

# **Madeira Schools Planning Commission**

## **Auditorium Renovation Report**

**February 12, 2015**

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## **PURPOSE OF STUDY**

The Auditorium Renovation Committee of the Madeira City School District's (MCSD) Planning Commission was assembled to consider the following questions:

1. What are the current uses of the Medert Auditorium?
2. What are the current needs at Madeira City High School (MHS) when reviewing the Medert Auditorium?
3. What do other similar high schools have in terms of auditorium facilities?  
(What do they offer? How is it managed? How is it maintained?)
4. What is the feasibility of renovating the Medert Auditorium in terms of finance?

Due to the scope of the study, the Committee chose to focus on the first three questions to determine what, if any, improvements should be made and to attempt to prioritize any suggested renovations for the Madeira City School's Board of Education (BOE). The Committee wanted to explore these questions without financial limitations. The Committee also felt that the time allocated to complete the study did not allow for such an analysis. Determining financial feasibility would need to have the scope of work defined, as well as include industry professionals, the administration and BOE. This may warrant a study in and of itself.

Findings of this Committee are to be presented to the MCSD Planning Commission and the BOE.

## **STUDY METHODS USED**

This report was generated by:

- Touring the Medert Auditorium and surrounding spaces
- Interviewing key stakeholders that use the auditorium
  - Joe Kimling, Dean of Students and Athletic Director
  - Kevin Engel, Madeira Middle School (MMS)/MHS Band Director and Theatre House Manager
  - Dianna Davis, MHS Theatre Director
  - Caroline Keith, Choir Director at MMS/MHS
  - Lori Adams, Madeira Elementary School (MES) Music Teacher
- Surveying the patrons who attended these events:
  - MHS Theatre Arts fall production, *The Miracle Worker*, five shows
  - MHS Band/Choir Winter Concert, Grades 9-12
  - MES 3<sup>rd</sup> Grade Musical
  - MMS Band Concert, Grades 5-8
- Surveying MHS students, staff and teachers
- Interviewing MCSD Administrators/Staff:
  - Assistant Superintendent, Kenji Matsudo
  - MHS Principal, Tom Olson
  - Maintenance/Facilities Manager, Druen Downs
- Touring six local private/public school districts auditoriums
  - Reviewing the job description of the theatre managers
- Reviewing MCSD Theatre House Manager Job Description

## **BACKGROUND**

### **Facility History**

Madeira High School (MHS) was originally constructed in 1958 with a ~ 525 seat auditorium. The auditorium was named after the MSCD Music Director, Charles W. Medert, for his outstanding music education from 1953-1989.

The first known facility improvements to Medert Auditorium were made around 1985, when wing walls were installed. With a donation from the Madeira City School Foundation, the chairs were updated with new backs and seats in the auditorium. Note: The original framework for the chairs remained.

No improvements were made during the MHS renovations in 1998 (a science wing was added) or during the MHS renovations in 2005-2006. In 2010, a new HVAC system was installed (42 geothermal wells) which improved the heating and cooling of the auditorium. The geothermal wells were funded with an anonymous donation specifically dedicated to improve the energy efficiency within the District. Around this time, carpet squares were used to replace the carpeting in the aisles and the stage floor was painted. In 2012, an assessment of the seating was completed by the Theatre Arts Director, and necessary repairs were made in-house. (Six seats from the back row were removed to be used as parts.)

### **Description of the Medert Auditorium (Including Surrounding Spaces)**

See Exhibit I for MHS Fine Arts Wing Map and Stage Map. See Exhibit II for MHS Medert Auditorium Photos.

- The auditorium has one primary exterior entrance from a covered walkway that leads to an enlarged section of an interior school corridor. The theatre can also be accessed from the main school entrance.
- The theatre “lobby”/corridor is a disjointed space that narrows at the center because the technical room and a janitor’s closet separate the two auditorium entry doors. One small display case, a cork bulletin board used by the MHS Band, and two plaques honoring Charles Medert are the only exhibits for the fine and performing arts. The corridor is also used for entry to the cafeteria (east side) and is a main school corridor to the Arts Wing (west side).
- The two sets of double entry doors into the auditorium leads to the two carpeted aisles that divide the seating into three sections. There are approximately 525 chairs with old style iron frames and cloth seats. Secondary emergency doors are found on both side walls near the front of the stage. A metal rung ladder is found in the left side doorway that accesses an overhead lighting catwalk. This ladder has a movable piece of plywood attached to it that prevents unauthorized access.
- The technical room (lighting /sound booth) is located at the rear of the theatre, accessed from either the lobby or the back row of seating in the theatre. The technical room comprised of two smaller adjoining rooms is also used by the Theatre Director as an office.
- The area in front of the stage is large enough to be used as an orchestra pit. A set of stairs on each side, along with a set of temporary wooden steps, provide access to the stage. Handicapped access to the stage would be via the side school hallway leading to the stage side door.
- The stage is roughly 40’ deep by 40’ wide with a seemingly low opening height that starts the curved shape of the theater ceiling that rises and then falls to the back wall. The stage flooring is maulled with paint drippings and saw cuts.
- The stage walls are cluttered with theatre scenery props and costumes with four portable storage closets. On each stage side wall there are metal catwalks accessed by metal ladders attached to the



wall. These catwalks, as well as the area below it, are used for prop and costume storage. Beneath the catwalk at 'stage right' multiple electrical circuit panels line the wall.

- Behind the stage wing walls, small storage closets are found used to store scenery construction tools and misc. technical equipment. There is no separate set design workshop and all sets are constructed on stage.
- Three sets of double doors provide access to and from the stage: one set to the left side leading to the adjacent Arts Wing hallway and on the right side, one leading to the Music Room (Room 409) in addition to an exterior door.
- The Arts Wing hallway, also providing access to the Music Room (Room 409), leads to the Art Room, Cooking, and Special Ed rooms and a series of small storage rooms used for band uniform and equipment storage, Music Booster food and supplies, as well as a custodian closet. These classrooms and the larger storage room are used as dressing rooms and staging areas during a theatre performance especially since the hallway can be closed off from the front lobby. The hallway is lined with blue lockers. One of these lockers holds a set of master keys that is used by students for events.
- The Music Room (Room 409) is located behind the stage with access to the exterior parking lot as well as the stage and Arts Wing hallway. This room is used solely by the Band department. Historically, this room was shared by the Band and Choir when the schedules did not conflict; however, with the change of scheduling, the Choir now uses the cafeteria for classroom instruction and rehearsals. Four smaller offices/studios with windows line one wall. These rooms are used by the Band/Choir Director, for music files, and for larger instrument (owned by the school) for storage. South side wall is lined with student band lockers. The ceiling is not finished. Insulation is blown on the ceiling rafters but appears to be covered with layers of dust. Small sound proofing panels (two rows) are located on two walls just below the steel girders.

### **Safety**

- Due to the age of the auditorium it is not equipped with fire sprinklers (grandfathered).
- There are four means of egress in case of emergency although patrons generally use the two rear doors.
- The lighting and sound equipment are locked up in the technical booth, but certain students have access keys besides administrators and custodians. Keys are located in a central location in the Arts Wing in a locker.
- The stage curtains are old, faded, and torn in places. No data is available on age. It appears that they are beyond restoration and need to be replaced.
- There is no aisle lighting on the floor. Exit neon lights above the doors are the only source of lights when house lights are off during a performance. When stage lights are off – the room is pitch black.

### **Technical/Equipment**

Over the last three years, five private donations totaling \$40,000 were dedicated for the Medert Auditorium to be used to improve lighting, for a new light board, and an auditorium speaker. In January 2015, a total of \$3,000 was donated from the Madeira Music Boosters, the Theatre Arts program, and the District to purchase four new hanging mics and a new sound board.

An overhead projector with hand remote is carted into the auditorium for presentation needs. A projector screen is lowered from above the stage. Unfortunately, with the installation of a new speaker in the auditorium prohibits a projector from being mounted from the ceiling.

For a list of MHS Medert Auditorium inventory see Exhibit III.

### **Management of Auditorium**

Currently the Medert Auditorium is managed by the Theatre House Manager, Kevin Engel. Mr. Engel's full-time job is the Band Instructor/Director for the MMS and MHS. The Theatre House Manager position is a supplemental contract (~\$1,000) and is renewed on an annual basis. Main responsibilities include:

- Assists in scheduling all school and rental events.
- Maintains the yearly calendar of events in auditorium.
- Oversee all care of equipment and necessary improvements and maintenance.
- Actively involved in the care of equipment and purchasing.
- Makes suggestions and submit work orders for any repairs.
- Provide list of eligible event staff for hire such as lights/ sound/ AV; open and close facilities, and event management.

See Exhibit IV for detailed description of the Theatre House Manager Job.

Madeira High School students are also utilized to open/close the auditorium, set up microphones, manage the lighting and sound system, and troubleshoot any issues during events. They are usually trained by outgoing, experienced MHS students to run the equipment. The Theatre Director also has assisted in training student technicians. If outside groups want to utilize the auditorium, a student technician can be hired thru the Theater Manager or they may bring their own specialist. Historically, these students have been a member of the extracurricular theatre arts program. Students are paid \$50/event except for theatre productions. Currently, only one student, a junior, is acting as a student technician for the 2014-2015 calendar year.

Joe Kimling, Dean of Students and Athletic Director maintains the District Calendar, and approves all Facility Usage requests for the MHS building. See Attachment I for the MCSD Facility Usage Form. Fees are based on user and event size. Renters either ask for technical help to be provided by the school or they bring in their own technicians and/or equipment. Income generated from the rental is deposited into the general fund.

### **Performing Arts Curriculum**

Madeira High School offers several fine and performing arts classes as part of the curriculum. Students can choose from four art classes (Art Survey, Art Independent Study, Photography I, and Photography Independent Study), and five instrumental and vocal programs (Choir, High School Band, Concert Band, Color Guard, and Beginning Guitar). Historically, drama classes were an option; however, when the teacher retired, the District did not find a replacement. Students must earn one credit in the Visual and Performing Arts to graduate.

### **Extra Curriculum Performing Arts Activities**

The Theatre Arts program is currently an extracurricular program at Madeira High School. The Theatre Arts Director is paid thru the general fund. Students pay a \$40-80 fee per production to participate in addition to a \$36 pay to play fee. All proceeds from the theatre productions are used to pay for copyrights, music, supplies, rentals, choreographers, and equipment. The spring musical generally hires an orchestra for the production. The theatre arts program relies heavily upon parent volunteers to assist with publicity, scene set design, sewing, selling ads for the Playbill and other things.

The Marching Band is supported by the Madeira Music Boosters thru funding and parent volunteers. Students pay a \$60 fee per production to participate (pay to play). Visit their website for more details: <http://madeiramusic.com/> .

## **KEY FINDINGS**

### **1. What are the current uses of the auditorium?**

#### **Within the District**

The Medert Auditorium is used by all three schools in the Madeira City School District, serving ~ 1,500 students. Currently, the Auditorium showcases two high school theatre productions a year (fall/spring), three combined MHS band/choir concerts, one MMS band concert, six MMS/MHS choir concerts, and five MES musicals. It also is “home” to the MHS Baccalaureate, 8<sup>th</sup> Grade Recognition Night, Freshman Activity Fair, National Honor Society induction ceremony, and the MHS Variety Show. During the day, the auditorium serves the high school as a place for the choir to practice (when not using the cafeteria), the band’s percussion crew to practice, color guard practices, for guest speakers, school assemblies, Latin club meetings, and the occasional classroom meeting. After hours the auditorium has hosted PTO events, parent meetings, coaches meetings, and banquets. During the summer, the MHS Theatre Arts hosts a two week theatre camp for students entering Grades 5-9 with a performance at the end of the camp for family and friends.

#### **Community Use**

The Medert Auditorium is available for rent upon approval of completing the Facility Usage Form. Saint Gertrude’s Players uses the facility in the spring for their theatre production, dance studios rent the facility for recitals, and the City of Madeira Recreation and Parks Department has hosted community events annually for the past several years. On a rare occasion, the City of Madeira has requested to use the auditorium for community meetings.

### **2. What are the current needs?**

The Committee initially toured the Medert Auditorium with Kenji Matsudo, Assistant Superintendent, to build a basic foundation of knowledge about the facility before interviewing the five key MCSD staff members. (See Attachment II for a list of the questions.) During the interviews, the Committee learned that the space is well-used; however, Medert Auditorium was poorly designed and undersized. Numerous items were identified that should be replaced, renovated, and/or researched. It should be noted that many of the opinions and comments listed below about the auditorium were echoed amongst the group. After the completion of the interviews, the Committee then toured the Medert Auditorium again with Druen Downs, Maintenance/Facilities Manager, to make their own observations. The following needs for improvements are consolidated and in no particular order. Please review Exhibit II – Photos of MHS Medert Auditorium and surrounding spaces.

<b>Safety Items</b>	<b>Identified Issues – In Interview or During Tour</b>
Aisle Lighting	Currently grandfathered. None exists.
Egress	Exiting the auditorium is not easy. Need to improve traffic flow (egress) and also to make easier for wheel chair access. (If wheelchair is in aisle blocks the traffic flow.)
Handicap Seating	Currently grandfathered for ADA compliance No dedicated areas or sections.
More exits/aisles	Entering/exiting the auditorium can be a bottleneck. Lobby gets “jammed.”
Sprinklers	None available (Grandfathered)
Theatre Curtain	“Life” of fire retardant appears to worn-out and needs to be replaced. Stitching is rotted. Curtains are faded, and some cuts/tears appear on back curtain. Age: ?
Water Seepage	North block wall shows water stains. Leaks are occurring underground. (Note: the auditorium is built below grade.) Mold can become an issue.

<b><u>Supporting Spaces (Storage and Workspace)</u></b>	<b>Identified Needs – In Interview or During Tour</b>
Dressing Rooms	MHS does not have dressing rooms for the Performing Arts. During theatre productions, the band and choir department move their performance uniforms, band instruments and choral risers out of a small storage room. Depending upon the size of the production and the number of cast members, the art room and band room's library and practice rooms (in Room 409) will be used.
Lobby is too small	When the auditorium empties – not enough room for patrons to move around/stand. Because this area fills up quickly, it also impedes the egress from the auditorium. Patrons must stand in the aisles to wait to exit. Many patrons spill into the cafeteria.
Music Room (409)	Needs more storage. Space is under-utilized. Health concerns regarding exposed rafters w/ insulation layers of dust.
Set/Design Shop	MHS does not have space to design sets for theatre productions. It is either completed on-stage in the auditorium or off-site. The consequences of using the auditorium as an alternate set/design shop are obvious. The auditorium floor has been damaged (circular saw marks and paint graffiti's the floor.) and the curtain has been cut/torn in various areas. A small closet behind the wing wall holds tools and equipment. A fireproof storage cabinet holds paint and chemicals and sits at the back of the stage (right side).
Technical Booth (Light/Sound)	The physical space that "houses" the sound board, light board, and the Theatre Director's office is shared. Steep stairs were built with a wooden banister to access the light board.
Storage for Theatre Props/Costumes/ Equipment	The entire back wall of the stage is used as storage. In one glance you can see several ladders, all shapes and sizes of sheets of plywood, wooden platforms, doors, and lattice walls. Four black rolling closets holding costumes line a section of the back wall. Additional costumes can be found packed away in Rubbermaid bins below and above in the catwalk on the north side of the stage. Furniture is also stored on the left and right side of the stage as well as up in the left catwalk. Students/Volunteers climb a vertical rung ladder to access items stored in the catwalks. There are risks associated with using this overhead area as a storage site. Stage is also used sometimes as temporary storage for after-prom items.
Wing space	Not enough space in wings for productions. Closets were constructed for storage

<b>Technology</b>	<b>Identified Needs – In Interview or During Tour</b>
Acoustics* (w/out speakers)	The stage is a "black hole" for acoustics. Referred to as "dead space" by one stakeholder – many agreed the design does not allow for the sound produced on stage to move into the auditorium. Sometimes the choir will perform at the local Presbyterian Church because it has better acoustics. The added benefit of performing there also provides more seating for the audience. <i>*This was one of the biggest issues with the stakeholders.</i>
Computer Drops/Access	None available.
Electrical Update	Not enough circuits for lighting. Dimmer controls are currently limited.
	Table continued on next page.

<b>Technology cont.</b>	<b>Identified Needs – In Interview or During Tour</b>
Lighting	Request for lighting to be able to be change remotely. Current lighting on left/right of auditorium has to be set in advance and cannot be changed during any performance. Requires an extension ladder to be brought in to change the angle/setting of the lights. Request for more lighting - theatre productions rent extra lighting but is even limited to the number of circuits available. Spot lights take up seating space in last row of auditorium (left/right). Need to be moved for seating space.
Mics	Need more. And of those that MCSD owns, many are inoperable. (Example: of the seven wireless mics only three work.)
Monitors Offstage	Currently there is no existing system to communicate what is going on on-stage with those that are off-stage. Individuals outside of auditorium are isolated and clueless
Projector	Is on a rolling cart. Has to be set up for each presentation, and guest speaker. Often there are glitches. Becky Reisert, the District Network Manager, and/or a student is sometimes called from class to help the setup. (During a final tour of the Medert Auditorium the Committee was told that a projector had been purchased but the new speaker blocks defeats the purpose to install it. It would block anything that needed to be projected onto the drop screen.)
Recording devices	MHS does not have a recording system in the auditorium to capture concerts, guest speakers, and theatre productions. Individual events have to make their own accommodations. Quality of the recording is (lighting/sound) are sacrificed.
Sound System	Not designed for multipurpose media. Only one stakeholder was comfortable working the system. Majority requested training and additional staff support.

<b>Management</b>	<b>Problems Identified – In Interview or During Tour</b>
Experienced Staff	Having someone fully trained and with experience (over the age of 18) attend performances to assist with lights, sound and technical issues would be helpful. Help ensure performance start/run smoothly. One student is currently “trained” and used. It was reported that sometimes a student only knows one way to work the system. The student gets flustered when they can’t figure out how to correct a situation and they are “flying solo.” The theatre manager doesn’t typically attend events other than the band performances. (Note: This is not required in the job description.)

