

ISD 279 Osseo Area Schools  
Park Center Senior High School

# Auditorium Handbook

Park Center Senior High  
Osseo Area Schools  
7300 Brooklyn Blvd.  
Brooklyn Park, MN 55443

Park Center Senior High and its Fine Arts facilities is an exceptional place to host your event. Osseo Area Schools strives for each user to have the best experience possible at any of our locations.

This guide has been designed to help you, the user, understand the space you are renting, as well as our policy and procedures to help guide you and your group.

In the role Auditorium Manager, I am available to meet with you prior to your event to discuss all the important event details, tour the auditorium space and identify equipment and staffing needs.

If you have any questions, please feel free to contact myself or our ISD 279 Osseo Schools Facilities Scheduling staff listed on page 2.

Best Regards!

ISD 279 Community Education ~ Auditorium Manager  
612-716-3880  
[sturdyr@district279.org](mailto:sturdyr@district279.org)



# Contacts

## Community Education

Coordinator of Facilities & Volunteers	Carrie Larson	763.391.7112 <a href="mailto:LarsonCarrie@district279.org">LarsonCarrie@district279.org</a>
Program Manager	Jamie Cassidy	763-391-7099 <a href="mailto:CassidyJamie@district279.org">CassidyJamie@district279.org</a>
Facility Scheduler	DeAnn Hill	763.391.7123 <a href="mailto:hilld@district279.org">hilld@district279.org</a>
Auditorium Manager		

## Park Center Sr. High

ISD 279 Osseo Area Schools staff who wishes to utilize the auditorium during school day hours should contact the Activities Coordinator or Business Manager for space use and questions.

Business Manager: Matt Newell 88061 [newellm@district279.org](mailto:newellm@district279.org)

External users or ISD 279 staff who wish to use the auditorium space outside of the school day hours should contact Jenny Van Dyke or Holly Garten, as listed above.

## Quick Facts

**Seating Capacity:** There are 667 permanent seats. These seats are divided into 7 sections. Please see the seating layout found at the back of this guide.

**Lighting System:** Stage theatrical lighting as well as, architectural house lighting control.

**Sound System:** 16 channel mixer. 10 wired mics, 3 wireless mics (handheld only), on stage portable monitors, DVD player, CD player, MP3 adapter.

**Stage Dimensions:** 64 x 32 feet. Hardwood floor painted with black flat stage paint.

**Video System:** LCD projector with long throw lens and projection screen. Also includes DVD player.

**Orchestra Pit:** Pit cover is on at all times. Removal at special request and additional charge only. This request must be made 30 days in advance of your groups permit start date. No musical instruments will be provided.

**Guest Entrances:** Guest should enter Park Center Sr. High through the Auditorium Entrance (Door G) located on the North side of the building. This entrance is handicap accessible.

**Loading Dock Access:** PCHS Auditorium has a ground level loading dock (no lift). Please contact the Auditorium Manager for access.

**Dressing Rooms:** The auditorium comes equipped with 2 dressing rooms with full toilet facilities attached to each. Use of these rooms needs to be pre-arranged during your permitting process. Use of costumes, make-up and props owned by PCHS is strictly prohibited.

**Guest Restrooms:** Restrooms are located directly in front of the main auditorium entrance. These restrooms are handicap accessible.

# Facility Use Policy & Procedures, Guidelines & Expectations

## 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 Park Center Sr. High's 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 PCHS 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:** Due to the limited nature of our audio systems, it may be necessary for large theatrical groups to provide their own wireless microphones. We have partnered with EMI Audio for the rental of this equipment; they can be contacted at 612-789-2496. However, each user is welcome to rent this equipment from whatever company they see fit. Osseo Area Schools does have a limited number of wireless microphones internally available for rent.

**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.

**Counter-Weights/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.

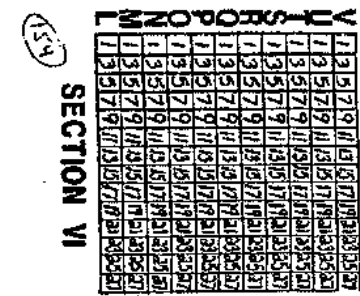
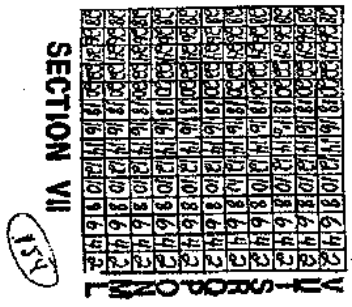
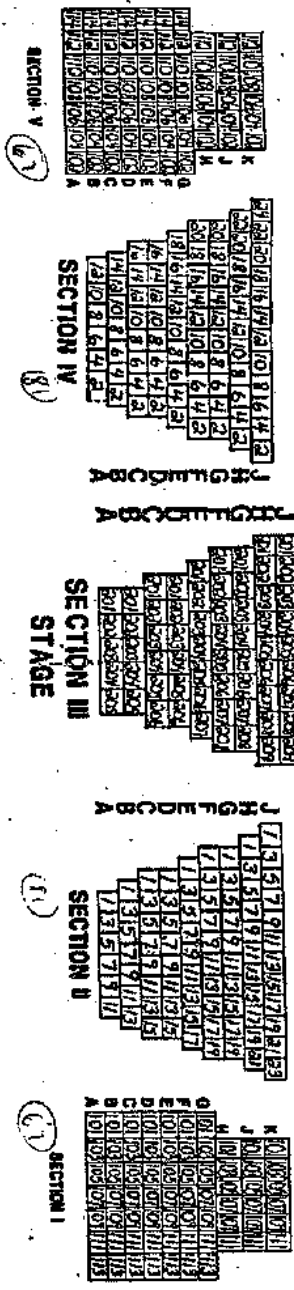
**Medical Emergencies:** All injuries or medical emergencies should be reported to school staff immediately. Trained facilities staff will provide appropriate assistance (from basic first aid to calling 911).

**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.

PARK CENTER AUDITORIUM





# Directions to Park Center Senior High

## Address:

Main Entrance  
7300 Brooklyn Blvd  
Brooklyn Center, MN 55443

Noble Entrance-Door L  
7501 Noble Ave N  
Brooklyn Center, MN 55443

