

# MAPLE GROVE MIDDLE SCHOOL



User Manual V1.0 2018

# Welcome Note

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Welcome to the Maple Grove Middle School Auditorium Handbook. Included in this document is the facilities technical specifications and what we can offer you as the user. This is meant as a guideline and equipment may be moved from site to site for use by our district functions. Please verify use of equipment with Facilities Scheduling at least 10 days prior to your event. If you have any complications during the event please refer to our district staff on-site or the above contacts. Thank you for choosing Osseo Area Schools for your event!

## Important Information:

Seating - MGMS has hard seating for 493. We have 4 designated ADA Wheelchair accessible openings.

Lighting - Our lighting console is an ETC Element. We have DMX breakouts on stage for intelligent lighting control.

Sound - We have an Allen and Heath SQ 16 channel console.

Video - We have an Epson projector with VGA inputs on the front of the stage and in the control booth.

Entrances - Please use Door 2 for the quickest access to the space which is near the Community Gym.

Loading of Material - There is a ground level loading spot near the front door but is limited by a single door. Other arrangements can be made with proper notification.

Stage - The dimensions of the stage are roughly 52' x 25'.

Dressing Rooms are included in the rental of the space and are located just off the stage left and right.

## District Policy & Procedure

### **ISD 279 Policy 902:**

ISD 279 Policy 902 – Use of School District Facilities and Equipment, <http://www.district279.org/who/polpro/policy902.cfm>, supports community use of district facilities.

### **ISD 279 Procedure 902:**

Procedure 902, <http://www.district279.org/who/polpro/procedure902.cfm>, outlines specific guidelines, rental and staffing rates, and key facility use procedures which all facility users are expected to support and adhere to.

## Auditorium Use Guidelines and Expectations

**Stage Lighting:** The lighting plot has been set up in a general wash pattern meant to support the numerous school events at the facility. Any change to this lighting design will need the approval and supervision of Maple Grove Middle School Auditorium Manager and tech staff.

Any changes to the lighting wash, by either internal or external users, will need to be returned to the general wash pattern. In the event MGMS Staff needs to return the lighting design to the general wash, the client will be assessed a labor fee for the time it takes to restore this layout.

**Food and Drink:** No food or drink will be allowed in the auditorium at any time. It is the responsibility of the permit holder to help enforce this policy. Additional cleaning time will be assessed and charged to the permit holder.

**Dance Competitions and Rehearsals:** It is strongly encouraged that groups provide protective floor covering such as Marley flooring. Any damage assessed to the stage floor will be charged to the groups permit holder. Osseo Schools can recommend local rental companies that can provide this protective covering.

**Sound System:** We can provide 8 wireless mics and up to 4 wired microphones for use at a rate of \$18/per microphone per day.

**Hazers and Fog Machines:** Hazers and fog machines may be allowed for use in the facility, with prior approval from Community Education and the Auditorium Manager. These devices, however, can cause the fire system to activate. Procedures will need to be followed if the fire system is activated and the facility will need to be evacuated. Because of the risk of activation of the fire protection system, any fines associated with local fire department response will be assessed to the permit holder. These fines vary per city.

**Counterweight/Fly System:** Adjustments to the counter-weights and/or fly system must be completed by trained ISD 279 staff only. Improper use of this equipment can result in damage or severe injury.

**Use of Gaff Tape:** It may be necessary for cables, temporary flooring or stage marking to be used with your event. The only acceptable tape for use on our stage flooring is Gaff tape. Gaff tape can be purchased at any theater supply store.

**Fines and Charges:** Equipment damaged by users may be charged to the permit holder. This includes additional charges for cleaning as well as stage, lighting and sound system resets. As stated earlier, Osseo Schools Facilities are set up to support basic school sponsored events. Additional time to restore the facilities to “school ready” will be charged to the permit holder and groups. This applies to both internal and external users of the facilities.

# Emergency Procedures

The emergency procedures listed below are part of the ISD 279 After-Hours Emergency Plan and support the overall district emergency response procedures.

District staff supporting the auditorium event will direct auditorium users in appropriate emergency response.

All permit holders using ISD 279 district facility space are expected to follow the direction of district staff and emergency personnel during emergency situations.

**Evacuation:** Building staff must be notified immediately if fire, smoke or other hazardous conditions are identified. In the event the fire alarm system is activated, whether for actual fire/smoke or by accident, the entire facility must be evacuated. Because elevators will not function when the fire alarm has been activated, guests on upper levels with mobility issues should move to an area of rescue assistance (normally a fire rated stairwell) and wait for further direction. All other guests and participants will need to evacuate the building and remain outside until Osseo Schools Staff or local fire officials declare an “all clear”.

Any person(s) who do not evacuate will be held liable for any fines or charges assessed by the fire department for not complying with evacuation requests.

**Severe Weather:** If severe weather occurs during an event, it may become necessary to stop the event and move everyone into shelter areas. Osseo Schools Staff will make every effort to monitor emerging weather conditions and will notify permit holders if a tornado “watch” or severe thunderstorm “warning” has been issued by the National Weather Service. If a tornado “warning” is issued, building staff will stop all events and direct guests to designated severe weather shelter areas. All participants will be expected to remain in shelter areas until the warning has expired..

**Winter Weather:** Winter storms are not uncommon to most Minnesotans. However, they do occasionally cause schools to close. If school is cancelled, all evening events are also typically cancelled. In the event of severe winter weather, please utilize local media resources to determine if Osseo Schools has decided to close their facilities.

**Medical Emergencies:** All injuries or medical emergencies should be reported to school staff immediately. Trained facilities staff will provide appropriate assistance (from basic first aid to calling 911).

**Weapons/Active Violence:** While extremely rare, violent situations are a possibility. If violence does occur or you encounter a weapon on school property, notify building staff. Osseo Schools Staff will call 911 if necessary and take steps to protect building occupants. Evacuation may be warranted. It is critical that all permit holders and their participants follow the directions of local law enforcement and building staff.

**Power Failure**

In the event of a power outage, occupants should stay in their room or move to an area with emergency lighting until the problem can be identified. If power cannot be restored within 20-30 minutes, evacuation may be necessary.