<b>Aesthetics/Other</b>	<b>Identified Needs – In Interview or During Tour</b>
Auditorium – Appearance	Water stains on north wall. Auditorium needs “freshening.” Looks dated and is showing its age.
Chairs	More chairs for band members and for choir members
Entrance/Lobby Area	North entrance should have a sign outside. Needs updated to show pride in programs. Have more showcases – highlight band/choir achievements.
New Chairs in Auditorium	30 years old. Not comfortable for productions over an hour. Can be modified for multi-use (study tables)

*Upon completion of the interviews, it became apparent to the committee that the existing “mode of operation” and space works due in large part because of the high level of cooperation between the parties and due to their “good sportsmanship.”*

## **Surveys**

To continue examining the needs of the Medert Auditorium, the Committee decided to do a 360 degree assessment. The committee designed a survey to gauge guests' experiences while visiting the Medert Auditorium, and to survey the Madeira High School teachers, staff, and students. The surveys focused on the following topics:

- Comfort level
- Accessibility
- Easibility of entering/exiting the facility
- Auditory
- Visual

From November 2014 – January 2015, four different events were chosen because of the varying uses of the auditorium. These events included the fall theatre arts production, the winter joint high school band/choir concert, the third grade musical and the winter middle school band concert. Hard copy surveys were distributed as patrons entered the auditorium. Prior to the start of each event, an announcement and request to fill out was made along with a quick description of the survey as well as an explanation of the purpose. Patrons were asked to return the surveys in a basket in the lobby at the conclusion of the performance. Participation in completing the survey was voluntary. Overall, the Committee received 325 total surveys: Breakdown: 148 from the fall play, 117 from the MHS winter band/choir concert, 14 from the third grade MES performance and 46 from the MMS band concert.

To solicit the opinions of entire high school student body and the high school staff the Committee used an on-line survey software program called Survey Monkey. The survey link was provided through an email from the building principal, Tom Olson. The advantages of the on-line survey were numerous: accessibility, easy to complete, and allowed for extended responses. The Committee received 118 of the 449 students polled resulting in a 26.3% return rate. Thirty-three (33) surveys were completed by the faculty and staff.

Although neither survey was not scientific (participants were not randomly selected nor a small sample size) the team believes that the results provided beneficial information for the study.

## **Notable Information**

Everyone was asked the same questions, with the exception of demographics as they were altered due to the given audience. See Attachment III for Sample Survey with the list of questions. The survey through Survey Monkey gave participants the opportunity to respond after each individual question as well as any additional comments at the end, whereas the paper survey only allowed for comments on the back.

Each audience had a different experience.

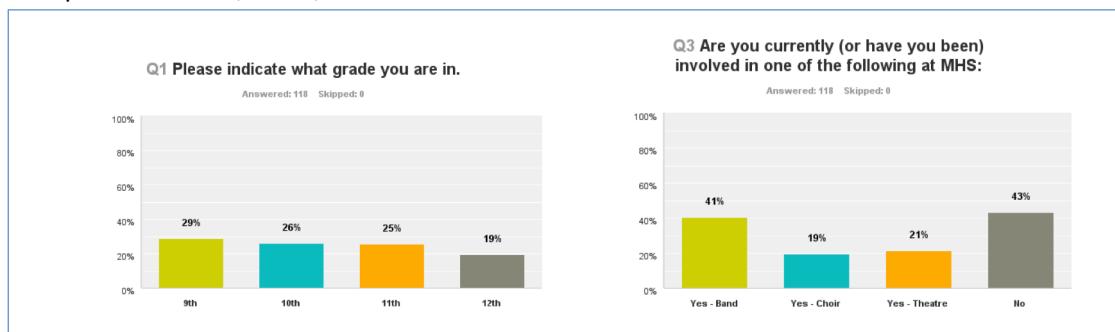
- Patrons watching the fall play had the advantage, for instance, of additional installed lighting (rented). The audience was also seated only in the front half of the auditorium for an intimate experience. The fall play did not incorporate any microphones or musical aspects.
- Conversely, the HS winter concert was a full house incorporating music instruments and singing. There was no additional lighting rented. All the lights on the stage were lit so that the musicians could see their music sheets. The band did fill almost the entire stage. The pit area was used to set up the choir risers. There was no time to turn over the stage so the choir stood on the risers on the floor to perform. In addition to this, the introduction to the survey at this concert, the

band director gave a more in-depth explanation and demonstration of the aspects of the auditorium.

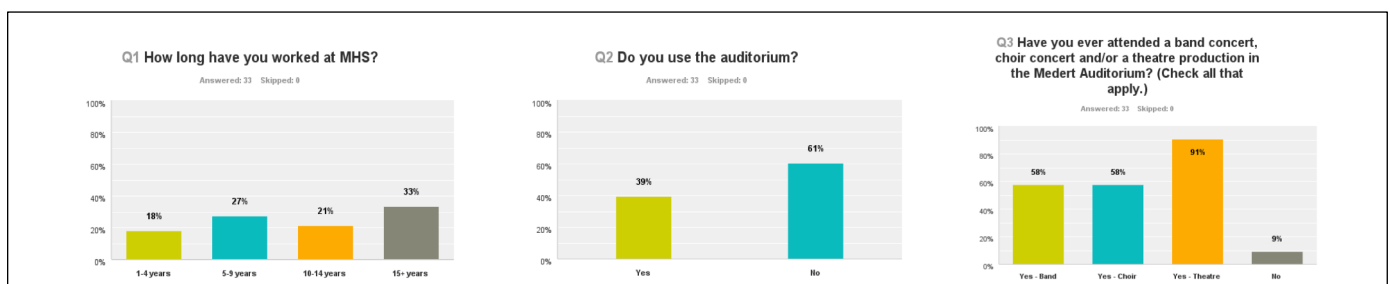
- The third grade musical had all students standing on four risers upon the stage. The lighting used was preset, along with use of the spotlights. Students used standing microphones for solos, which were brought from the elementary school. Recording equipment was installed in the back of the auditorium amongst the seats. Parents, friends, and family filled the auditorium.
- The MS band concert was performed in three segments. First year students (5<sup>th</sup> graders) performed first – before the survey was distributed. Then a general introduction was provided. Second year students (6<sup>th</sup> graders) then performed, proceeding with the combined 7<sup>th</sup> and 8<sup>th</sup> grade band. A wireless microphone was used for introductions but not while the bands performed.

### Demographics

The HS student survey responses came from a good cross section of the student body, as shown below. They were divided almost equally among the four grades. Almost half of the student respondents have never participated in band, choir, or drama.



Staff responses (33 ) represent well over 50% of the MHS faculty. Most respondents have worked at Madeira for over ten years. Only 39% of the faculty stated they use the auditorium. All but 9% of the respondents have attended some type of performing arts event in the Medert Auditorium.



On all the surveys, we asked respondents for their level of agreement or disagreement with the same six statements. The results were fairly consistent across the different groups, as shown below.

### Scale

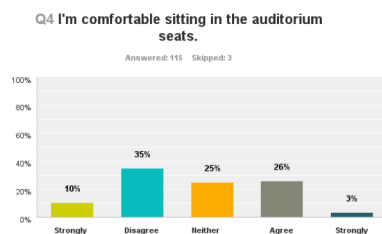
The survey used the following scale:

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1	2	3	4	5

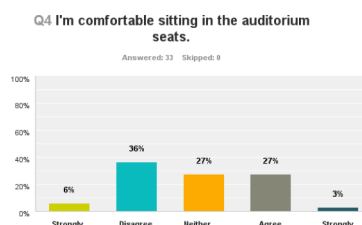
## Survey Questions

**Q:** I'm comfortable sitting in the auditorium seats.

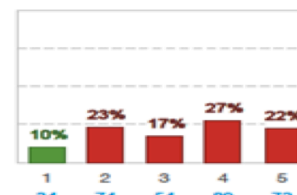
### Students



### Teachers



### Patrons



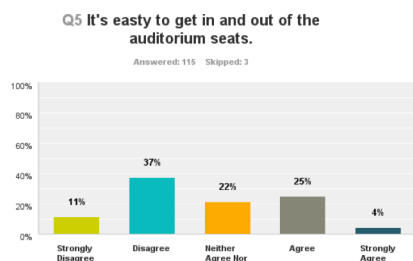
\*Patrons will not add to 100% as some answers were skipped

A few respondents added comments after this question, such as saying *“the seats are really hard.”*

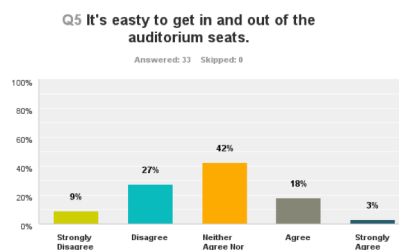
Specific student complaints involved lack of legroom and worn seats. One person said, *“They are not particularly uncomfortable, but they could be better.”*

**Q:** It's easy to get in and out of the auditorium seats.

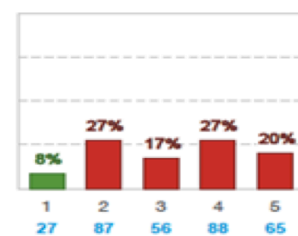
### Students



### Teachers



### Patrons



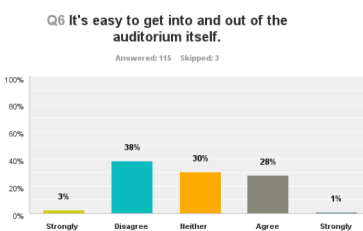
A few added comments, such as the aisles are too narrow and are not lit.

The main student complaint was that the rows were too close together.

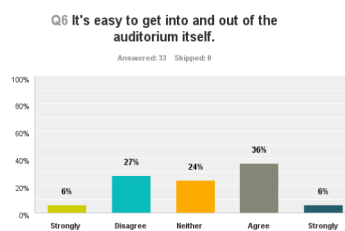
A staff response was *“with only two aisles, it's tricky to maneuver. Plus, the space between rows is tight, so if someone has to crawl over me, it's a close fit.”*

**Q:** It's easy to get into and out of the auditorium itself.

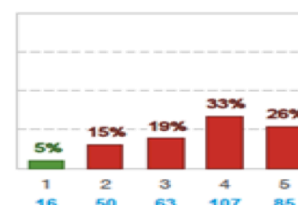
### Students



### Teachers



### Patrons



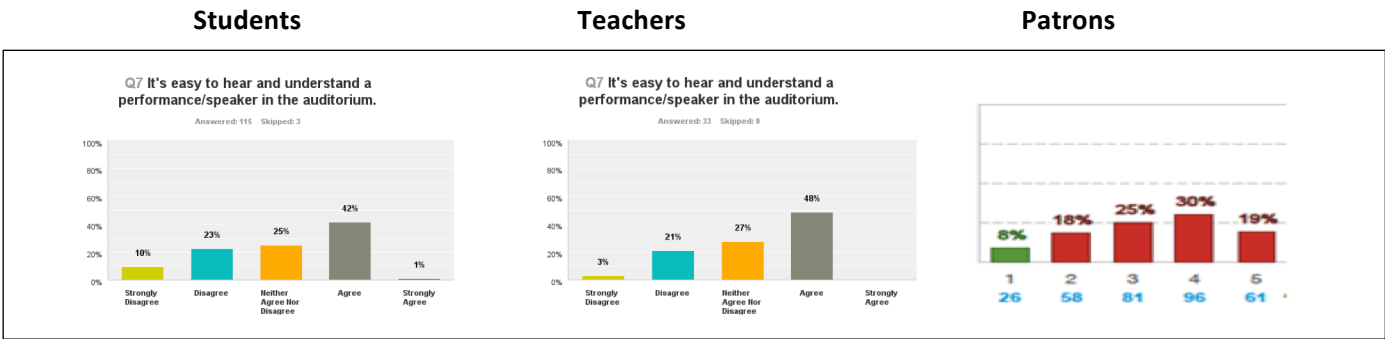


Typical of the handful of comments were the entryway causes problems with crowds to the point of being dangerous, especially for the elderly. Going along with this comment, another comment was in regards to the exit being too congested and getting outside tends to be cumbersome.

Typical student commenters said it was hard to get out when there was a crowd and several suggested adding exits.

A typical staff comment was in regards to difficult traffic patterns and that it takes a long time for students and staff to enter and exit the auditorium.

**Q: It’s easy to hear and understand performances.**

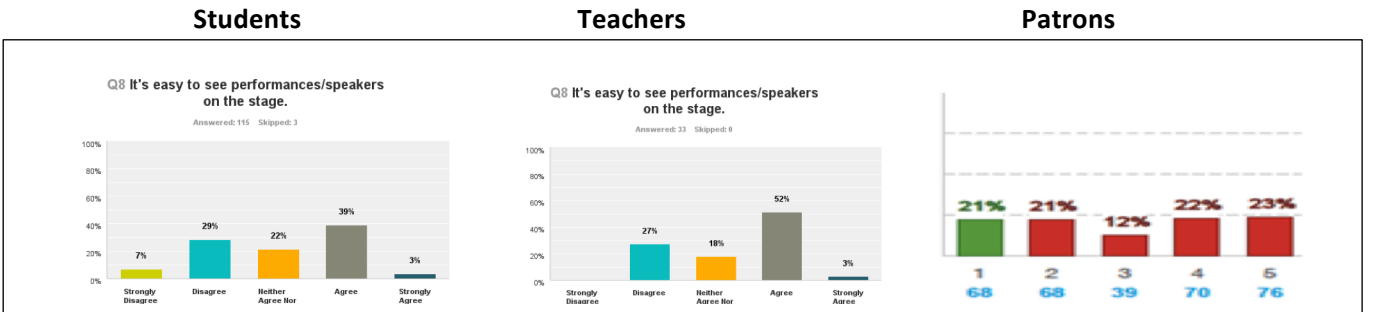


Many respondents commented on the acoustics of the auditorium and the need for microphones. It was also brought up that the acoustics need improved as there is dead space and the audience has a hard time hearing performances. A parent from the middle school concert said *“during the band performance, instruments in back did not project out to the audience.”*

Student comments suggested that the ease or difficulty of hearing often depended on the circumstances of the individual performances.

Staff comments were in regards to the need for microphones and a better and more reliable sound system.

**Q: It’s easy to see the performances.**

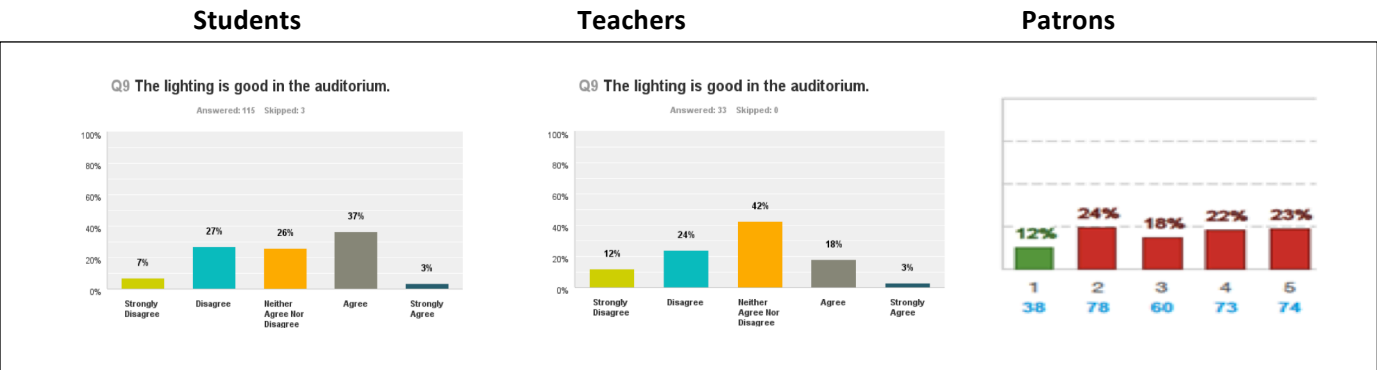


Many commented on problems with seeing performances such as the seating should be changed to either being higher than the stage or staggered to help with sightlines. The seating should be changed due to difficulty seeing students perform, especially during concerts.

The most frequent student comments on sightlines suggested the need to look down, rather than up, at the stage.

Coming from staff members, it was found that it can be difficult to see the performers on stage because of looking up at the stage or lack of staggered seats.

**Q:     The *lighting* is good in this auditorium.**

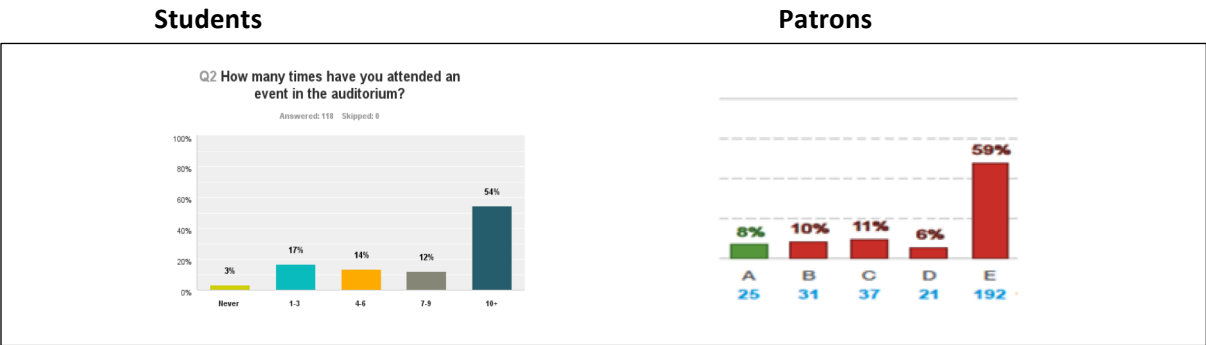


We received many comments on the lighting, one of them being that *“the lighting rudimentary.”* One patron stated that the *“lighting is very inadequate and uneven. There are too many dark spots.”*

Several students said an upgrade of the lighting system was in order.

Staff members commented on the poor quality of lighting.

**Q:     How many times (before today) have you attended an event in the auditorium?**



Although the overall results showed lukewarm acceptance of the status quo, many respondents commented that the space was outdated, rundown, or overdue for a “rehab.” This was not an opinion the Committee specifically asked about, but 26 of the patron respondents mentioned it. A typical response was *“it looks the same as it did in 1984 – time to update! Thank you. Concrete floors are also not attractive and hard on old folks.”* There were a number of other comments in similar nature to this.

One student said, *“Renovation is needed to keep up with the times. We just fixed up the media center, it's probably time to fix the auditorium.”*

Staff members agreed that the auditorium was ‘shabby’ and dated. It was brought up that there was a need for a projector system.

A large number of individuals surveyed echoed this idea that the auditorium is inferior compared with the renovated areas in the rest of the high school and with auditoriums of other high schools. Some even stated that the auditorium does not reflect the quality of the high school or of its fine arts program, to the point that it is embarrassing. An example comment supporting this theme; *“the auditorium is an inaccurate reflection of Madeira’s outstanding music and theater programs. Its dated appearance and structure make a poor impression on visitors, some of whom may not see any other part of our school district.”* A comment coming from a staff member stated that *“this space is used by the entire school district and for many visitors who come to watch family members in performances, award ceremonies, etc. This space creates a negative impression of our school district. This auditorium does not reflect the quality of what actually occurs in our district or classrooms. The auditorium REALLY needs to be renovated.”*

Last but not least, it was mentioned on several surveys, that rather than updating the auditorium, it was suggested that the priority should be to improve the science classrooms and lab facilities.

