemized in the ISD 726 POLICY ON USE OF SCHOOL DISTRICT FACILITIES apply to use of this Auditorium.

The "Auditorium" includes:

- 900 House Seats
- Stage
- Theatre Makeup Room/Dressing Rooms
- Scene Shop
- Box Office
- Orchestra Pit (must be specifically approved in advance)

Additional spaces and equipment that may be requested include (as per ISD 726 POLICY 902 ON USE OF SCHOOL DISTRICT FACILITIES):

- Commons
- Concession Stand

Availability/Usage of Space:

Rehearsal space in the auditorium includes the stage, scene shop, dressing room, and makeup room. The house portion of the auditorium is only to be used by the audience and during performances. It is not to be used as general seating during rehearsals unless approved by the Community Education Director. Additional rehearsal spaces may be assigned at the discretion of the Community Education Director.

Load-In & Load-Out:

All loading and unloading must be scheduled with the Community Education Director. Dependent upon the type and size of delivery, delivery access will either be the main loading dock in the building or directly into the shop area of the auditorium.

Event Decorations:

No posters, signs or other decorations may be used without the prior approval of the Auditorium Coordinator or Community Education Director. Sensors, lights, cameras, and other safety/security devices cannot be disabled, adjusted or modified in any manner. Changes in lighting, sound, camera or other equipment must be requested at the time of rental. Plans for decorations must be reviewed prior to your event. **DO NOT ATTACH ANYTHING TO ANY SURFACE WITHOUT THE APPROVAL OF THE AUDITORIUM COORDINATOR.** Strapping tape, duct tape, and double-faced tape are not permitted. Items may not be nailed or screwed to the floor or other surfaces without prior approval of the Auditorium Coordinator or Community Education Director. An additional fee may be charged if surface is damaged or needs to be replaced. Use of gaffers tape shall be acceptable where absolutely necessary and approved by the Auditorium Coordinator or Community Ed Director. Black gaffers tape will be made available by the Auditorium Coordinator on a per roll basis, and will be charged to your

rental invoice. Glitter and small confetti are not allowed. If balloons are planned, they cannot be latex. Balloons cannot be weighted with sand weights, please use small bricks or metal washers. ISD #726 reserves the right to remove decorations that do not comply with this policy.

Food Policy:

No food or beverages of any type are allowed in the auditorium, light/sound booth, box office or orchestra pit. Ushers at each entrance into the auditorium must be posted to enforce this policy during your event/activity. Food or beverages are allowed in the dressing and makeup rooms. Cleanliness is the responsibility of the group. The privilege will be rescinded if the dressing rooms or makeup area are not kept clean.

Absolutely no food or beverages are allowed in the performance spaces. Water in re-sealable bottles is permitted for the performers and crew. No glass containers are permitted.

Box Office:

You are welcome to use our box office for your event in the auditorium when staffed by your volunteers or staff. If you require ISD #726 staff to work in the box office, staff costs will be charged at the prevailing rate. The Community Education office must be notified 5 days in advance of your event if you require box office workers. No food or beverages are allowed in the box office.

Ushers:

Each group must provide ushers at each entrance into the auditorium house to enforce district policy of no food or drink in the Performing Arts Center. If the group does not have volunteers to staff these positions, the Community Education Director or Auditorium Coordinator will assign ushers with staffing costs billed directly to the user.

Technical Staff and Equipment:

Users may NOT use any technical equipment (lights, sound, data.....) without the DIRECT supervision of the Auditorium Coordinator or his designee. ISD #726 will assign technical operators to the event at the expense of the group. No equipment shall be used outside its normal operating range, or in a manner inconsistent with its design and installation. Any re-configuration, wiring changes, or connections into the sound or lighting equipment are prohibited. All equipment must be returned to the "usual" positions. Lighting and sound technicians, who have been pre-approved by the Auditorium Coordinator, are available to hang lights, sound setup/check, rehearsals, performances, etc. Billing for those services includes a minimum of 1/2 hour immediately preceding and following each rehearsal and performance. The fee for staff does not include the cost of additional equipment or supplies beyond the general event lighting. Sound, light, and rigging operators from visiting or resident organizations must be approved by the Auditorium Coordinator prior to use of the auditorium equipment.

Rental rates include the Auditorium Coordinator's time to setup microphones and video projectors and a general wash of light on stage. Any additional time required from the Auditorium Coordinator for light and sound setup and/or design will be an additional charge to the group.

Concession Stand:

Users can request the use of the concession stand to provide pre-show and/or intermission refreshments for purchase by the audience at the auditorium. Use of the Concession

Stand must comply with the ISD 726 POLICY ON USE OF SCHOOL DISTRICT FACILITIES.

Storage:

ISD #726 cannot provide storage space. Load-in of user's property is generally limited to immediately prior to the time specified on the permit. Earlier load-in may be able to be arranged with the Community Education Director or Auditorium Coordinator, if such load-in will not inconvenience the school use or another user. All property must be removed from the building at the end of the use unless prior arrangements for pick-up within 24 hours after the event have been made. Property left in the auditorium after usage is not the responsibility of ISD #726. If property is left for more than 10 days it is forfeited by the user and becomes the property of ISD #726. Equipment rented by users from third parties is not the responsibility of ISD #726. Deliveries and pick-ups by the user or third party must be arranged with the Community Education Director.

Clean-Up:

The user is required to return areas used to the condition in which they were found at the beginning of their event/activity. This means tidy and in reasonably clean condition. The user is required to put all debris in the receptacles provided before vacating the spaces at the end of the use. Basic cleaning by the custodial staff will be billed directly to the user. If a large volume of trash is anticipated (i.e.: set pieces, etc.), user must request and pay for a dumpster.

Damage:

ISD #726 reserves the right to require a damage deposit prior to use. A final walk-through by an Auditorium Coordinator or Community Education Director and event supervisor will be conducted at the end of your event to assess proper cleanup and any damages. If damages occur, the user individual/organization agrees to reimburse ISD #726 immediately upon completion of necessary repairs or replacement. This includes any and all damages/theft to the building, grounds, equipment, furnishings, etc. that occur during your usage.

Subcontracting of Space:

Users may not subcontract the use of any space. Use of the auditorium includes general use of the hallway entry area, but does not permit you to have outside vendors unless they have been pre-approved in writing by the Community Education Director. A vendor fee will be assessed as per the ISD 726 POLICY ON USE OF SCHOOL DISTRICT FACILITIES.

Priorities for Auditorium Use:

Please refer to ISD 726 POLICY ON USE OF SCHOOL DISTRICT FACILITIES.