



# REDLANDS UNIFIED SCHOOL DISTRICT

To: Whom it May Concern

Re: Use of Theaters/Auditoriums in Redlands Unified School District Guidelines

The theaters in Redlands Unified School District have different capabilities and capacities. The theaters are in demand year-round and we must preserve the integrity of each building. These characteristics have led to strict guidelines for the use of this facility.

Guidelines:

- A custodian is mandatory for all outside uses of our theaters. The custodian personnel cost is \$27.00 per hour for weekday use and \$40.00 per hour for weekend and holiday use, with a two-hour minimum. One hour of same day setup time prior to the event and one hour of shutdown time will be added to the requested hours of use. RUSD reserves the right to schedule setup time and additional cleanup time (up to 4 hours) at their convenience including next day service.
- A custodian will open the theaters at the scheduled time. Early entrance will not be permitted.
- A stage technician is also required for all theater performances. The technician personnel cost is \$27.00 per hour for weekday use and \$40.00 per next-day weekend and holiday use. Theater use requires a pre-event meeting with the technician to discuss performance and limitations. One hour of service will be added to total hours of service for the pre-event meeting. Pre-event meeting is recommended one week prior to event. Technician is not responsible for opening the facility and will not open Clock Auditorium early for any reason.
- Any rooms attached to the theaters may not be altered without teacher consent. If teacher consent is obtained, applicant is responsible for returning the room to the original set-up, custodians will not be available to assist in room rearrangement.
- Any use of props/decorations, sale of any items, or use of equipment must be approved prior to use.
- No event ending time may be scheduled past 10pm.
- No food or drink will be allowed into the theater. Food and drink must remain in the foyer ONLY. Additional \$200 cleaning charge for any food or drink found in the theater/seating portion of our theaters.
- Any damage incurred during an event will be charged directly to the organization using the facility. Please no tape on walls or stage floors.
- All applications are due 3 weeks in advance of event. No exceptions!

Please sign below for acknowledgment of these guidelines. A copy will be provided for your records:

\_\_\_\_\_  
Authorized Applicant's Signature

\_\_\_\_\_  
Date