For a summary of comments and opinions see Table II. For a review of ALL comments see Attachment IV.

### 3. What do other similar high schools have in terms of auditorium facilities?

The Committee scheduled tours of auditoriums at six area high schools equivalent in size to Madeira High School. These schools included Cincinnati Country Day, Deer Park, Indian Hill, Highlands (Fort Thomas, Kentucky), Mariemont, and Wyoming. Each tour was conducted by the person who managed the auditorium. Certain physical elements of each respective auditorium were identified including exterior entryways, the theatre lobby, auditorium seating and circulation, stage features, technical equipment and its location and the associated performing arts classrooms and their supporting facilities. Safety features and ADA compliance items were also noted.

***From the onset, it was apparent that many of the similarities and differences among these schools reflect the value(s) that each school’s board and community place on the Performing Arts.***

The following table highlights of the Committee’s findings. A complete review of each school tour and a comparison matrix can be found in Table II. Attachment V highlights the top three schools; Highlands High School, Indian Hill, and Wyoming (detailed information, photos, job descriptions, and inventory lists).

#### Auditorium Physical Features

Exterior Entrance Doors	Dedicated exterior entrance doors were found at half of the schools toured. The auditorium name was highlighted on the marquis above the entry. The other half used either the main school or a secondary entrance to access the theatre.
Theater Entrances	All the schools had at least two sets of theatre entry doors that led from the lobby to the rear of the auditorium. Four of the schools had emergency exits on each side wall near the front of the stage. Indian Hill had additional side doors (4 on each sidewall) leading to a separate interior corridor that directed patrons back to the lobby. Mariemont had one set of triple doors entering the side of theater with an emergency door on the opposite wall leading to an exterior staircase.

Theater Seating and Circulation	The number of seats in each auditorium was proportional to the enrollment of each school. No school had an overabundance of seats other than Deer Park whose auditorium was constructed when enrollment was at its peak. Two central aisles and side aisles were standard in 4 of the 6 auditoriums. Indian Hill's seating had long continuous rows with only side aisles. CCD had only two central aisles, stepped due to the floor's steeper incline. It was noted that Highland had seats with retractable desktops.
Theatre Lobby	Large theatre lobbies were seen at 4 out of the 6 schools. These spaces were large enough to accommodate concession and spirit wear sales as well as enough room for patrons to gather before and after the performances. The lobbies at the other 2 schools were enlarged interior school corridors. All the lobbies had an architectural element highlighting the performing arts theme such as a ticket booth, large display cases or a wall lined with posters of past performances.

### **Stage**

Overhead Fly Systems	Overhead fly system for hoisting lighting and scenery above the stage were used at 5 of the 6 stages. 4 of these stages had pulley control system located in the stage wings. Highland had a motorized vortex hoist system to maneuver the flies.
Stage Access	All six school stages had at least four ways to access the stage from the seats. An open staircase on each side of the stage and a side doorway accessing the wings.
Stage Features	All the stages were approximately 40-45 feet wide by 40– 45 feet deep. Indian Hill's stage was deeper at approx. 65 feet. Mariemont had a shallower stage at approx. 30 feet. The ceiling heights of all the theatres were roughly two stories high allowing the stage opening to be higher than Madeira's. 4 of the 6 stages projected farther into the audience having a front stage section that can be lowered, either manually or by hydraulics, to create an orchestra pit. Deer Park had a large floor area in front of the stage and Mariemont had a balcony behind the stage for orchestra use.
Stage Storage	NO EQUIPMENT OR MATERIALS WAS STORED ON ANY STAGE TOURED

### **Supporting Performing Arts Rooms**

Band/Orchestra Room	All schools have a Band/Orchestra Room. Three schools have a separate room for Band and Orchestra. Two of the schools have shared room for Band and Choir. All band rooms have large storage closets for instrument storage, student lockers and an adjacent instructor's office or offices.
Choir Room	4 out of the 6 schools had a dedicated choir classroom. The other two schools toured used one classroom for the choir and band to share. Storage closets and separate instructor's offices were found within all of the choir rooms.
Dressing Rooms	Three of the schools had dedicated dressing rooms. (2 of the 3 have separate dressing rooms for males and females.) The other 3 schools use adjacent classrooms when needed. Indian Hill is currently building a backstage extension to add dressing rooms, a sewing room, a new scenery workshop and more storage room.
Prop and Costume Storage	All schools had a dedicated storage closet for props and costume. These separate rooms varied in size. All schools except CCD did not save many props or costumes. CCD had a larger prop/costume room allowing more of their old costumes and props to be reserved.
Scenery Workshop	All schools except Mariemont had a set design workshop with space for material storage and outside access. Past performance scenery and large stage props were not saved, some basic materials were kept within the workroom storage area.

## **Technical**

Lighting and Sound Control	Lighting and Sound equipment varied based on the school's overall commitment to the performing arts. Indian Hill and Highland had Hi-Tech digital control boards that had wireless capability allowing the technician to control the lighting and sound remotely with an iPad. The other 4 schools stated that they had adequate equipment, all with wireless capability, but in need of updating.
Mounted Projector with Drop Screen	All schools except Deer Park had mounted projectors with either wireless or computer hookup controls for presentation use. All schools had motor controlled drop down screen from above the stage.
Stage Managers Light/Sound Panel	A separate control panel for basic stage lighting and house mikes existed in all the schools. Usually located to the side of the stage. The panel allowed the manager to preset the light and sound mike to be used later by instructors or small groups who would not have the need for the more intricate light and sound boards.
Technician Room (Light/Sound)	All schools had a dedicated technician room for performance lighting and sound control. All schools except Highland had a two story room at the rear of the theatre. These rooms house the sound amplifiers, sound/light boards, storage for extra light fixtures and, in some cases, office space for the technical or auditorium manager.
Theatre Speaker Systems	The Sound Speakers also varied based on the school's needs and level of use. 5 of the 6 had a speaker system with units mounted along the front façade of the stage and on the side walls. Indian Hill had a vertically stacked centrally mounted speakers hanging high above the stage front.

## **Safety**

Aisle Lighting	Aisle lighting was found in all auditoriums except Mariemont. Small lights were mounted to the seats at the end of all or certain rows. Two theatres had string lighting along the sides of the aisles.
Fire Sprinkler System	Sprinkler systems were found in 2 of the 6 school. The remaining 4 theatres were grandfathered due to the age of the structure.
Hand rails	Hand rails were used at all stepped aisles and where seats or platforms were raised 18 inches above floor level.
Handicapped Seating and Access	All schools had accommodations for wheel chairs accessibility and performance viewing spaces within the auditorium. All theatres had wide aisles for handicapped maneuverability. With CCD having stepped aisles, the HC accessible side entrances at stage level were fitted with chair lifts to lower HC chairs to the front row where spaces were reserved.
Security	All auditoriums were locked when not in use. Two theatres had their light and sound boards on open platforms or booths that allowed access to the equipment once gaining access into the theatre. Keys to the auditoriums were only available to Teacher Managers, Administrators and Custodians. No students were issued keys.

## **Management**

Salaries	Positions range from full-time, part-time, and supplemental. Deer Park position is covered by the Athletic Director – no supplemental contract for scheduling/managing the theatre. Salaries vary depending upon the job requirements. Supplemental contracts range from \$1K to \$6K.
Theatre Manager	All schools have a "Theatre House Manager" position except for Deer Park. Expectations vary by school based upon the performing arts curriculum and the values held by the school district. Positions range from full time to supplemental contracts. See Table III for a comparison of job descriptions.

## **CONCLUSIONS**

This study looked at the current uses of the auditorium and assessed what, if any renovations/changes could be recommended. To help draw their conclusions, the Committee asked/answered these additional questions:

### **1) Does the District value the Arts and believe there is a benefit to having an Arts Program?**

**Yes.** In the 2013-2014 Madeira City Schools Quality Profile Report, the District shared these statements:

*“A successful school district places a high degree of importance on ensuring that all children have the opportunity to reach their full potential inside and outside of the classroom. Participation in performing and visual arts inspires students’ creativity, problem-solving and critical thinking skills.”*

*“Driven by a passion to inspire creativity and enhance learning, Madeira City Schools is committed to providing strong visual and performing arts experiences throughout the school district.”*

### **2) Considering the size of our District, can more emphasis be placed in our Arts Program?**

**Yes!** How? Consider adding a drama class back into the curriculum, and/or a technical class with a focus on lights/sound. Also, explore adding an orchestra band into the curriculum. Improve the seating to include retractable desks. Benchmarking with other “like” districts – the District can and should turn the auditorium into a learning environment.

### **3) Can we do better with what we have to work with?**

**Doubtful.** While the District has a history of “doing more with less”, the current stakeholders already work with a high degree of cooperation to maximize facility space and equipment. We need to be proactive in addressing our current needs. The Committee is cognizant that the High School and the District is currently growing and continues to receive accolades from city, state and national publications and media outlets. (See Attachment VI for list.) In the 2014-2015 school year, the District added 100 new students (an increase from prior years). The forecast shows continued interest in our District, and growth in student population. See: [Biz Journal Article 2015](#). With this trend, no doubt, the District will soon be facing “growing pains.”

### **4) Are improvements needed to the Medert Auditorium and the surrounding spaces?**

**Yes.** The Committee unanimously agrees that improvements are needed and long overdue but to what extent? Many options are available, from tearing down and starting over to doing nothing. Priorities need to be determined and a master plan developed. There are numerous examples of improvements being made without the coordination that a master plan would provide. Example: The installation of the new speaker in the auditorium in the middle of the stage precludes a projector from being hung from the ceiling for guest speakers, and classroom use. (The speaker blocks the drop down screen.) Another example is the newly built bathrooms on the back of

Music Room 409. It begs the questions in the terms of this study; could this space have been put to a better use?

### **5) Would the District benefit from such improvements?**

**Absolutely!** Because all children within the District use the facility, everyone benefits from any improvements made. It is also one of the few “faces” the District shares with the public. As one of our respondents to the survey said, *“This space is used by the entire school district and for many visitors who come to watch family members in performances, award ceremonies, etc. this space creates a negative impression of our school district. This auditorium does not reflect the quality of what actually occurs in our district or classrooms.”* Numerous comments in our study reflect this opinion.

### **6) Where does the District begin?**

The Committee’s recommendations are as follows.

## **RECOMMENDATIONS**

### **Strategically (Long Range Plan)**

- 1) Develop a Master Plan for the Arts Wing
- 2) Gut the Medert Auditorium from top to bottom/left to right.
  - a. Redesign the stage to allow for maximum performance of acoustics AND visual opportunities. Explore opportunities to raise the dropped ceiling height.
  - b. Explore if the space can allow for an orchestra pit.
  - c. Replace the chairs (add folding desks to chairs for space to be used for academics)
  - d. Explore building a two story technical booth to house spotlighting and sound equipment.
- 3) Repurpose the Arts Wing
  - a. Consider repurposing the space in Music Room 409 to increase functionality/flexibility
    - i. Divide into two classrooms for Band and Choir use
    - ii. Explore opportunities for adding storage
  - b. Reorganize then consider adding square footage for storage
    - i. For equipment for all performing arts
    - ii. For theatre props and costumes
    - iii. For set/design shop with associated materials
  - c. Explore the opportunities to expand and improve the lobby space
    - i. Improve the area to highlight the performing arts achievements
    - ii. Create a visual interest through interior design and architectural elements
    - iii. Remove unnecessary items (soda machine and trash cans)
  - d. ‘Brand’ and improve the exterior entrance to the auditorium
- 4) Work with industry professionals to complete a feasibility study and a cost analysis.
  - a. Consider using CERKL as an outreach tool

## **Tactically: (Using the Current Space and/or “Bandaidding” the Situation)**

### **Technical**

- Hire technical experts to review overall sound quality and recommend improvements
  - Acoustical study regarding the structure of the stage and facility
- Hire technical experts to review lighting and electrical circuits/wiring and recommend improvements
  - Consider the needs for band concerts
  - Consider theatrical productions
- Invest in technology that can allow lighting/sound to be managed from computer anywhere in the auditorium.
- Purchase and install a stage manager’s panel that allows for presetting the lighting and sound system
- Install a multimedia wireless projector for presentations and instructional needs (w/ recording capability)

### **Safety**

- Add aisle lighting on the floor
- Replace stage curtains
- Remove items being stored on the stage and the catwalks.
  - Find an alternate location for storage.
  - Downsize costume inventory.
- Evaluate the emergency egress and procedures from the facility and consider improvements
- Provide proper handicap accessible viewing locations other than the back row
  - Consider installing removable seats

### **Management**

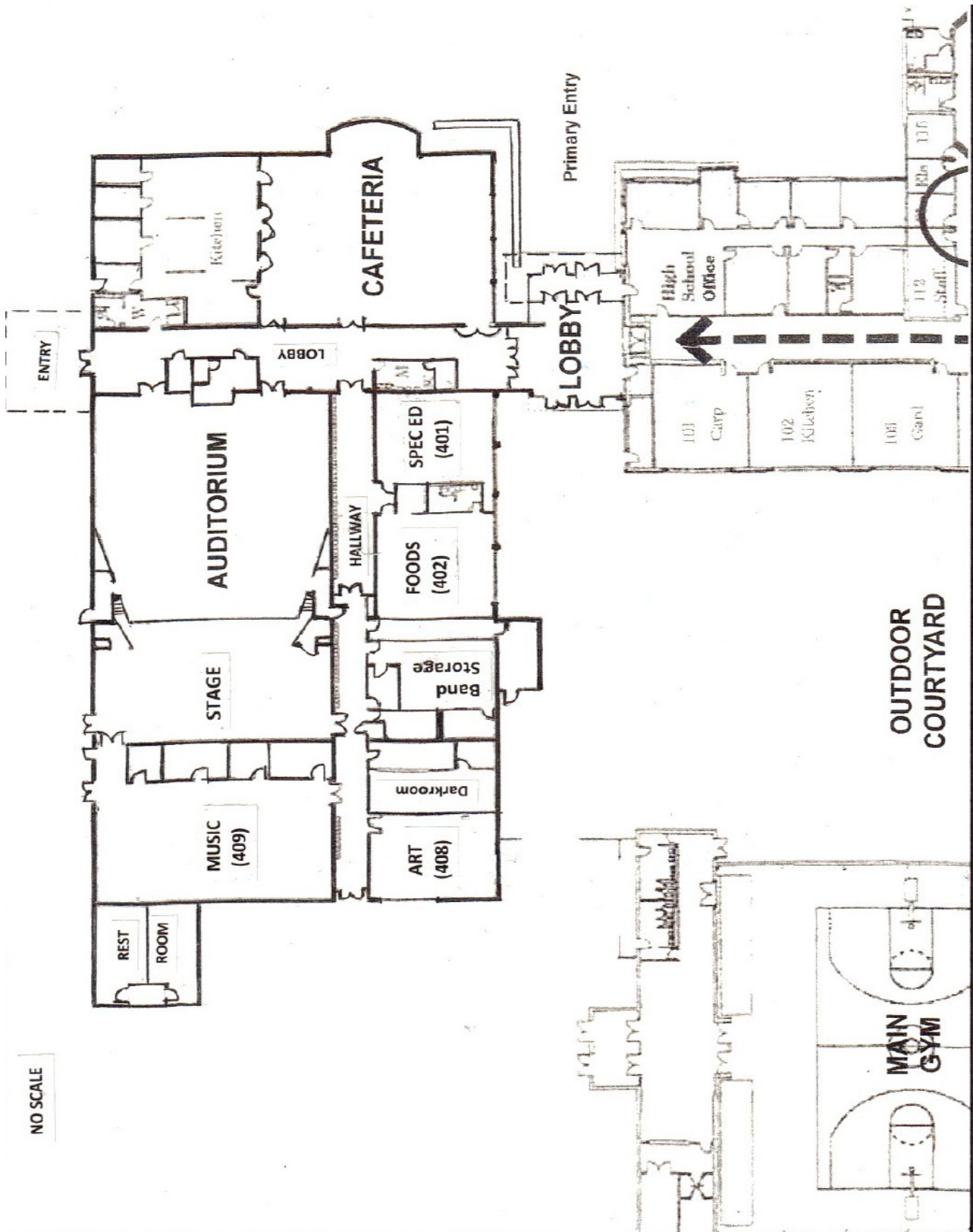
- Review/Update how the theatre is managed
- Update current job description of the Theatre Manager
  - Change title to Auditorium Manager
  - Include in essential duties and responsibilities:
    - The training of all assistants and interested staff
    - Require attendance at after-hour performances
    - Assist with lights/sound equipment at events scheduled in the auditorium.
- Review supplemental salary to be in line with similar districts
- Develop an annual schedule to make continual improvements
- Review equipment needs annually with key stakeholders.
- Review the security of the auditorium and distribution of the master keys

### **Other Considerations**

- Develop a Master Plan for the entire school.
- Review curriculum options to maximize the use of the Music Room 409/Auditorium
- Explore hiring a part-time instructor to teach a drama class, technical lights/sound class; orchestra band
- Add monitors for orchestra and backstage (Investigate hard wired vrs wireless options.)
- Study community collaboration opportunities in the PA (benchmark Wyoming School District)
- Review Facility Usage Form. Benchmark with other districts.



