

# Auditorium Rules and Regulations

*This document has been designed to help ensure that events run safely and smoothly. Many of the guidelines and regulations discussed below will be common sense to most readers. The guidelines focus on the safety and the security of both the people using the auditorium and the auditorium equipment.*

1. The District staff must be notified, upon signing of the lease, if the renting organization intends to use any potentially dangerous effects, pyrotechnics, open flames, stage fog, or smoke.
2. All printed programs shall carry the following announcement in a conspicuous place: “Smoking is prohibited on all Morris School District Property; including buildings, and grounds—By Order of the Board of Education.” Additionally, the renter must announce that smoking is not permitted.
3. The only marks on the auditorium floor or walls should be made with spike tape, chalk, or glow tape that is removed at the end of the show. Gaffer’s tape may be used to secure electrical wires on the stage floor. Absolutely no double-sided tape, masking tape, duct tape, etc. will be tolerated.
4. Changing the color of the Stage floor can be achieved by laying a removable floor on top of the existing stage floor or by laying a painted ground cloth which you supply.
5. There is no painting allowed in the auditorium.
6. Hiring of the venue does not include use of the pianos or tuning costs. A baby grand piano or upright piano are available and may be rented at an additional cost.
7. If dressing room space is required, it must be arranged and rented at a separate charge.
8. A list of all technical and equipment requirements shall be submitted in writing no later than 30 days prior to rental and are subject to School approval. Equipment availability is subject to change.
9. A list of painting effects/techniques and materials applied to the stage shall be submitted in writing no later than 30 days prior to load-in and are subject to approval by the district
10. The district provides a clean stage floor painted in standard black flat latex. Renters modifying the floor surface are responsible for the cost of returning the stage floor to its original state.
11. A list of special effects or performance elements which are potentially damaging to the Auditorium, its stage, soft-goods, flooring or equipment (such as drumming on floor, throwing of any kind of material, and the dragging of heavy scenery) shall be submitted in writing to the district no later than 30 days prior to rental and is subject to approval by the district.
12. Renters are responsible for the cost of repairing any damage to the surface of the stage floor including but not limited to gauges, chips, built up paint globs, deep scrapes, drilled holes and raised screw holes caused by renter.
13. Program lengths are restricted to no more than three hours, including intermission.
14. Safe working practices are always to be observed.

15. A list of all form of scenery on or over the stage and the full drawings and specs shall be submitted in writing to the district no later than 30 days prior to rental and are subject to approval by the district.
16. Use of district property and equipment is not permitted without previous written consent by the district. This equipment can only be used by district staff which can be hired by the renter.
17. Access to aisles or doorways in the auditorium may not be blocked as it is a safety issue and in violation of fire code.
18. If audience movement is anticipated during the program, house lighting should remain no darker than 80%.
19. The use of flame in any form in Auditorium is not permitted.
20. Changes to rehearsal schedules must be reported to and approved by district one week prior to such change and may result in additional staffing charges.
21. The district staff has the right to inspect any and all scenery or props used onstage. All pieces shall be built and/or rigged safely. All wooden and fabric surfaces shall be flame-proofed. Pieces not meeting these requirements will not be allowed on stage.
22. If the performance is being videotaped, all videotaping personnel shall arrive at least one hour prior to start of the performance. Whenever possible, cameras should be operated on batteries. When this is not possible, all extension cords shall be taped down so as not to interfere with audience traffic. Camera positions shall be behind the last row of chairs, unless previously approved by the district. Cameras approved for use within seating areas shall use batteries.
23. The district is not responsible for any props or scenery left on the premises during the term of the rental.
24. The costs of removing all property of the renter are the responsibility of the renter. All items remaining after rental become the property of the district. A hauling fee shall be assessed should district staff be required to clear these items from the stage and dispose of them.
25. The costs associated with striking and restoring all district lighting equipment and soft goods used by the renter is the responsibility of the renter.
26. No food or beverages are allowed on the stage or in the house at any time.
27. The sale, distribution, or presence of alcoholic beverages is prohibited.
28. All make-up application is restricted to the dressing room areas. Make-up or any other damage to furniture or other equipment will be charged to renting organization.
29. Auditorium approved dance floors are required for all events involving tap dancing or clogging. Dance floors are recommended for all dance performances.
30. It is the responsibility of the renting organization to sweep and mop the stage and wings at the conclusion of an event. The final condition of the floor must be approved by the maintenance staff; in the event the condition of the floor is deemed unsatisfactory, it will be re-done by a school maintenance crew at an additional hourly expense.
31. Failure to comply with any of the previous stage floor regulations may result in a minimum damage charge of \$100.00 which will be added to the final rental billing statement. Damage charges in excess of this minimum will be assessed based on the degree of damage and cost of repair.

32. All performances will be preceded by an announcement that contains emergency exit information.
33. Flash photography during a performance is not allowed. Non-flash photography during a performance may be allowed with the prior consent of the rental organization and the district. Videotaping during a performance is restricted to one camera in the booth area and must be approved by the rental organization and the district. Photography and videotaping of any kind during rehearsals may be allowed with the prior consent of the rental organization and the Auditorium management.
34. All microphone and sound requirements must be submitted to the district 30 days prior to the event and must be approved.
35. Use of the stage shell must be requested 30 days prior to the event and must be approved by the district.
36. The Auditorium is designed to seat a limited number of people only. Audience members may not sit on the stage, or in the aisles, or on the steps. Neither may they add chairs to the level area at the back of the Auditorium as this obstructs the fire exits.
37. There are house light control stations located at each of the exits in the Auditorium. These control stations operate using a single on/off button. There is a slight delay when lights are turned on.
38. The stage screen may be used but must be raised and lowered by district staff. Arrangements for this must be made in advance.
39. The stage curtains shall remain hanging in place during your rental and run of your show. In order to avoid damage to the curtains, they must be fully opened when moving scenery and other equipment