**EXHIBIT I**  
**MADEIRA HIGH SCHOOL FINE ARTS WING MAP**





# Stage

4	3	2	1	A			
4	3	2	1	B			
5	4	3	2	1	C		
5	4	3	2	1	D		
6	5	4	3	2	1	E	
6	5	4	3	2	1	F	
7	6	5	4	3	2	1	G
7	6	5	4	3	2	1	H
7	6	5	4	3	2	1	J
7	6	5	4	3	2	1	K
7	6	5	4	3	2	1	L
7	6	5	4	3	2	1	M
7	6	5	4	3	2	1	N
7	6	5	4	3	2	1	P
7	6	5	4	3	2	1	Q
7	6	5	4	3	2	1	R
7	6	5	4	3	2	1	S
7	6	5	4	3	2	1	T
7	6	5	4	3	2	1	U
3	2	1	V				

See  
ren  
for  
ligh

Seats removed for spot lights

15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	A
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	B
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	C
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	D
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	E
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	F
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	G
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	H
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	J
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	K
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	L
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	M
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	N
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	P
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Q
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	R
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	S
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	T
15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	U

Booth

A	1	2	3	4			
B	1	2	3	4			
C	1	2	3	4	5		
D	1	2	3	4	5		
E	1	2	3	4	5	6	
F	1	2	3	4	5	6	
G	1	2	3	4	5	6	7
H	1	2	3	4	5	6	7
J	1	2	3	4	5	6	7
K	1	2	3	4	5	6	7
L	1	2	3	4	5	6	7
M	1	2	3	4	5	6	7
N	1	2	3	4	5	6	7
P	1	2	3	4	5	6	7
Q	1	2	3	4	5	6	7
R	1	2	3	4	5	6	7
S	1	2	3	4	5	6	7
T	1	2	3	4	5	6	7
U	1	2	3	4	5	6	7
V	1	2	3				

Seat removed for safety

Seats removed for spot lights



## EXHIBIT II

### MADEIRA HIGH SCHOOL MEDERT AUDITORIUM PHOTOS

Exterior School Entrance to Auditorium



Auditorium Exterior & Parking Lot



Entrance Feature



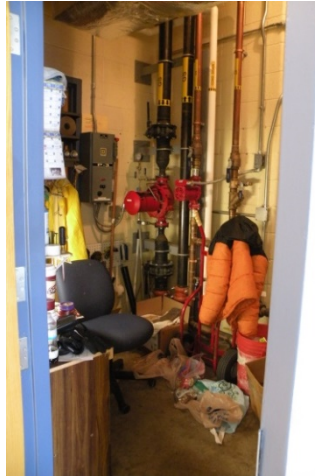
Auditorium Right Entrance Door



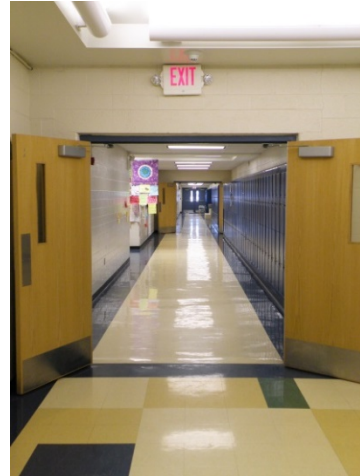
Hallway Lobby



Lobby Custodian Office



Entry Hall to Art Wing



Auditorium Lobby



Lobby Display Case





## MADEIRA PHOTOS – PAGE 2 OF 6

Auditorium Entry Door



Rear of Theatre Spotlight Area



Tech Booth Entry / HC Seating



Technician Booth



Inside Rear Tech Booth / Theater Director's Office



Light Board / View into Auditorium



Sound Board / View in front of Light Board



Left Rear Side



Rear View of Auditorium





## MADEIRA PHOTOS PAGE 3 OF 6

Left Rear to Stage



Right Rear to Stage



Madeira's Medert Auditorium



Lighting Above the Stage



New Speaker System





MADEIRA PHOTOS - PAGE 4 OF 6

Orchestra Pit



Presentation Projector



Stage Right (facing audience)



Stage Right Rear



Rear of Stage - Right



Rear of Stage – View Stage Left



Rear Central Stage



Rear of Stage – Left



Stage Left





## MADEIRA PHOTOS – PAGE 5 OF 6

Stage Right Corner – Closet



Stage Left Corner



Stage Left- Set Tool Storage



Band Room – Right View



Band Room – Left View



Instrument Storage



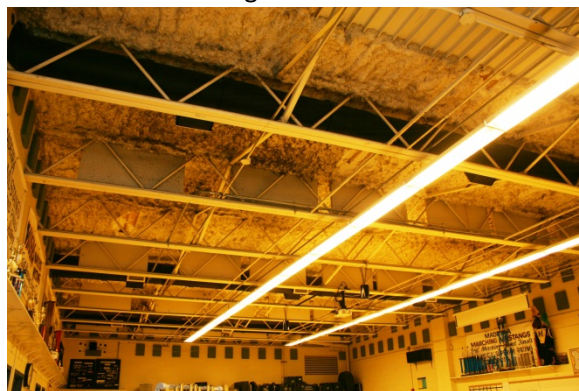
Band Office



Band Student Lockers



Band Room Ceiling





## MADEIRA PHOTOS – PAGE 6 OF 6

Band Storage Room – Across Hallway



Band Storage Room - Uniforms



Band Storage Entry



Arts Wing Hallway



Janitor's Room (Old Faculty Toilets)



Choir Room (Cafeteria)



Choir Instructor's Office

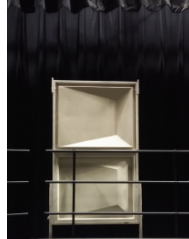



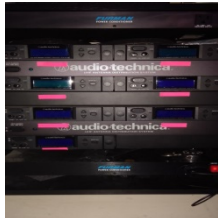








## EXHIBIT III

### MEDERT AUDITORIUM INVENTORY LIST February 8, 2015

This is a list of items currently owned by Madeira City School District,  
and in use within the limits of the Medert Auditorium.

Equipment	Photo(s)
Seven Wenger portable acoustical band shells.	
Five portable / collapsible Wenger choral risers with rails.	
One Yamaha 24 channel mixing board. Presently five channels are not functioning.	
One Electronic Theater Controls lighting board. Express brand. Also in background of the photo is the Dell monitor that that programs the lighting board.	
One Cognito 24 channel programmable fader (One year old.)	Photo not provided
One seven channel wireless microphone control center.	
Two handheld wireless microphones.	Photo not provided
Seven wireless body microphones Only three are operational.	Photo not provided
Twelve on stage (spot type) lights	

Seventeen rack mounted directional lights.	
Two Lycian ZOT7 spot lights.	
Two very old spot lights	Photo not provided
An assortment of microphone stands, roughly 5-8 in various states of working order.	Photo not provided
Several XLR style microphones (not pictured)	Photo not provided
2 CD players (not pictured)	Photo not provided
1 cassette player (not pictured)	Photo not provided
There is also an assortment of lighting cables used interchangeably as lights are moved and adjusted.	Photo not provided
Speaker – Description not provided	
Rolling Cart w/ Projector	
4 Hanging Mics – Over Stage	Photo not provided
New Sound Board	Photo not provided

## EXHIBIT IV

### Madeira City School District *Theatre House Manager Description*

**Position Title:** Theatre House Manager

**Department:** Supplemental

**Reports To:** Dean of Students/Director of Facilities

**Approved By:** Madeira Board of Education

**Date:** November 19, 2012

#### **SUMMARY:**

Helps maintain and coordinate the technical aspects (lights, sound/audio, equipment) of the high school auditorium in a condition of operating excellence so that full educational/theatrical use may be made at all times.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists in scheduling all school and rental events.
- Maintains yearly calendar of events in auditorium.
- Manages auditorium.
- Provides a list of eligible event staff for hire.
  - a. Lights / Sound / AV
  - b. Open/Close
  - c. Event Management
- Oversees all necessary improvements/maintenance.
- Actively involved in the care of equipment and purchasing.
- Makes suggestions and submits work orders for needed repairs.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION/EXPERIENCE:**

High school diploma or general education degree (GED).

#### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of board.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees or administrators.

#### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS & ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff and the community. Must be self-directed, and able to initiate projects and work with limited supervision. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to fifty (50) pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**TABLE I**  
**Survey Comments and Opinions**

<b>COMMENT/OPINION</b>	<b>118 STUDENTS</b>	<b>33 TEACHERS</b>	<b>325 + PATRONS</b>
Auditorium is good enough, use money for academics or don't raise my taxes.	0	0	6
Auditorium is outdated/in need of rehab.	4	2	25
Auditorium reflects badly on Madeira, doesn't reflect quality of district or arts program.	0	1	18
Better acoustics/sound.	11	6	18
Better lighting.	4	2	12
Better sightlines.	11	6	37
Compared our auditorium with other school's facilities.	0	0	11
Lack of lobby/hard to get in and out of auditorium.	4	8	5
Larger stage.	0	0	6
More comfortable seats.	9	0	4
Need for choir room.	2	0	2
Need for more space for storage, dressing rooms, etc.	4	0	3
Need for more staff trained on equipment. Tighter control of the venue.	2	1	0
Need lighting down the aisles for safety.	0	0	2
Need more seats.	0	1	10
Seats are too close together/hard to get through aisles.	6	2	2

**TABLE II**  
**Auditorium Facilities - Benchmark Matrix**

Schools	Madeira	Cincinnati Country Day	Deer Park	Indian Hill	Highlands	Mariemont	Wyoming
<b>AUDITORIUM</b>							
Enrollment	449 students	350 students (9-12)	600 students (7 -12)	716 students	1000 students (9-12)	500 students (9-12)	675 students (9-12)
Last Renovation	1980s		1968	1973	2007-08	1997	2000
<b>MANAGEMENT</b>							
Support Organization		CCD Arts Booster Club		IH Performing Arts Academy	Highlands Theatre Arts Booster Club	Theatre Arts Booster Club	Wyoming Theatre Arts Club
Facilities Management	Kevin Engel - Theater House Manager / FT Band Director	Glenn Lindahl - Technical Instructor / Theater Director Michael Busch - Facilities Manager	Rob Hamann - Facilities Manager / Athletic Director	Kyle Himsworth - Performing Arts Facilities Manager	Jason Burgess - Technical Instructor / Theater Director Instructor	Trevor Block – Vice Principal Mary Ann Morris Librarian Co- Coordinators	Michael Leal Theater Manager / Spanish Teacher
Type	Supplemental Position	Full Time Position	Secondary Position	Full Time Position	Full Time Position	Secondary Responsibility	Supplemental Position
<b>PHYSICAL FEATURES</b>							
<b>Exterior Entrance Access</b>	Main & Secondary School Entrances	Main School Entrance	Separate Exterior Entry	Separate Exterior Entry	Main School Entrance	Main & Secondary School Entrance	Separate Exterior Entry
<b>Lobby</b>	Oversized hallway with display case	Within Large Open Main School Lobby adjacent to open cafeteria	Large lobby with concession stand , ladies restroom and display case	Large lobby with display wall	Oversized hallway on second floor with ticket booth	Oversized hallway with ticket booth	Large centralized lobby accessing with ticket booth and display cases
<b>Entry to Theatre</b>	Two double doors from hall lobby	Two entry doors from Lobby - Two side stage level entry. Second floor balcony entry	Four entry doors from Lobby; Two side egress doorways	Two entry doors from lobby and 4 sets side doors to corridors leading back to lobby	two entry doors from lobby with two side exits and two stage level exits	One triple door entry from lobby to cross aisle with two emergency exits on opposite wall	Two triple door entry to a vestibule with two sets of theatre entryways from each vestibule
<b>Seating number</b>	526 seats	525 seats	900 seats	825 seats	900 seats	432 seats	635 seats
<b>Seating</b>	Orchestra Seating Only	Orchestra and Balcony Seating	Orchestra and Balcony Seating lower level can be separated with retractable walls	Orchestra Seating with upper and lower sections can be isolated with retractable walls	Orchestra and Balcony Seating ; All seats have retractable desktops	Orchestra Seating with upper and lower sections separated by a long lateral cross aisle	Orchestra Seating Only
<b>Aisle</b>	Two main center aisleways	Two main stepped aisleway both levels	Four aisleways - two center / two side walls with back third cross aisle	Two main stepped side wall aisleway at each section	Four aisles: two center and two along side walls Balcony with two centered stepped aisle	Four main aisleways - two center and two along side walls; upper section with two stepped aisles	Four aisleways - two center / two side walls and center cross aisle

<b>HC Accessibility</b>	Front of stage area	Orchestra Seating HC access from side stage doors and chair lift to lower seating	HC Seating space within cross aisleway	HC Seating space within cross aisleway separating the back seating areas	8 random HC Spaces throughout seating area	Large cross aisleway used for HC seating area	Cross aisle way used for HC seating space Seats may be removed at certain spots
<b>STAGE:</b>							
<b>Orchestra Pit</b>	Yes: floor section in front of stage	Yes: front floor section of stage can be removed	Yes: large floor area in front of stage	Yes: front of stage has Hydraulic Lift	Yes: front floor section of stage can be removed	No: Rear of stage elevated corridor is used	Yes: front of stage has Hydraulic Lift
<b>Access to stage from seating area</b>	Two on each side; one thru side wing wall	Two on each side; one thru side wing wall	Two on each side	Two on each side	Two on each side	Two on each side	Two on each side with HC ramp
<b>Fly system</b>	No	Yes with pulley system	Yes with pulley system	Yes with pulley system	Yes / No pulleys Vortex hoist system	No	Yes with pulley system
<b>Scene Shop / Storage</b>	No	Yes	Yes	Yes	Yes	No	Yes
<b>Dressing Rooms</b>	No	Yes	No	Yes	Yes	No	Yes
<b>Prop Storage</b>	No	Yes	Yes	Yes	Yes	Yes	Yes
<b>Performer Prep Room</b>	No	Yes	Yes	Yes	Yes	No	Yes
<b>Band Room</b>	Yes	Yes	Shared Choir	Yes	* Separate	Shared Choir	Yes
<b>w/ office &amp; storage</b>	Shared/Choir	Yes	Shared Choir	Yes	Yes	Shared Choir	Yes
<b>Choral Room</b>	No (Cafeteria)	Yes	Shared Band	Yes	Yes	Shared Band	Yes
<b>w/ office &amp; storage</b>	No	Yes	Shared Band	Yes	Yes	Shared Band	Yes
<b>TECHNICAL</b>							
<b>Technical Room</b>	Small booth in rear of auditorium; used also as theatre arts office	Right side platform adjacent to stage: Rear tech booth used for storage	Section of Seating area used for sound board set up; Lighting controlled from Stage Closet	Rear two story Technical Booth with Controlled Access; Theatre Managers office	Rear Technical Booth with Secure Door; Controlled Access	Lower level open sound booth; upper level lighting booth: secondary lighting catwalk	Rear two story Technical Booth with Controlled Access; access to lighting catwalk
<b>Light Board</b>	Older Light board	Old: Light Board Needed	Old	High Tech Digital Light Board wireless interface	High Tech Digital Light Board wireless interface	Old	High Tech Digital Light Board wireless interface
<b>Sound Board</b>	New sound board	32 channel digital wireless remote	Old	High Tech Digital Sound Board wireless interface	High Tech Digital Sound Board wireless interface	Old	High Tech Digital Sound Board wireless interface
<b>Speaker</b>	New large center hanging system at front of stage	Oversized system- on balcony, sidewalls and front of stage	New twin system without low-tone speakers	Mon-speaker system - center hanging at front of stage	Oversized linary two speaker system	Two large center hanging speaker system	Speaker system spread across the front top of the stage
<b>Stage Manager's Panel</b>	No	Yes	Yes		Yes	Yes	Yes
<b>Mounted Projectors with screen</b>	No	Wireless Remote with drop down screen	Portable projector on Cart with Remote	Wireless Remote with drop down screen	Wireless Remote with drop down screen	Wireless Remote with drop down screen	Yes
<b>SAFETY</b>							
<b>Fire System</b>	No	No	No	No	YES - Sprinkler System	No Sprinklers	YES - Sprinkler System
<b>Aisle Lighting</b>	None	Lighting at end of rows	Lighting at end of rows: not working	Lighting at end of rows	String lighting along each side of aisles	None	String lighting along each side of aisles
<b>Other</b>		Handrails at all stepped aiseways		Handrails needed along side aiseways			

**TABLE III**

**Theatre Manager Job Descriptions**

	<b>Madeira</b>	<b>Cincinnati Country Day</b>	<b>Deer Park</b>	<b>Indian Hill</b>	<b>Highland</b>	<b>Mariemont</b>	<b>Wyoming</b>	<b>Oakwood</b>
<b>Auditorium Management</b>	Kevin Engel	Glenn Lindahl	Robert Hamann	Kyle Himsworth	Jason Burgess	Mary Ann Morris	Michael Leal	Joy Manning
<b>Title</b>	Theatre House Manager	Technical Instructor / Theatre Director	Facilities Manager/ Athletic Director	Performing Arts Facilities Manager	Technical Instructor / Theatre Director	Theatre Co-coordinator/ Asst. Librarian	Theatre Manager/Spanish Teacher	Athletic Director
<b>Theatre Mgmt Type</b>	Supplemental Position	Full Time	Secondary Responsibility	Full Time	Full Time	Secondary Responsibility	Supplemental Position	Secondary Responsibility
<b>Salary</b>	~ \$1000		N/A	~ \$40,000		~ \$2,666	~ \$6,000 (MS & HS)	N/A
<b>Performing Arts Curriculum</b>	Band/ Choir Xcurricular - Theatre	Band, Choir, Orchestra, and Theatre	Band/ Choir	Band, Orchestra, Choir, Theatre, Technical	Band, Orchestra, Theatre	Band/Choir Xcurricular - Theatre	Band/Choir/ Orchestra Xcurricular - Pep band, jazz band, marching band, chamber ensembles, and GLEE	
<b>Manages Auditorium</b>	yes	yes	yes	yes	yes	Assistant Principal	yes	yes
<b>Scheduling</b>	Athletic Director	Overall Facilities Manager	yes	yes	yes	Assistant Principal	yes	yes
<b>Production Supervisor</b>	Theatre Director & Musical Instructors	Theatre Director & Musical Instructors	Theatre Director & Musical Instructors	Theatre Director & Musical Instructors	Theatre Director & Musical Instructors	Theatre Director & Musical Instructors	Theatre Director & Musical Instructors	Theatre Director & Musical Instructors
<b>Performance Technical Director*</b>	Student Technicians (paid)	Volunteer Technician	Volunteer Technician	Theatre Director	Two people - Theatre Director and/or Technical Director	Students Technicians	Theatre Director	Students
<b>Performance Technician**</b>	Student(s) paid	Student(s)	Student(s)	Student(s)	Student(s)	Student(s)	Student(s)	Student(s)
<b>Technical Training provided by</b>	Student/Theatre House Manager	Theatre Manager	Volunteer Technician	Performing Arts Facilities Manager	Theatre Director	Student Technician	Theatre Manager	Student

\* Person that oversees the lighting and sound equipment. Has the technical expertise/background.

\*\* Person(s) that actually operate the light and sound equipment during a performance

All schools have their Theatre Manager(s) maintain equipment

Finneytown Auditorium Manager - Supplemental Contract \$3,000-\$6,000 based on experience

Three Rivers Auditorium Manager - Supplemental Contract \$1,000



**ATTACHMENT I**  
**Madeira Facility Usage Form**

**Madeira City Schools**  
**Bylaws & Policies**

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**7510 - USE OF DISTRICT FACILITIES**

The Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

District grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. uses for voter registration and elections
- D. departments or agencies of the municipal government
- E. other governmental agencies
- F. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, and educational purposes
- G. commercial or profit-making organizations or individuals offering services for profit

Facilities shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. The facilities shall be free of charge and available only after regular school hours. Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the local governing body to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

(R.C. 5915.02-08)

## **FACILITY USAGE FORM – PAGE 2 OF 11**

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

R.C. 3313.75 - .79, 3501.29

P.L. 98-377

Adopted 07/21/08

## **FACILITY USAGE FORM – PAGE 3 OF 11**

### **Madeira City Schools Administrative Guidelines**

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#### **7510A - COMMUNITY USE OF SCHOOL FACILITIES**

##### **Conditions Governing Use of School Facilities**

##### **Qualification for Use**

Any group of individual applying for use of school facilities will be classified at one of the designated level listed below.. These levels are used in determining facility use fees that are approved annually by the Board of Education. Refer to Policy 7510 for priority when there are competing interests.

##### **Group Levels**

Those groups or individuals inquiring about the use of school facilities shall be identified using the following categories:

##### **Level 1**

##### **School Groups**

##### **Employee/school support groups, such as:**

- After Prom Committee
- Athletic Boosters
- Music Boosters
- PTA
- School sanctioned sports banquets
- School sanctioned fine arts banquets

##### **Non Profit incorporated youth groups or**

**organizations** – youth groups or organizations that contribute direct opportunities or to the safety/welfare of the students of the Madeira City Schools. Those groups currently recognized, but not limited to, include:

- Boys Scouts
- Girls Scouts
- American Heritage Girls
- Madeira Youth Basketball
- Madeira Youth Soccer
- Madeira Youth Football
- St. Gertrude School

## Facility Usage Form – Page 4 of 11

### **Municipal groups under the operation of the City of Madeira**

Madeira Police Department

Madeira/Indian Hill Fire Department

Madeira Parks and Recreation Department

**Certified candidates for public office – refer to Policy 7510 for purpose**

**Recognized political party or political organizations – refer to Policy 7510 for purpose**

### **Level 2**

**Groups identified at this level would be local non-profit groups with a majority (51%) of residents residing in Madeira. Local is defined as being located within the Madeira School District. Residents shall be defined as those individuals residing within the Madeira School District. Level 2 groups may include, but not be limited to:**

Local religious groups (for non-regular use)

Local civic groups (for non-regular use)

Local recreational groups (for non-regular use)

### **Level 3**

Local business groups

Local political action committee/groups

Local religious groups (for regular or extended use)

Local civic groups (for regular or extended use)

Commercial or profit making organizations

Individuals offering services for profit

## **Processing Building/Facility Rental Application**

Application forms, **7510F1**, is available online or in each building in the School District. The application will be filed with the building Principal or Athletic Director at least two (2) weeks prior to the event. The addendum must accompany the completed application form for auditorium rental.

Applications requiring multiple dates shall include an attached comprehensive list of all dates and times.

An acceptable certificate of liability insurance in an amount approved annually by the Board of Education must accompany the completed application.

Full payment of all rental fees and associated charges as indicated on the approved application must be made to the Treasurer of the Board of Education within thirty (30) days of billing.

## Facility Usage Form – Page 5 of 11

Fee amounts approved annually by the Board of Education are included with the Rental/Use of Facilities Application.

### Terms/Conditions/Regulations

- A. No event shall infringe upon or interfere with the regular programs of the school.
- B. School rules/regulations/policies/guidelines must be followed. Users must take reasonable steps to ensure orderly behavior. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- C. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.
- D. Non-marking gym shoes must be worn when using any gymnasium floor.
- E. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
- F. Playground facilities may only be used by age appropriate children nor shall any person be allowed on playgrounds after dark.
- G. Use of alcoholic beverages or controlled substances in the building or on the premises will not be permitted on District property at any time.
- H. Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- J. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- K. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, and aisle ways.
- L. On days when school is closed because of weather or other calamity, all activities scheduled for that day will be cancelled or postponed, with the exception of an activity scheduled on a rental basis. Cancellation or postponement will be at the discretion of the building principal.
- M. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend upon the availability of building service personnel for supervision.
- N. No unauthorized methods for obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- O. Only personnel authorized by the Building Administrator may handle electrical, HVAC controls or lighting/sound/stage equipment.
- P. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate.
- Q. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- R. The kitchen may only be used by a group if arrangements are made to have one (1) of the food service workers present (two (2) hour minimum).
- S. Smoking and the use of tobacco substitute products is prohibited in accordance with (Policy [7434](#)).



## Facility Usage Form – Page 6 of 11

All users are responsible for complying with this regulation.

- T. Policy 8405 and Administrative Guidelines 8405A provide direction on the use of animals in the facilities.
- V. Organizations or groups are required by law to be responsible and pay for any damage to the facility or equipment including property of students and/or employees.
- W. The District will not be responsible for any loss of valuables or personal property.

### Supervision of Rented Facilities

- A. Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.
- B. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will service in a supervisory capacity during the use of the District facilities.
- C. If the Supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- D. Supervisors are responsible for the enforcement of all **Terms/Conditions/Regulations** regarding the use of District facilities.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

### Insurance Coverage, Security, and Custodial Support

Groups must present to the District Certificates of Insurance verifying;

- A. Property coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the Board of Education) that covers damage to the facilities.
- B. Liability coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the Board of Education) that covers participant and spectator injury and/or death; and errors/omissions of members of said group.

If security is deemed necessary by the school officials, it shall be the responsibility of the organization engaging the building or part thereof, to arrange to have such service provided at lessee's expense.

Youth organizations using the building and facilities must be supervised by an adequate number of adult sponsors to ensure proper care and use of school property.

All groups, which involve Madeira City School students, must have an employee of the Board of Education or Board approved volunteer present during the entire activity.

Indoor conditioning for baseball or softball is only permitted after March 1 in the South Gym at Madeira High School. Baseball and softball are not permitted in other school facilities.

### Fee Information

**Statement of Fees** is approved annually by the Board of Education and is included with the application.

**Level 1 and Level 2** may use the facility for no charge when the building is normally open and a custodian is on duty. All activities shall be chaperoned by one (1) or more adults. Charges may be incurred when activities or fundraisers are scheduled on days or during times other than regular custodial

## Facility Usage Form – Page 7 of 11

shifts; or when food service or technical support would be required. Groups may be exempted from these fees by the Superintendent or his/her designee.

**Level 3** may be granted use of school facilities in accordance with the **Statement of Fees** document approved annually by the Board of Education.

Revised 4/19/10

Revised 3/21/11

# Facility Usage Form – Page 8 of 11

7510A F1

## MADEIRA CITY SCHOOL DISTRICT RENTAL/USE OF FACILITIES APPLICATION

NAME OF BUILDING /FACILITY REQUESTED \_\_\_\_\_

NAME OF REQUESTING ORGANIZATION \_\_\_\_\_

AREA OF THE FACILITY REQUESTED \_\_\_\_\_

THE AREA OF THE FACILITY REQUESTED WILL BE USED FOR THE FOLLOWING ACTIVITY. (Provide additional details on attachment to application):

APPROXIMATE # OF PERSONS  
LEVEL OF REQUESTING ORGANIZATION:

1

2

3

CERTIFICATE OF INSURANCE (attach to application)

☐☐☐

PERSON WHO WILL BE PRESENT AND  
SUPERVISING THE ACTIVITY

DATE(S) THE FACILITY IS REQUESTED

FROM \_\_\_\_\_ A.M.  
TO \_\_\_\_\_ P.M.

I have read the Terms/Conditions/Regulations, Supervision, and Insurance requirements for Community use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility.

PERSON MAKING  
REQUEST ON BEHALF OF THE ORGANIZATION

ADDRESS

TELEPHONE #'s cell/other  
BILLING INFORMATION:  
NAME

DATE

ADDRESS

CITY, STATE, ZIP

PHONE:

RETURN TO THE OFFICE OF THE PRINCIPAL

APPROVED \_\_\_\_ DISAPPROVED \_\_\_\_ STIPULATIONS: \_\_\_\_\_

CUSTODIAL FEE – (SEE FEE SCHEDULE)

KITCHEN FEE – (SEE FEE SCHEDULE)

OTHER FEE – TECH, SOUND, LIGHTING

SIGNATURE OF PRINCIPAL/ADMINISTRATOR

DATE

\*FORWARD TO TREASURER AFTER ACTIVITY IF INVOICING IS REQUIRED. PROVIDE USAGE INFORMATION FOR BILLING.



## Facility Usage Form – Page 9 of 11

### Terms/Conditions/Regulations

1. No event shall infringe upon or interfere with the regular programs of the school
2. School rules/regulations/policies/guidelines must be followed. Users must take reasonable steps to ensure orderly behavior. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
3. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.
4. Non-marking gym shoes must be worn when using any gymnasium floor.
5. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
6. Playground facilities may only be used by age appropriate children. No person is allowed on playgrounds after dark.
7. Use of alcoholic beverages or controlled substances in the building or on the premises will not be permitted on District property at any time.
8. Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the **Building Administrator**. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
9. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the **Building Administrator**.
10. Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the **Building Administrator** for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
11. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, and aisle ways.
12. On days when school is closed because of weather or other calamity, all activities scheduled for that day will be cancelled or postponed, with the exception of an activity scheduled on a rental basis. Cancellation or postponement will be at the discretion of the building principal.
13. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend upon the availability of building service personnel for supervision.
14. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
15. Only personnel authorized by the **Building Administrator** may handle electrical, HVAC controls, or lighting/sound/stage equipment.
16. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate.

17. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
18. The kitchen may only be used by a group if arrangements are made to have one (1) of the food service workers present (two (2) hour minimum).
19. Smoking is prohibited in all schools and within thirty (30) feet of all school buildings. All users are responsible for complying with this regulation
20. Organizations or groups are required by law to be responsible and pay for any damage to the facility or equipment including property of students and/or employees.
21. The District will not be responsible for any loss of valuables or personal property.

**Supervision of Rented Facilities**

1. Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.
2. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
3. If the Supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
4. Supervisors are responsible for the enforcement of all **Terms/Conditions/Regulations** regarding the use of District facilities.
5. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

**Insurance Coverage, Security, and Custodial Support**

1. Groups must present to the District Certificates of Insurance at the amount approved annually by the **Board of Education** (fee statement) verifying:
  - a. Property coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the **Board of Education**) that covers damage to the facilities
  - b. Liability coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the **Board of Education**) that covers participant and spectator injury and/or death; and errors/omissions of members of said group.
2. If security is deemed necessary by the school officials, it shall be the responsibility of the organization engaging the building or part thereof, to arrange to have such service provided at lessee's expense.
3. Youth organizations using the building and facilities must be supervised by an adequate number of adult sponsors to ensure proper care and use of school property.
4. All groups, which involve Madeira City School students, must have an employee of the **Board of Education** or Board approved volunteer present during the entire activity.
5. Indoor conditioning for baseball or softball is only permitted after March 1<sup>st</sup> in the South Gym at Madeira High School. Baseball and softball are not permitted in other school facilities.

## Facility Usage Form – Page 11 of 11

### MADEIRA CITY SCHOOL DISTRICT FACILITY USAGE FEES 2014-2015

*Approved Annually by the Board of Education*

Building	Area Requested	Level 1 per hour	Level 2 per hour	Level 3 per hour
<b>Madeira High School</b>	Auditorium	NC	75	100
	Classroom	NC	30	50
	Cafeteria	NC	50	75
	Media Center	NC	75	100
	Main Gym	NC	75	100
	South Gym	NC	50	75
	Kitchen	NC	30	50
	FB/Soccer Field	NC	100	200
<b>Madeira Middle School</b>	Classroom	NC	30	50
	Cafeteria	NC	50	75
	Kitchen	NC	30	50
	Media Center	NC	50	75
	Gymnasium	NC	75	100
<b>Madeira Elementary School</b>	Classroom	NC	30	50
	Cafeteria	NC	50	75
	Kitchen	NC	30	50
	Media Center	NC	50	75
	Gymnasium	NC	75	100

#### Special Fee Regulations

- All individuals or groups involved in rentals requiring custodial, maintenance, food service, or technical support personnel (auditorium, computers labs, etc.) may incur **additional charges** for such service in addition to regular fees.
- For times when school is not in session, or when a custodian is not normally on duty, all individuals and groups will be charged to have a custodian present.

#### Schedule of Fees for Use of School Facilities

- Level 1 and 2**
  - May use the facility for no charge when the building is normally open and a custodian is on duty. All activities shall be chaperoned by one or more adults.
  - Charges may be incurred when activities or fundraisers are scheduled on days or during times other than regular custodial shifts; or when food service or technical support would be required. Groups may be exempted from these fees by the Superintendent or his/her designee.
- Level 3**
  - May be granted use of school facilities in accordance with the *Statement of Fees* approved annually by the Board of Education.

#### CERTIFICATES OF INSURANCE

Certificate of Insurance, naming Madeira City Schools, Liability Coverage for **\$1,000,000 per occurrence and \$2,000,000 aggregate** for groups using classrooms, media center, or computer lab. Certificate of Insurance, naming Madeira City Schools, Liability Coverage for **\$1,000,000 per occurrence and \$5,000,000 aggregate** for groups using auditorium, cafeteria, gym, kitchen, football/soccer field, baseball/softball field.

#### CUSTODIAL FEES -2014/2015

**\$40/hour with 2 hour minimum**

In addition to the hourly fees listed above, all groups will be charged custodial fees when custodians are not already on duty.

#### KITCHEN FEES - 2014/2015

**\$28/hour with 2 hour minimum**

In addition to the hourly fees listed above, whenever a kitchen is being used a kitchen employee must be present.

#### OTHER FEES -2014/2015

**\$50/hour with 2 hour minimum**

**Technology support required** for facility rental of **High School Media Center and Auditorium** sound and lighting usage.

## ATTACHMENT II

### Interview Questions\* for Madeira City School District Key Stakeholders

Stakeholder	Date
Kevin Engel	November 17, 2014
Joe Kimling	November 24, 2014
Lori Adams	December 1, 2014
Dianna Davis	December 2, 2014
Caroline Keith	January 14, 2015

1. How and when do you utilize the auditorium and any adjacent rooms for your club?
  - How?
  - When?
  - How often?
  - Do you use the auditorium for any other uses?
  - What rooms do you use in conjunction with the auditorium (i.e. where do you practice)?
  - How many people are involved when you use the auditorium?
2. Does it meet your current needs?
  - If not, what limitations do you encounter?
  - What do you think works now? What would you keep the same?
  - What limitations do your students encounter?
  - What changes would you make given no limitations?
  - What needs might you have in the future?
3. What have you seen in other high school auditoriums that you would love to have at MHS?
4. Do you have any additional thoughts or concerns that the committee should know?

\* This is a list of standard questions asked, but it was stressed that any/all information that individuals felt important could be shared with the committee.

**ATTACHMENT III**  
**Survey Questions**

**PLEASE PROVIDE COMMENTS HERE:**

(About lighting, sound, comfort, and/or impression of the auditorium)



**Welcome to Madeira High School's Medert Auditorium.**  
**Enclosed is a short survey asking you**  
**about your experience while visiting the facility.**

**Your feedback will be used by the**  
**Madeira City School District's Planning Commission**  
**to determine how the auditorium is currently being used**  
**and to assess if any improvements need to be done.**

**Thank you for taking the time**  
**to complete this important survey!**  
**Results of the survey will be available in March 2015.**

Auditorium Renovation Study Subcommittee  
Tom Alloy, Cathy Born, Laura Edwards,  
Beth Jimenez, Margaret Miller

## Questions

## Circle your answers

How many times (before today) have you attended an event in this auditorium?	Never	1-3	4-6	7-9	9+
Please help us make sure we hear from all constituencies by circling the group to which you belong:	Student	Parent	Guest < age: 20	Guest age: 21-55	Guest age: 55+
<b>Please indicate how much you agree or disagree with the following statements, using the scale:</b>	<b>Disagree Strongly 1</b>	<b>Disagree 2</b>	<b>Neither Agree nor Disagree 3</b>	<b>Agree 4</b>	<b>Agree Strongly 5</b>
I am very comfortable sitting in the auditorium seats.	1	2	3	4	5
It is very easy to get in and out of the auditorium seats.	1	2	3	4	5
It is very easy to get into and out of the auditorium itself.	1	2	3	4	5
It is very easy to <b>hear</b> and <b>understand</b> the performances in this auditorium.	1	2	3	4	5
It is very easy to <b>see</b> the performances in this auditorium.	1	2	3	4	5
The <b>lighting</b> is good in this auditorium.	1	2	3	4	5

*On the back page, please provide any additional thoughts or comments you may have about your experience today.*

Surveys can be returned / dropped in a box in the lobby. **THANK YOU** for your feedback!



## **ATTACHMENT IV**

**Page 1 of 7**

### **Patron's Comments from Fall Play November 2014**

Note: This production did not use microphones. Additional lighting was rented.  
Patrons were only seated in front half of auditorium. (Seats beyond halfway were not sold.)

Compliments to the students for their terrific performances were removed.

#### **Wed performance:**

- Actors should have microphones!
- had trouble hearing doctor at the beginning
- some of the actors need to speak louder
- Performers need mikes
- It is way too small in front and back of house
- we sat front row -- easy to see and hear
- these are silly questions
- 

#### **Other 55+**

- would be great if it were more of a theatre

#### **Parent**

- depends if you are a child or a grownup. The kids had a hard time seeing over the adults in front of them.
- a bit chilly in here this evening
- Need aisle lighting - 'lights' were turned out while I was walking down the aisle to get to my seat (twice) and I couldn't see where I was going.

#### **Guest 21-54**

- The theatre needs fly space and an orchestra pit. When they do musicals, the orchestra sound overwhelms the students. New seats would be nice.
- need more backstage room and dressing rooms for cast members
- stagger seating so no one person is directly in front of another

#### **Student**

- higher seats
- surround sound would be cool

## From Winter Band/Choir Concert (Grades 9-12)

Most people marked “parent” or 20-55 or both. Here are their comments:

- You look down on the stage and can't see the kids. Sound is terrible -- can't hear. Have to play concerts with work lights on because kids can't see music. Kids and parents deserve a Fine Arts building. Fine Arts are exceptional. We should have an exceptional Fine Arts Building for them to perform in.
- It's about time!
- Let's make it larger, oval, go up to the stage. Stage is set down and the seats are set upwards!!! Raised seating so all performers can be seen and heard from all seats. As a performer, it's hard to hear on the stage and the lights are hot. The stage is also very small. I have been coming to this same auditorium for 30 years!!! I even played on this same stage! Let's make a change.
- Needs to be updated. Can't see most of band performing at concerts. See his head bobbing in back row but have no idea which percussion instrument he is playing. Need state of the art auditorium for excellent band!
- Perfectly outdated
- Is it really a survey when we are told how to fill it in? Felt more like a political commercial; throwing out the seeds of discontent. The inference was “they who whine the loudest will get their way.”
- I have not seen any high school musicians since Middle School on the stage here. Our kids work so hard, would be nice to see them perform. I don't bother to bring their grandmother as there is nothing for her to watch them do. Can only see front row! Very old and dated facility for an exceptional music program (performances also). Lighting needs to be updated especially stage. Thanks for asking!
- The auditorium is dated, and it's difficult to see the performances and properly hear the music and the actors.
- The auditorium is an inaccurate reflection of Madeira's outstanding music and theater programs. Its dated appearance and structure make a poor impression on visitors, some of whom may not see any other part of our school district.
- I have never seen my son play his instrument during a band concert. He sits in the middle 2 or 3 rows back. If I don't see him come in, I don't even know where to try and see him.
- Seems the same as it has been for 30+ years that I have been in and out of it. Most other aspects of the school seem to have been upgraded but not Auditorium. It is time to update!
- The seats are really hard. The stage is small. The lighting is rudimentary. We have a new media center -- performing arts should be next!
- What Mr. Engel said -- said by 2 people
- Very difficult to see. Too small. Not a good place to see or hear a show. Needs to be updated.
- Would like to be able to see and hear what's on the stage with up-to-date lighting and acoustics. Narrow aisles, always lines to get in and out of auditorium
- Our stage needs to be changed so that our kids are not in dead space for sound. You can't see the kids on the stage because we have to look up to the stage.
- Can't see all the people on the stage during band/choir concerts. Sound needs to be more even through the entire auditorium (seats and stage). Aisles should be lit so someone can see path when all lights are off during performances. Better setup is needed when playing videos on the screen (visual and sound).
- Two things I would do: Expand lobby/entrance for improved flow. Modernize sound/lights/media.
- Inadequate # of seats. You should seat whole school + 1 parent in an auditorium.
- We need an improved space that will serve the needs of Madeira schools and the community at large. While partnering with neighboring churches is nice, it's a shame we need to hold concerts off school premises to accommodate all performers -- and still too small. Also need a space to accommodate assembly programs/meetings. Thank you for considering this important improvement to our schools facilities and showing support of fine arts education!
- Extremely difficult to see the stage. We should be seated higher than the stage. See Indian Hill HS auditorium as an example of good design.
- Need more light, better sound, more comfortable seats, and better curtains.
- Choir needs classroom space. It would be nice to sit higher so the band and choir can be seen. Lighting needs improvement.
- very outdated
- The arts matter too!
- I was just in the Indian Hill auditorium for the coroner talk on drug use. Their auditorium seating is fabulous. I could actually see on the stage and my view was unobstructed by those in front of me.
- Sight lines to band members on stage are poor. Stage could use an acoustic shell.
- It's time for a new auditorium. Not large enough for performers and guests. Poor lighting. Time for modern sound, light, comfort. Respectfully -- stadium used 4 months. Auditorium -- year round.
- The auditorium is fine. This is a high school, not Music Hall. Don't raise my taxes.
- Would like seating to be like Indian Hill HS.



- Talk to Mr. Engel. He knows all the issues and can help immensely with the design of a new, modern, functional auditorium. The kids and the community deserve the best and they would be very grateful!
- The size of the venue is totally appropriate to the parent and student body. I agree mechanicals and stagecraft need to be updated. An acoustician could really help to improve as well but the auditorium has "good bones" and is right sized.
- The space is fairly run down and the acoustics do not enhance the performance of any group who uses the theatre.
- Would be nice to have more seating and perhaps add a balcony. Take a look at Taylor HS new auditorium to get some possibilities.
- Needs an updated performing arts space. I graduated in 1979 and not much has changed in upgrades. Need facility that reflects the talent of students and hard work/expertise of faculty members and highlights these amazing students.
- Madeira has an incredible music and drama program. Let's make a facility that echoes that fact and encourages others to not just join in, but residents to attend.
- It would be wonderful to have a new/improved auditorium. Has a funding source been proposed?
- Should look down onto stage instead of up! Is it possible to have more seating to accommodate Madeira's awesome attendance at events/concerts?
- I guess you can get accustomed to mediocrity but since you're asking this facility fits the "better than nothing" category.
- It's difficult to see -- especially if your student is in the back of the stage. Gathering outside the auditorium (hallway and in front of cafeteria) is TIGHT and not conducive to meeting/mingling.
- The performance area in front of the curtains is very small. To really hear the band well or singers, the entire ensemble needs to be in the same space as the audience. Also, most of the seats are below or at level with the stage. The audience should look down on the stage. Also, back-lit projection suitable to the room size could add to multimedia presentations. The sound engineers should be in the house. Production should be in a booth.
- Our students deserve a place to showcase their talents. Line of sight and audio issues need to be addressed! Theater and all musical ensembles would benefit from a major rehab project. The space would also be conducive for the school and community functions.
- Because we are looking up at the stage, I can't see my kids during band performances. Stage is not big enough for the band.
- OK for plays, poor first rows. Very poor for MES pageants. Hard to see, hear, lighting. Poor for concerts. First rows looking at feet.
- Something closer to stadium seating would be way better for viewing performances! I love this old auditorium because of the memories, but it is outdated!
- It would be nice to see all members of the band when performing on stage.
- It looks the same as it did in 1984 -- time to update! Thank you. Concrete floors are also not attractive and hard on old folks.
- Need to see performers. When shows over, overcrowding outside.
- We are in favor of a renovation to the auditorium only if it considerably improves the experience/education of the students learning/performing on the stage; not just the viewers' experience. Thank you for asking for our input!
- Additional storage is needed backstage for costumes, props and equipment. Many items can be repurposed after shows but are discarded due to lack of space. The height of stage area is too short. Set construction often has to modify designs because curtains hang low and block views or there are lighting issues. The seats are uncomfortable to sit in for extended periods and rows are narrow, which make it difficult for older community members to get in and out. There needs to be a better way to ADJUST curtains and ADD lights than using "big, scary ladder" (that's what the kids call it).
- Seating needs to be raised in audience to have better view of stage. More wheelchair available [perhaps meant "accessible"?] spots.

### no age listed

- The auditorium has needed an upgrade for a long time! I strongly agree with updating the auditorium, just like the media center has been!
- More mics are needed. Raised stage so we can see kids in back.

### age 55+ comments

- a raked stage would help
- Grateful that granddaughter is in front. Would contribute money to build performance arts center commensurate with quality of faculty and students
- The bands and choirs are so awesome they deserve better accommodations as do the parents, grandparents -- audiences. To keep our music and band directors, we need to give them what makes their work with the music department really be appreciated. (a grandparent)

- Let's remember it's a high school. Build your structure for the city
- The performers of Madeira deserve an updated auditorium for their outstanding efforts!
- How many students play football, soccer, and track? How many students in the arts use this auditorium? My point! up-to-date lovely stadium, out-of-date auditorium

Student/guest < 20 (some marked both)

- It's about time they did this. Looking forward to seeing the new auditorium.
  - It's about time.
  - can't see the kids!!!! seats aren't comfortable
  - The stage needs adequate lighting so that ensembles do not need to use the work lights. Real hanging mics. Stage needs monitors. The wings could stand to be deeper. A true orchestra pit would prove very useful. Lights that can illuminate the pit. Can we get the choir a real classroom first? Don't they deserve better than a cafeteria for rehearsal?
- 

Survey Comments from MES Choir Concert (Grade 3)

**Guest 55+:**

- Sound and lighting excellent
- Seats very comfortable
- Locking the doors before a performance is a fire and safety hazard.
- People push and shove and there are a lot of elderly people who have trouble managing
- Doors should be open by 6:00 if there is a 7:00 performance

**Parent:**

- Auditorium is great as is - would rather see funds put toward a new science lab at HS

**Unmarked:**

- Awesome. I loved it.

## **Student Comments from Survey Monkey**

### **Responses Question #1**

- we have to share the armrests....but other than that it's fine.
- no bad or good
- I think it needs to be a little bit more comfortable.
- no room for feet at all
- The chairs are uncomfortable.
- Although, our theatre seats are worn from the years of use.
- Could be better but I wouldn't criticize them
- They're comfortable but sometimes squeaky.
- They're not particularly uncomfortable, but they could be much better

### **Responses from Question #2**

- It's hard to get out of the row you are in if you are sitting in the middle of the row
- too many people, too little space
- except when people are slow
- Only when others are sitting down and you're trying to make it down the row.
- It's easy to get in when no one is there, but the seats are too close together to get through when people are sitting down.
- The space between rows is really small

### **Responses from Question #3**

- depends on a lot
- people always in the way but what ever.
- large volumes are always bad
- It depends on the situation. If there is a large concert or a meeting during common time it is very difficult. If it is during a rehearsal we obviously have no problem.
- Make an exit towards the Art hallway
- There are possible exits near the stage that could be utilized with renovation
- Not easy when there's a crowd

### **Responses from Question #4**

- mostly it's the not really being able to see the people on the stage thing
- you can't see them from a certain distance.
- it is easier to hear them if you are in the back but if you are close to the middle it is harder to hear them
- I think it needs just a little bit more speakers.
- talk to Engal and Keith
- New speakers were just installed which helped improve the quality and coverage range. Very little dead zone.
- It really depends on whether or not they're using a microphone.
- Depends on the preformance you are attending. Limited hearing near the rear seats.
- Most of the time its good, but sometimes the sound system doesn't work very well
- On stage, it's hard to hear what other sections are playing in band due to the design of it. Also sometimes, it is hard to hear parts of a play performance.

### **Responses from Question #5**

- not in band concerts, but it seems to be fine for theater performances
- We need to look down on the performers
- People in front of you are in the way
- Tall people's heads get in the way.
- Ok during theater performances, can't see much of a sitting band
- You have to look up to the stage which makes it harder to see kids in band or choir for the parents. (My mom always complains about that.)

### Responses from Question #6

- could be better
- i am spot light operator and i can say personally that we need more light circuits and more lights for example with the light circuits we only have 36 right now and indian hill for example has close to 200 circuits
- talk to the lighting kids in theater
- The lighting is very green-like and artificial looking. It looks more fluorescent than normal lighting.
- Lighting could be better, especially for when shows aren't going on; the lighting is pretty bad

### Additional Thoughts

- I like the layout and style of the stage, but the seats are a little cramped and old
- I think the seats need to be a little bit more comfortable. I also think there should be more speakers.
- Listen to Mr Engel he knows what is needed better than most people
- Needs to be changed
- Comfortable seats that are different levels so you can see better.
- Renovation is needed to keep up with the times. We just fixed up the media center, it's probably time to fix the auditorium
- There's a dead spot in the back where you can't hear a single thing.
- Constantly working in the theatre, many issues have come up. The sound system main control is backstage and very easy for someone to turn off, the main lights over the seating take a long time to turn on, majority of the seats are in poor condition and not comfortable to sit in, and the stage is a wreck. Backstage is very small and hard to have big set pieces and storage. Please consider more room backstage and maybe build up to have more space to fly items and set pieces
- There needs to be clear rules about who is responsible for what in the auditorium and when different groups can use it; obviously, this is difficult since everyone shares it, but it is not helping ANYONE when there is a concert three weeks before a show, or a common time meeting where students hurt sets or instruments. The student body has to be told that there are rules concerning the auditorium that must be followed. Many times I have seen students who disrespect the auditorium. They touch and break props that are used in shows; they play with the band instruments if they're on stage; they eat food in the seats and don't bother to clean up if they've spilled something. The way students who aren't in band, choir or theatre, treat the auditorium is awful because they've never been reprimanded, but the reality is that it is our only space and there needs to be better communication between the people who use it often and the general student body. As for the actually auditorium space itself, it's very difficult to say what specifically needs to be fixed because everything is either old, broken, or dying. There isn't enough room for storage backstage which causes lots of tension between the band, choir, and theatre. A higher ceiling would greatly help this because costumes could be stored by hanging them. The light and sound boards are iffy at best, and the stage is too small. It's impossible to perform quick changes without someone getting hit on accident; we need more room on the wings (backstage). I think the biggest thing that would help is if band, choir, and theatre each had their own space for storage. Obviously they would be different sizes for different needs. The band and choir storage room works great, and, if theatre could get one like that, there would be a lot less tension between the directors. Dressing rooms would be nice so that the theatre students don't have to intrude into the band's space. There have been nasty notes found written by band students in the instrument storage rooms, which double as dressing rooms the week of the show, calling theatre kids stupid and entitled because the storage room was used as a dressing room, even though all of the costume racks and supplies are taken out of the room every night. We try to invade as little as possible and problems still arise. I've done theatre and choir in Medert Auditorium since 5th grade. I'm am currently a junior in high school in my 11th MTA production. I've been in countless performances and have seen plenty of problems. I may not have the solutions for them, but I do know this: the auditorium is my second home and it is for so many other students. The biggest issue isn't that everything is old and broken; it's that it isn't treated with the respect it deserves.
- the big speakers on the side of the stage make it so that people sitting in the side sections can't see what is happening on the stage
- As a costumer from the theatre, a special space for costumes and props beside the catwalks would be so greatly appreciated. Because then we would also be able to use them during show weeks as dressing rooms. Win win for the theatre users.
- Need surround sound
- I think we need new seats in the auditorium.
- Refurbish stage stairs, along with the front wall of the stage. 2. Paint logo on side walls or hang pictures 3. Add Library like carpet under theatre seats 4. Storage in the back of the theatre and behind stage 5. \* NEW SEATS \*
- It would be great if we could think of more ways to utilize the auditorium
- Make the stage below the seats in elevation.
- It's kind of hard to hear in the very back because there's sort of an overhang against the back wall. If the theater is packed then no one back there will hear very well.
- It would make sense to first look into finding a space for the choir to have classes, as they clearly have all their classes in the cafeteria.

## **Teacher Comments from Survey Monkey**

### **Responses Question #1**

- Seats are perfectly comfortable. However, the seats do not allow me to see all members of an ensemble performing, especially at Band concerts.

### **Responses from Question #2**

- With only two aisles, it's tricky to maneuver. Plus, the space between rows is tight, so if someone has to crawl over me, it's a close fit.
- Not easy to pass other seated people - they have to stand - but easy enough otherwise.

### **Responses from Question #3**

- It's too bad we don't have any type of lobby area; the split sides are somewhat annoying.
- Traffic patterns are difficult and it takes a long time for all students to enter and exit.
- I like the separate entrance however - but the two doors and aisles make things complicated some times
- Parents/Late-comers always crowd the doorways. Sometimes, concerts are so full that standing is unavoidable.
- The hallway between the cafeteria and the auditorium gets congested. If the "office" and sound room were not there, it would be more open for socializing and leaving.
- not when it is full

### **Responses from Question #4**

- Depends on the type of meeting/performance and if they have a microphone, etc.
- Sound system often struggles and goes in and out. It would be nice to have a better sound system
- With a microphone, I can hear. If the director or soloist does not use a microphone, it's difficult to understand.
- problems with the microphone/pa system
- Depends on where you are sitting

### **Responses from Question #5**

- Difficult to see students who may be further back on the stage at a band concert the way they are set up. It is also very difficult to see performances if a taller person is sitting in front of me. I will move my head back and forth several times to be able to keep up with what is happening on stage.
- Depends on seating
- Harder to see on the aisles but overall not bad
- I prefer to look down at the stage, as opposed to up.
- The sides are limiting especially if there is a conductor standing in front (may block the view of the child)

### **Responses from Question #6**

- auditorium. Would make it easier for them to see and find their seats.
- Wish there were more options for lighting
- Stage lighting is very bland, and there are usually shadows cast over certain students. If students are positioned in the pit area, the lights do not illuminate all the faces.
- For a performance.

### **Additional Thoughts**

- The auditorium looks shabby & "dated" in my opinion.
- Needs a different projector set up. Putting a projector on a cart with a microphone next to the laptop in this day and age is embarrassing. Also needs to be more than 1 person/student that knows how to work the sound system.
- I'd love to see an orchestra pit for performances. It is difficult to hear the actors when the band is in front of you playing.
- This space is used by the entire school district and for many visitors who come to watch family members in performances, awards ceremonies, etc. this space creates a negative impression of our school district. This auditorium does not reflect the quality of what actually occurs in our district or classrooms. The auditorium REALLY needs to be renovated...

**ATTACHMENT V**  
**Highlands High School – Auditorium Tour**  
12/09/2014

Jason Burgess – Full Time Theatre Arts Manager and Instructor

- Manages the Theatre Arts Facilities including the auditorium and black box theatre.
- Handles District schedule for the auditorium use
- Manages any rental agreements
- Teaches Theatre Technical class – Sound/ Lighting
- Produces and Directs High School and Middle School Plays
- Coordinates with all Musical Directors for the three Elementary School, Middle and High School
- Has a Part Time Technical Assistant

**Management of Physical Space:**

Highlands High School enrolls approx. 1000 High School students (Grades 9-12)

- Supported by Theatre Arts Booster Club – Non-profit organization
- All proceeds from plays are used solely for theatre arts
- New equipment funding usually 50% Boosters/ 50% District
- Space is rented but needs to be approved by TA Manager (3-4 dance troupes / recitals (cost \$150/hour for use+ cost for Technician+ cost for custodian)  
Rental funds go to refurbish the auditorium space. Does not go into general fund. Funds are used to refinish floor (paint) every summer. Professionally sanded and painted.
- Either the Manager or the Assistant will be at all performance to oversee trained students.

**Physical Space:**

- Auditorium was completed gutted and renovated in 2007- 08 that includes all new seating, flooring (tile under seats/carpeted aisles), lighting instruments and sound equipment. Drop pit was added in renovation.
- Lobby area is part of an enlarged hallway having a ticket booth; Concession are sold at the lower level at the School's main entryway
- Auditorium seats about 900+; Aisles have Floor string lighting on both sides; there are (2) side and (2) middle aisles with 6 lower level entrances, full balcony seating;
- Seating has large knee room for easy access down rows
- ALL seats are equipped with a folding desktop for instruction use.
- 8 HC seating spots are randomly space throughout theatre
- Stage is 22' deep (w/ 9' additional depth) and 49 ' wide; front section flooring can be removed to create an orchestra pit
- A sound/ lighting booth sits at the back of the lower level with a large garage style door securing the space when not in use. (The Theatre Managers/ Principal and Main Custodians are the only ones with keys to the tech booth)
- Stage has fly bars for lighting and to hang scenery but with no raised pulley system
- All curtains are about 10 years old but do not show signs of rot due to keeping the theatre temperature controlled ( it is kept cool)
- There is not a lot of side off stage space and about 4 feet behind the back curtain but nothing is stored there
- Stage Left accesses a corridor to the separate High school and Middle school choral rooms; some storage is found in these rooms but stage platforms are kept in a large corridor that adjoins the Middle School; FYI Band rooms are located at the lower level of the high school adjacent to the football field .

- A large room was built behind the stage that housing the scenery shop and some storage; a utility closet contain the lighting and sound control computers and Electrical circuitry for the theater
- Two sets of stairs ascend to Male and Female dressing rooms that built above the workshop; dressing rooms are only large enough to accommodate the main characters; Each dressing rooms is equipped with vanities, mirrors, clothes/costume racks and a toilet facilities
- A Second small (Black Box) Theatre is on the second floor in the adjacent building section along with the Theatre Arts Classrooms. The Black Box is used for student plays and small productions and play practice; Costume and some props were stored there but were in the process of being moved. The Black Box Theatre has direction sign leading to it since it situated in a semi-secluded area but the hallway have theatrical lights to highlight the entrance to the theatre
- A adjacent separate small storage room is used for commonly used props and a small closet will house the costumes. Many of the props/costumes are rented due to space restrictions. If they purchase - it ends up sold. Not enough space to keep.

### **Safety:**

- Auditorium Space is fully fire protected with sprinklers and fire alarms (installed during renovation)
- All aisles have Floor string lighting on both sides
- All Technical Equipment is secure and is completely controlled but the TA Manager

### **Technical:**

- High Tech digital Sound Board and Light Board are situated in rear Control booth. Boards can interface with wireless network so they can be controlled outside the booth
- Speakers system is a line array 2 speaker system. (Jason said it too big a system for what they need)
- Theater is equipped with a multimedia system that can be accessed with a computer for presentations and camera projections controls; large drop-down screen at the stage.
- Side artwork on walls in the school branding design are acoustical material to help deflect sound
- Numerous Light fixture are used and more are available but are stored back stage
- There are two house lighting crossbars to hang light about the house floor and two side vertical bars
- Stage ceiling is high enough for lighting cross bar and to hang scenery but does not have a fly area; Does have aVortex system to hoist certain smaller overhead flies
- A Stage Manager's lighting/sound control system is on the side of the stage that the Theatre Managers can pre-set for a performance if only a set number of lights and mikes are needed and not the full light/sound booth system.

### **Suggested Consultants**

- ICB Sound & Lighting
- American Sound
- Vincent's Lighting

# HIGHLAND STAGE MAP

Select Event

Select Seats

Pay for Tickets

Download Tickets

Hosted by  
**ShowTix4U.com**

## Highlands High School PAC STAGE

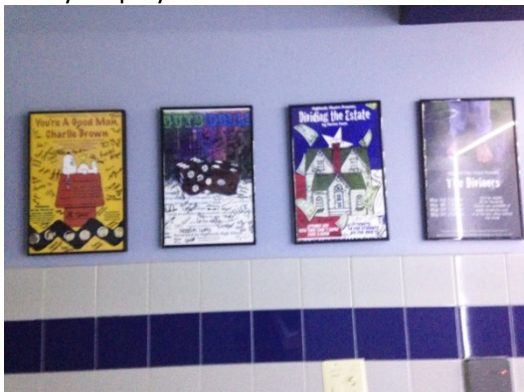
☐ Handicap  
☐ Seat Unavailable

<b>Front Left</b>									
	A								A
	B								B
	C								C
	D								D
	E								E
	F								F
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<b>Front Center</b>									
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C									C
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E									E
F									F
G									G
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J									J
K									K
L									L
M									M
N									N
<b>Front Right</b>									
A									A
B									B
C									C
D									D
E									E
F									F
G									G
H									H
J									J
K									K
L									L
M									M
N									N
P									P
Q									Q
R									R
S									S
<b>BALCONY</b>									
<b>Bal Left</b>									
AA									AA
BB									BB
CC									CC
DD									DD
EE									EE
FF									FF
<b>Bal Center</b>									
AA									AA
BB									BB
CC									CC
DD									DD
EE									EE
FF									FF
<b>Bal Right</b>									
AA									AA
BB									BB
CC									CC
DD									DD
EE									EE
FF									FF
<b>BALCONY</b>									
<b>Bal Left</b>									
GG									GG
HH									HH
JJ									JJ
KK									KK
LL									LL
MM									MM
NN									NN
<b>Bal Center</b>									
HH									HH
JJ									JJ
KK									KK
LL									LL
<b>Bal Right</b>									
GG									GG
HH									HH
JJ									JJ
KK									KK
LL									LL
MM									MM
NN									NN

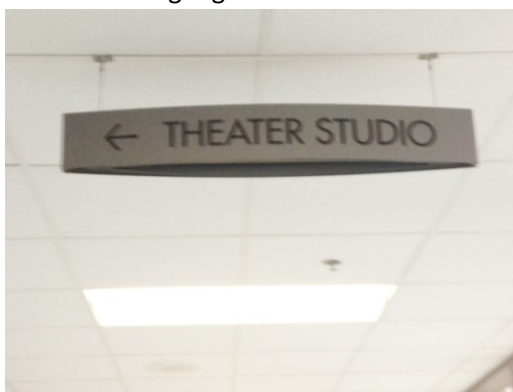


## HIGHLAND HIGH SCHOOL PHOTOS

Lobby Displays



Directional Signage to Theater



Lobby Area – Entrance into Auditorium



Auditorium Entry and Tech Booth



Auditorium Side Seating



Stage



Auditorium Balcony



## HIGHLAND HIGH SCHOOL PHOTOS

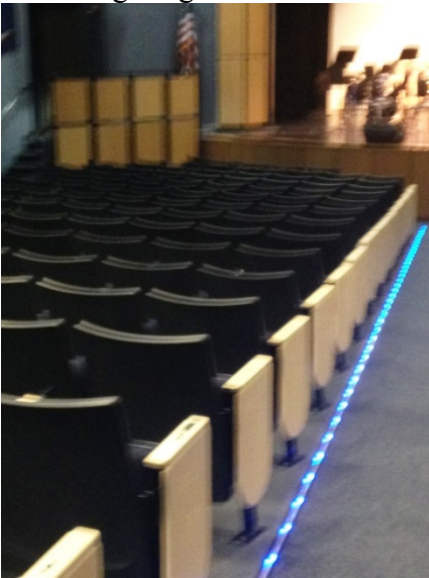
Collapsible Desktop Seats



Technician Booth



Aisle Lighting



Scene Shop & Dressing Room Stairs



Dressing Room



Choir Room



**Highlands High School / Fort Thomas Independent Schools**  
**Auditorium Manager Position:**

To schedule/manage/implement the technical requirements of all auditorium/black box events and manage technical resources of the auditorium/black box.

**PERFORMANCE RESPONSIBILITY:**

1. Supervise all auditorium events including scheduling, set-up, presentation and strike (tear down). This would be done in conjunction with the all Arts Departments as well as high school and district administration.
2. Coordinate the technical demands of overlapping productions, performances and events using the auditorium. Manage the auditorium schedule with the Theatre Director to ensure that all events are scheduled and do not overlap with other Fine Arts or school events.
3. Coordinate the technical demands of single-date events as needed by the greater school community into the overall tech schedule. These events may take place during the school day or may require the director to be available during evenings and/or weekends. This includes providing the technical support for school based programs such as guidance meetings, graduations, music concerts, dance performances, and award ceremonies.
4. Maintain safety and efficiency of all auditorium technical facilities: physical plant, stage rigging, construction area, lighting, and sound equipment.
5. Work with Theatre Director to maintain an accurate master calendar of all events in the auditorium/black box and serve as the contact person/resource for staff/administration in planning events.
6. Develop a working relationship with building crew and coordinator to support safety requirements for students and auditorium space.
7. Work with external contractors on issues ranging from floor replacement to lighting repair and special effects.
8. Foster a professional, collegial relationship with all production coordinators, and school personnel involved in productions, programs and events.
9. Manage "student auditorium employees" who assist in setting-up productions, running performances, and striking events.
10. Work with students who have a range of academic levels and interpersonal capacities to develop individual skills as well as a group work ethic within the student technical production team.
11. Direct and support technical requirements for all Fine Arts Department performances including theatre performances and concerts.
12. Assists the Theatre Director in managing the Black Box Theatre, which may include scheduling, set-up and managing events in the space.
13. Oversee house staff during performances, run all crews on stage and direct publicity staff. The Technical Theatre Director is responsible for maintaining the function of the performance.
14. Coordinate post-production strike and cleanup of all facilities, materials and equipment within two days of the performance.



# HIGHLAND'S EQUIPMENT LIST

## Page 1 of 4

HIGHLANDS HIGH SCHOOL  
31 AUGUST 2006  
QUOTE #040905-53R4B

Rev. 01/16/07 Per Sub Note  
Rev. 03/21/07 Per Sub Note

QTY.	CAT.#	DESCRIPTION
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### Main Stage Theatre

#### STRAND LIGHTING DIMMER BANK

##### C21 DIMMERS

*Designed for 3 phase, 4 wire and ground, 120/208 volt 60 Hz. A.C. operation.*

*The dimmer bank shall contain:*

1	76502/120	Dimmer Rack, fully wired for 48 Modules, Back Buss, 3 phase 4 wire
1	76520-0004	C21 96-Dimmer Processor w/ Single Electronics, 3 phase 4 wire to include Architectural Power Supply and Integrated Network Switch
1	76695-0005	C21 Integrated A/D Interface
43	76562	2.4kW dual C21 standard FF dimmer modules with primary circuit breakers and 350ms toroidal choke (120V)
2	76566	2.4kW C21 standard FF dual non-dim modules with primary circuit breakers (120V)
1	76565	C21 dual constant modules ( 2 - 20 ampere ) (120V)
2	76588	C21 Single Filler modules
1	76524/120	C21 Dimmer Rack Spares Kit

#### STRAND LIGHTING C21 UPGRADE

*Designed for 3 phase, 4 wire and ground, 120/208 volt 60 Hz. A.C. operation.*

*Installed into existing CD80 Dimmer Rack*

1	76698-0004	C21 Dimmer Rack upgrade kit for existing CD80 Dimmer rack
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#### EMERGENCY TRANSFER

1	76838	Emergency transfer Cabinet single phase for 6 -20 amp circuits
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#### OUTLOOK CONTROL STATIONS

*Control Booth*

1	63003	Outlook 3-channel, 8-preset Station with Master & Manual/Enter/Off Pushbuttons
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*Entry Stations*

4	63021	Outlook Single Pushbutton Entrance Station
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#### STAGE MANAGER'S PANEL

*Surface mount enclosure with locking door to contain:*

1	RL10D	Work light with dimmer
1	NPN	Custom Rack Panel to include:
1	62952	System Wide Control 16 Preset Station
1	63003	Outlook 3-channel, 8-preset Station with Master & Manual/Enter/Off Pushbuttons
4	NPN	Switch, SPDT Rocker, with indicator
1	NPN	Custom Rack Panel to include:
1	40-0024	Receptacle Insert, D5M, DMX In
1	NE8FDV-Y110	Receptacle, RJ45 Ethercon
1	LOT	Blank Panels, as required
1	65012	DMX Merge PCB

HIGHLANDS HIGH SCHOOL  
31 AUGUST 2006  
QUOTE #040905-53R4B

Rev. 01/16/07 Per Sub Notes.  
Rev. 03/21/07 Per Sub Notes.

QTY.	CAT.#	DESCRIPTION
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#### RECEPTACLE STATIONS

##### Network Receptacles

9	5001	One Gang Faceplate
9	5105	Receptacle Insert, RJ45 Ethercon

##### Control Booth

1	5003	Three Gang Faceplate to contain:
2	5105	Receptacle Insert, RJ45 Ethercon
1	5101	Receptacle Insert, D5M, DMX In

#### NETWORK CONTROLS RACK

##### Wall mounted rack with swing-out center panel to include:

1	JPM111A-R4	Patch Panel (1U), CAT5e, 24-port
1	3C17205	Switch (1U), 3Com SuperStack3, 10/100 Fast Ethernet, Power over Ethernet enabled
1	SMART100RM2U	UPS, Rack-mounted (2U), 1000VA, TrippLite (13.5" deep)
1	PM-164	Blank Rack Panel, Steel with formed edges, 2U
2	PM-165	Blank Rack Panel, Steel with formed edges, 3U
12	EVNSL27E-0001	Patch Cable, CAT5e, 12" with boots, black

#### PRESET PALETTE CONTROL CONSOLE

1	91802	<b>Preset PALETTE Control Console: 48/96 Memory/Manual System</b> <i>configurable as 48 channel - 2 scene preset or 96 channel - single scene</i>
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##### Peripheral Equipment:

1	19MONLCDBW	VGA Display, LCD 19" Flat Panel, black, Wide
1	504250025	DMX Cable (A5F to A5M), 25 ft.
1	66216	mini keyboard
1	EVNSL27E-0025	Patch Cable, CAT5e, 25' with boots, black
1	66146	Wireless Handheld Remote PC, with WiFi option, cradle, holster, remote software
1	66147	Wireless Access Point, 120V
1	EVNSL27E-0010	Patch Cable, CAT5e, 10' with boots, black
3	65110-HP	SN110 Shownet Network Node, Portable with Handle, Network Powered
3	EXT-EC025	Patch Cable, Ethercon CAT5e, 25'

#### DISTRIBUTION

##### BALCONY POSITION

2	96324-12/12C	Connector strip 24' in length, with 12 -20A GP receptacles & 5 single-pipe center line brackets: 12 circuits.
1	96316-8/8C	Connector strip 16' in length, with 8 -20A GP receptacles & 4 single-pipe center line brackets: 8 circuits.

##### TORM POSITION

2	9636-6/6C	Connector strip 6' in length, with 6 -20A GP receptacles & 2 Wall Mount Style Hangers: 6 circuits.
2	95571-8	8' Tormentor Bars
6	PIPE1.5	3'0" PIPE
6	17-8	Crossover Clamp

# Page 3 of 4

HIGHLANDS HIGH SCHOOL  
31 AUGUST 2006  
QUOTE #040905-53R4B

Rev. 01/16/07 Per Sub Notes.  
Rev. 03/21/07 Per Sub Notes.

QTY.	CAT.#	DESCRIPTION
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## CATWALK POSITION

3	96316-10/9C	Connector strip 16' in length, with 8 -20A GP connectors on 18" pigtails, 1 -20A GTL receptacles & 4 single-pipe center line brackets: 9 circuits.
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## FIRST ELECTRIC

1	96348-24/C	Connector strip 48' in length, with 24 -20A GP connectors on 18" pigtails, 2 -20A GTL receptacles & 10 double-pipe center line brackets: 25 circuits.
1	GJB60	Gridiron Junction Box (60 terminals)
100	12/30SO	feet of 12/30 SO Multicable
4	B-515	Box mount mesh grips: Cable range .94" to 1.25" OD

## SECOND ELECTRIC

1	96348-19/18C	Connector strip 48' in length, with 18 -20A GP connectors on 18" pigtails, 2 -20A GTL receptacles & 10 double-pipe center line brackets: 19 circuits.
1	GJB48	Gridiron Junction Box (48 terminals)
100	12/30SO	feet of 12/30 SO Multicable
4	B-515	Box mount mesh grips: Cable range .94" to 1.25" OD

## THIRD ELECTRIC

1	96348-19/18C	Connector strip 48' in length, with 18 -20A GP connectors on 18" pigtails, 2 -20A GTL receptacles & 10 double-pipe center line brackets: 19 circuits.
1	GJB60	Gridiron Junction Box (48 terminals)
100	12/20SO	feet of 12/20 SO Multicable
4	B-515	Box mount mesh grips: Cable range .94" to 1.25" OD

## FOURTH ( CYC ) ELECTRIC

1	96348-18/C	Connector strip 48' in length, with 18 -20A GP connectors on 18" pigtails & 10 double-pipe center line brackets: 18 circuits.
1	GJB48	Gridiron Junction Box (48 terminals)
100	12/30SO	feet of 12/30 SO Multicable
4	B-515	Box mount mesh grips: Cable range .94" to 1.25" OD

## WALL POCKETS

2	96036	Plug Boxes with 4- 20 amp GP flush connectors
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## FIXTURES AND ACCESSORIES

### STRAND LUMINAIRES

40	11321GP	19° Strand SL Ellipsoidal Spotlights (CF,CC) with GP plug
18	11331GP	26° Strand SL Ellipsoidal Spotlights (CF,CC) with GP plug
18	11341GP	36° Strand SL Ellipsoidal Spotlights (CF,CC) with GP plug
12	GLA	50° Strand SL Ellipsoidal Spotlights (CF,CC) with GP plug
88	18114	6 1/4" color frames (included)
24	18045	pattern holders size B
88	SC	safety cables
88	GLA	575 watt, 1500 hour, 3100° K lamps

HIGHLANDS HIGH SCHOOL  
31 AUGUST 2006  
QUOTE #040905-53R4B

Rev. 01/16/07 Per Sub Notes.  
Rev. 03/21/07 Per Sub Notes.

QTY.	CAT.#	DESCRIPTION
24	12081GP	Strand Fresnelite 6" 500w-1000w (CF,CC) with pre-focus socket & GP plug
24	18105	6" color frames (included)
24	18127	6" accessory safety clip
24	SC	safety cables
24	BTR	1000 watt, 250 hour, 3200° K lamps

#### ALTMAN LUMINAIRES

15	SP-A	Star-Par 575w Flood Lights (CF,SC) with set of 4 lenses & GP plug
15	510	pipe clamps
15	GLA	575 watt, 1500 hour, 3100°K lamps

#### LIGHTING & ELECTRONICS LUMINAIRES

8	65714	L&E 4-cell Broad Cycs (CF) with GP connectors
32	319	color frames (included)
16	1030527	pipe clamps, aluminum
32	EJG	750 watt, 400 hour, 3200° K lamps
8	SC	safety cables
9	WKLT-Q	L&E Work light, Quartz with GTL connector
9	EHD	500 watt, 2000 hour, 2950°K lamps
9	1030527	pipe clamps, aluminum
9	SC	safety cables

#### LYCIAN STAGE LIGHTING LUMINAIRES

2	1267	Lycian Super-Arc long throw follow spot
2	HTI400	HTI 400W/24 lamps

#### VARI-LITE LUMINAIRES

4	VL1000TS	VariLite VL1000 Ellipsoidal, Quartz with framing shutters
4	504250100	DMX Cable, 100' in length
8	55.6841.0001	Mega-Clamp, Truss Hook
4	71.2554.0115	Lamp, 1000w Tungsten, 120v
4	NPN	Cord Assy, L5-20P, 36"

#### FIXTURE STORAGE

2	FLFC	Fixture carts with 3 tier support, cable tray and casters ( Futurelight)
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#### LEMAITRE EFFECTS EQUIPMENT

1	CLF2411	LeMaitre Neutron XS Haze Machine
2	CLF4500	Stage Fogger DMX, 120V
1	CFF2501	Fog Fluid, Maxi Fog 4-litre
1	CLS7100	Snow Machine, Silent Storm DMX
1	CFF3604	True North Snow Fluid, 4-litre

#### COLOR CHANGERS AND ACCESSORIES

12	SCSCROLL7.5	Smart Color Scroller
1	ACSP400W	Smart Power Supply
3	AC425	25' Cable
3	AC450	50' Cable
1	100A5FA5M	100' Cable

## **ATTACHMENT V continued**

### **Indian Hill High School – Auditorium Tour**

12/08/2014

Tour by Kyle Himsworth

#### **Management of Physical Space:**

Indian Hill High School enrolls approx. 716 students from Grade 9-12.

Kyle Himsworth – Full Time Performing Arts Facilities Manager

- Hired in 2012 to oversee all the performing arts facilities and equipment.
- Main job description is to protect the District's Performing Arts Assets.
- Oversees building calendar, schedules groups and assist equipment acquisition.
- Provides instruction and oversight for student technical training and technical support.
- Attends every performance during and after school hours. On-call 24 hrs/7days week
- Started an after school IH Tech Crew Club.

#### **Indian Hill Performing Arts Academy (IHPAA) [ihperformingarts.com](http://ihperformingarts.com)**

On November 11, 2014, an agreement was signed between the Indian Hill Performing Arts (IHPA) and the Indian Hill School Board and Administration creating a new partnership naming the IHPA as a school-related group. It is a hybrid of the parent-support groups The School Foundation, Boosters and PTO.

The IHPAA is after school programming in performing arts for students K-12 in the Indian Hill school district and community. The IHPA Academy provides students the opportunity to study performing arts from professional trained instructors in subject such as introductory and advanced classes in Acting/Musical Theatre, Dance, Vocal Technique, Instrument lessons and many specialty classes including Technical Design, Costuming, Puppetry and Performing Arts groups.

- Auditorium is used by the District Schools and the IH Performing Arts Academy
- No outside groups are allowed to rent space. The policy was established in the 90's.
- The Facilities Manager controls all the physical space in arts building, scheduling groups based on needs and the size to satisfy the requirements of the fire code.
- Safety is their overall main concern such that no students or unauthorized personnel can have access to any equipment or controlled space.
- Standard usage include five theatre productions (3 HS/2 MS); 35 concerts; 15-20 assemblies/guest speakers; 5-6 talent/variety shows

#### **Physical Space:**

- The Auditorium was built in 1973 at an approx. cost of \$1 million as a separate facility to be used by the school district and community.
- Two sets of exterior entrance doors, accessed from a covered walkway, lead to a large lobby area with play posters and bench seating lining the walls and plenty of floor space for spirit wear sales and concession tables. Since the auditorium is situated between the Middle School and High School; there is a corridor entrance at both ends of the lobby connecting each school.
- The Auditorium has ten (10) means of ingress/egress at different levels. Two doorways from the lobby enter the rear of the theatre at both sides of the two story central technical control booth. Four (4) entry doors line each sides of the theatre leading to a larger carpeted corridor heading back to the lobby.
- The Auditorium has 829 seats that were all replaced in 2001. The seating is divided into three sections. The large lower section haves only side aisles but with a 3' clearance between rows, it allow for easy access to the



side entry doors. The other two sections are at the rear of the theatre, one on each sides of the technical booth. There is no balcony. The upper and lower sections are separate by a wide cross aisle that allows for handicapped access and seating although an open sound booth blocks the center portion of this aisle. Two retractable dividing walls can be used to close off the upper sections, allowing for two separate instructional spaces or to create a more intimate lower seating area. Unfortunately, the retractable walls are rarely used due to their age and reliability.

- The seating area sits at highly sloped incline for better viewing of stage; thus requiring the side aisles to be stepped. There are no handrails located along these stepped aisles.
- The large two story technical booth at the rear of the theatre houses space for sound and light controls as well as the Theater Manager's office and some equipment storage.
- The stage has a depth of approx. 65 feet with large offstage side areas. The front section of the stage is on a hydraulic lift that can be lowered to create an orchestra pit area, A full lighting and scenery fly-over system above the stage has a 30 line pulley control system.
- A door at the left side of the stage leads to the band, orchestra and choir rooms that are currently used for dressing rooms during productions. The Band and Orchestra rooms are sizable with tiered floors and are separated by instrument storage rooms and instructor offices. The Choir room is on the second floor.
- A scenery workshop and storage area is in the rear of the stage accessed through an 8' high garage door or an adjacent fire rated man door. Adjacent to the workshop and directly behind the stage is a large mechanical and storage room housing the HVAC system and the 2 years old 440 amp – 3 phase electrical panel that serves all electrical needs of the theatre. Stage platforms and other miscellaneous items are stored in this room.
- New Construction is currently underway at rear of the existing theatre building. A new backstage addition is being built to provide new dressing rooms, sewing room, new scenery shop and needed storage area.

#### **Safety:**

- Auditorium does not have a fire sprinkler system since it is grandfathered
- Stage Curtains were replaced in 1991; currently they are looking at replacements since the fire retarded covering is deteriorating. Per Manager, curtains should be re-fireproofed and cleaned every 10 years or replaced. Cost analysis is being studied. (Noted that sometimes it can be cost effective to refinish; other times total replacement.)
- Aisle lighting is located on the seats at the end of each row.
- Handrails are needed at the lower seating section side aisles where steps are located due to the incline of the theatre seating. These should be installed by end of 2015.
- An Overhead Firewall located above the middle of the stage can be dropped down in a fire emergency. An Evacuation Plan has been developed and is set in place.
- Students are trained at a minimum of 3 hours on the use of the fly pulley system before they can operate them. Safety is foremost in all training.
- Facility Manager attends all performances for safety reasons. Believes it is "unfair" to place the operating responsibility of the theatre on anyone under the age of 18.

#### **Technical:**

- A high tech Digital Sound board sits in the open sound booth at the cross aisle. It interfaces with the wireless network that allow the board to be manipulated via an iPad from anywhere in the theatre. There is a center main speaker that is only a mono-speaker system (Madeira's speaker is stereo)
- The sound system utilizes a Q-Lab Show software allowing for better sound development and control including such items as special effects, etc.
- A high tech Light board is located on the second story of the technical structure control lights located on overhead catwalk and hoist system. Although lights are fixed, they can be redirected by manipulating them via front mirrors attachments. Two spotlights also located here are fitted with special aiming devices that help set the spot light on any moving or nonmoving object on the stage as anytime.
- All Lights are LED bulbs.

- A Stage Managers Control Panel is used to control the main house lights without the need for the light board in addition to a basic mike sound system.

#### **Current/Future Renovation Plans**

- CURRENT Construction include an addition to the rear of the theatre for a large scenery workshop that includes a 16' high garage door to allow for larger scenery to be used onstage, dressing, sewing rooms and storage.
- FUTURE: Entrance to the Auditorium will be renovated/updated.
- FUTURE: The electrical panels that control the architectural electrical system and NET 3 (circuitry system) for the lights are currently in the room behind the stage with the HVAC system. HVAC system will be removed from this room and relocated to the roof, allowing the electrical support system to be contained in a controlled environment, lengthening the life of the system.

#### **Suggested Consultants**

MSA Architects

Beck Studio (Dale Ilhardt) - Lighting Hoist Specialist - works w local schools

Book by Dr. Ronald Davidson – Safety Concerns and Procedures in Theatre Setting

## INDIAN HILL PHOTOS

Exterior Entrance



Lobby Entrance



Lobby



Rear of Auditorium and Tech Booth



Rear Seating Area



Stage Front



Stage from Rear

Scenery Workshop & Storage





Overhead Stage Fly System



Band Room



New Construction at Rear of Auditorium



## ***Auditorium Manager- Job Description***

### **Indian Hill Exempted Village School District**

The primary responsibilities of the Auditorium Manager are to manage and maintain the theater and associated spaces, and to design and coordinate production aspects for all performing arts events in the Indian Hill High School Auditorium. The Auditorium Manager position requires a skillful collaborator, imaginative and innovative artist, and passionate educator whose work often extends beyond the traditional school day.

*Qualifications:* School or industry experience designing, coordinating, and collaborating on a variety of performing arts productions. It is preferred that the candidate has a bachelor's degree and education in theater and technical theater, and should be current with the latest trends in technical theater. The Auditorium Manager reports to the Middle School and High School Principals.

#### ***Minimum Requirements: Skills, Knowledge and Abilities:***

Skills are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, administering first aid, operating and maintaining power tools, lighting and sound production, and rigging.

#### ***Essential Duties and Responsibilities include the following:***

- Conduct workshops and training sessions for students interested in learning the technical aspects of the auditorium. Once training is complete, these students would have the opportunity to assist the Auditorium Manager with the technical aspects of any event held in the auditorium.
- Recruit, train, instruct and supervise students (and faculty/staff when applicable) in all phases of production.
- Trains, supervises, and monitors the work of student assistants for the purpose of providing technical education in a safe environment.
- Teach Performance Production and Technology seminars as needed and possible for students in grades 8-12 including sessions held after-school.
- Administers first aid to students, performers and renters in facility for the purpose of meeting immediate health care needs.
- Provide training as appropriate to students on specialized control programs for theatrical lighting instruments, analog and digital sound reproduction systems, counterweight fly rail system, and a variety of power tools (e.g. table, band, radial arm and compound miter saws; drills, grinders)
- Documents and reports incidents (e.g. accidents, theft, misuse of equipment) for the purpose of maintaining a safe environment for students, staff and public.
- Maintain inventory and condition of power tools and light/sound equipment in the facility for the purpose of ensuring safe operation and reporting of equipment usage.
- Be present for any and all events held in the auditorium after school hours by outside groups. This includes rehearsals, set construction, performance, and any time the auditorium doors are opened for use.
- Ensure the safe operation and management of the performing arts spaces including theaters, dressing rooms, workshop, and other technical areas.
- Be present and supervise anytime tech students, parents and volunteers are involved or working in the auditorium, the technical director must be on-site to supervise.

*Essential Duties and Responsibilities include the following (continued):*

- Ensure high school students are supervised when they are providing technical support at the Primary and Elementary School performances.
- Collaborate with colleagues, when asked, to design all technical elements (set design, lighting, projection, and sound).
- Actively participate in continuing education opportunities regarding current trends in technical lighting, sound, and staging.
- Operate specialized control programs for theatrical lighting instruments, analog and digital sound reproduction systems, counterweight fly rail system, and a variety of power tools (e.g. table, band, radial arm and compound miter saws; drills, grinders) .
- Adapt existing digital control systems to accommodate rental and/or touring company interface equipment for the purpose of creating a variety of effects in both lighting and sound.
- Coordinate the use of equipment with various groups.
- Maintain inventory and condition of power tools and lighting/sound equipment in the facility.
- Coordinate the maintenance of the performing arts spaces in top working condition to support scheduled activities.
- Inventory the equipment and supplies in the auditorium and authorize repairs and replacement orders as needed, in accordance with the designated budget.
- Maintain files on all items in the auditorium and all information concerning the auditorium (i.e. dimensions, fixtures, capabilities, rigging inspection certification etc.)
- Rent additional equipment, as needed, for Indian Hill Exempted Village School District events held in the auditorium.
- Responsible for resetting of lights and sound boards between performances and/or uses, makes available microphones, cords and other inputs as well as pianos, riser, podiums as requested.
- Will monitor and report structural facility maintenance needs as well as custodial maintenance needs.
- Formulate and submit a yearly budget for the auditorium per the budget timeline.
- Develop and monitor budget for operations and equipment of theaters and associated spaces.
- Assist, when asked, in the calculation of costs for plans, drawings, and sketches for the purpose of providing designers, directors and other interested staff of the budgetary impact of construction choices while maintaining budget limits.
- Facilitate communication concerning auditorium use between the Drama, Choral and Instrumental Music departments of Indian Hill High School; between Indian Hill High School and the others schools in the school district; and, between the Indian Hill School District and all other facility users.
- Work with the Facilities Supervisor to provide accurate information to potential facility users regarding the technical limitations of the facility.
- Collaborate with in-district users, professional designers and directors providing for their technical needs for the purpose of supporting program development.
- Maintains effective working relationships with students, co-workers, administrators and other school personnel, professional arts and/or representatives, and the general public.
- Serve as the initial contact for all auditorium/facility requests.



*Essential Duties and Responsibilities include the following (continued):*

- Oversee and ensure the production needs (sounds, lighting etc.) at the Elementary and Primary School are being met.
- Coordinate with the district Facility Supervisor the use of the auditorium for all classes and activities in the Indian Hill Schools.
- Work with staff members to schedule and coordinate events and activities in the performing arts spaces.
- Work with administration to coordinate the use of other school facilities in conjunction with the use of the auditorium.
- Perform all other duties as assigned.

**October 11, 2013**

## **ATTACHMENT V continued**

### **Wyoming High School – Auditorium Tour**

1/12/2014

Tour by Michael Leal

#### **Management of Physical Space:**

Wyoming High School enrolls approx. 675 High School students (Grades 9-12)

Michael Leal – Auditorium Manager (Spanish Teacher)

- Responsible for scheduling of both middle and high school auditorium use.
- Oversee all technical equipment and student training.
- Handles outside group rentals such as Blue Ash Youth Orchestra, Chinese Dance troupe, etc. Fees are dependent on technical needs and custodian clean-up.
- Wyoming Theatre Arts Club is the student-driven, extracurricular drama program of Wyoming High School. District performances include four plays and one musical per year.
- The Wyoming Foundation, Wyoming School Music Association and professional volunteers aide in bringing theatre and performing arts to students, in addition to supporting the marching band and choral groups.
- The theatre is heavily used for all Wyoming School events and many community area performing groups who rent the facilities. (Blue Ash Youth Symphony, Chinese New Year - Chinese School, Mason Russian Dancers.)
- The three elementary schools and high school use the facility whereas the Middle School has its own auditorium. The middle school is currently completing a major renovation; thus, the high school has been storing all the musical and theatre equipment.
- Maintenance needs are overseen by the Band, Choral, Orchestra Directors and Auditorium Manager.

#### **Physical Space:**

- The high school auditorium has approximately 635 seats and was built in 2000 as an add-on to the existing art/music wing. The new addition created a connection to the cafeteria and gym entrances by way of the large common lobby, serving the auditorium and art/music wing.
- The auditorium has a separate exterior entrance leading to this common lobby. The lobby contains a ticket booth with walls lined with visual arts display cases, a Wyoming School Foundation dedication board and the Hall of Fame, in addition to the service rooms and restrooms. This large lobby space is sometimes used for school dances, ie homecoming.
- The theatre is accessed via two sets of triple doors that lead to a small vestibule. From here, two interior doorways lead to the theatre where four 5' wide aisle lead to the seating. There are four aisles - two center and one on each side wall, in addition to a cross aisle bisecting the seating area. There are two side exits, one leading directly to the exterior.
- At the rear of the auditorium is a two story lighting and sound room. A door from the vestibule leads to the lower level that is minimally used for storage of lighting equipment. The second level is the platform where the light and sound boards are located. This upper level is access from a spiral metal staircase in addition to a handicapped lift. There are four (4) large window openings overlooking the auditorium that provide good sound and visual access to the stage. This alleviates the need to place the sound board into the audience during a performance.
- From the upper sound booth level, a metal ladder leads to a railed catwalk that accesses the lighting platform recessed in the ceiling of the auditorium. This is a safe way to adjust stage light fixtures located in the ceiling light bay.

- The main seating area is all on one level with a gradual slope; the aisles are carpeted and the seating area has concrete floor.
- There are removable spaces within the center of the lateral aisleway for handicapped seating.
- A large orchestra pit area sits in front of the stage that can be lowered during a performance.
- The large stage sits about 40" above the main floor and has a high ceiling that houses scenery and lighting flies controlled by a 10 pulley system on the right side of the stage.
- The stage is accessed by two sets of stairs from the seating area; one on each side of the stage adjacent to long handicapped ramps that run along the side wall.
- The stage is usually free of any storage equipment; however, due to the renovation of the Middle School, temporary students lockers are found at the back of the stage.
- To the left of the stage there is a garage door and man door that leads to a large scenery and material storage shop. (~40' x 60') The scenery shop also has a garage door and double man door providing access to the exterior of the building.
- Also from the left side of the stage is an doorway leading to a hallway that provides accesses to the music rooms, theatre dressing room, restrooms and prop storage rooms. This backstage hallway with full length mirrors is used during performance and can be cordoned off during shows.
- The Dressing Room is a large room with mirrors, vanity seating, a utility sink, refrigerator and storage shelving. There is an adjacent bathroom, accessed from the hallway.
- A large storage room for props and costumes is adjacent to the dressing room and also accessed from the backstage hallway.
- Across from the theatre arts rooms are separate choral and orchestra/band rooms. The Choral Room is a sizable room with raised platforms for student seating, an instructor's office and storage closet. The Orchestra Band Room has similar amenities except there are no raised platforms but larger adjacent closets are available for instrument storage. Both Performing Art rooms have a second doorway leading to another school hallway accessing the main lobby. This corridor was existing prior to the auditorium addition.

#### **Safety:**

- The Auditorium has a fire sprinklers and all required emergency equipment, ie lighting and alarms.
- There are four main means of egress in case of emergency, not including escape routes at the back of the stage. Aisles have string lighting along the edge of the carpet that are lit during performances.
- The lighting and sound equipment are locked in the equipment storage closet.
- Long handicapped ramps with proper railings line each side wall for HC access to the stage.
- Scenery shop machines are controlled to prevent unauthorized use.

#### **Technical:**

- The sound and light boards are old and in need of replacement. They are currently using the Middle School's light board. Necessary lighting equipment is rented for the bigger productions.
- The technical equipment is controlled by student under the supervision of the Auditorium Manager who trains the students on all equipment usage. The Manager is usually present at most school performances, depending on the size of the event.
- A screen projector is suspended on the rear wall that is controlled remotely from the stage.
- There is a Stage Manager lighting and sound control box within the stage closet for basic house lights and sound/ mike controls that can be preset.

## WYOMING PHOTOS

Auditorium Exterior – Entrance and New Wing



Lobby



Auditorium - View from Stage



Auditorium – View from Technician Booth



Scenery Shop & Storage



Dressing Room



Choir Room



Band / Orchestra Room



## **ATTACHMENT VI**

### **LOCAL, STATE AND NATIONAL RECOGNITION**

**Source: 2013-2014 Madeira City School Quality Report**

- Cincy Magazine's 'Best Places to Live' list ranked Madeira the number two suburb in Cincinnati due to "low crime rate, combined with a strong city school district."
- Forbes.com's 'Best Schools for Your Housing Buck' named Madeira number two in the Midwest and number one in Ohio in communities with affordable housing in quality districts.
- U.S. News and World Report's 'Best High Schools' ranked MHS 4th in the state and 140th in the nation out of 31,242 public high schools reviewed, garnering the top 'Gold' medal. MHS was ranked 4th in the state and 161st in the nation of the top science, technology, engineering and math (STEM) schools.
- The Washington Post named MHS 13th in Ohio and 497th in the nation out of 2,000 public and private high schools on its 'Most Challenging High Schools' in America list.
- Cincinnati Enquirer's 'Enquirer Media 2014 Top Workplaces' ranked Madeira seventh in midsize companies based on employee feedback concerning district career opportunities, communication, leadership, managerial skills, pay and benefits and working environment.

