

Guidelines and Procedures For Auditorium Use

Introduction

These guidelines are in support of [Board of Education Policy](#) and [Board of Education Regulations](#)

Forms: [Auditorium Request Form](#)

Documents: [Thompson School Facilities List](#), [Facility Use Fee Schedule](#) , [Guide to Community Use of School Facilities](#)

This Guide for Auditorium Use document details the guidelines and regulations associated with your request. Your compliance with these policies will help ensure that you and your group have a safe and positive rental experience.

We thank you for your cooperation and welcome any questions, concerns, or suggestions for improvements. For more information call (970) 613-5351 or email facilityuse@tsd.org.

Priority Scheduling

The Thompson School District is an integral part of the communities it serves and wishes to encourage the use of the schools as community centers.

Schools have priority over all other events in all cases. Should an unexpected school event conflict with a previously booked community event, the district will attempt to make other arrangements for the community event. Until the [Auditorium Request Form](#) has been processed, the requested date/space has not been reserved. We highly recommend not advertising your event until the approval process is completed.

The Director of Facilities, building principal, or Facility Use Manager has the responsibility and authority to accept or deny requests for contracts or cancel an event when they deem that such action is necessary for the best interest of the school district.

Facility Availability

Auditoriums may be rented Monday through Friday between the hours of 4:30 p.m. to 9:00 p.m. as space is available and as such rental does not interrupt or disturb regular school activities. Saturday and Sunday use of school facilities may be permitted and will be subject to staff availability. All facilities should be vacated no later than 9:00 p.m. unless special arrangements have been authorized on the contract for facility use.

No events will be scheduled in district buildings during Winter Break (some exceptions may apply) or on holidays when district offices are closed.

Staff/Services for Community Usage

For your safety and the security of public assets, [Board of Education policy](#) requires designated district staff to be present in any district facility when events or activities are occurring.

Events held in district auditoriums require at least two district personnel to be present:

1. An **Auditorium Technician** is on duty whenever the theatre is occupied; this includes load-in, load-out, rehearsals and performances.
2. A district custodian or employee trained in building emergency and custodial procedures. A more detailed description of this position can be found in the [Guide to Community Use of School Facilities](#).

Large groups and/or special events impact sites and require a higher level of service as well as accommodations. Large groups/special events necessitate additional planning and coordination, impact parking, traffic control, utilities and restroom facilities on site and require additional custodial duties. Large group events should also be coordinated with the City of Loveland to inform and minimize any impact a large event may have on city resources. All large group reservations must be coordinated and authorized by the Facility Use Manager.

Legal Requirements and Applicant Expectations

The applicant shall be considered the legal agent of the organization and/or group and, as such, shall be responsible for compliance with all conditions identified in the reservation. You assume all obligations and responsibilities. Please refer to the [Guide to Community Use of School Facilities](#) and the [Board of Education regulations](#) when you elect to use Thompson School District facilities.

Equipment and Facility Use Restrictions

Auditorium Request Form

No individual and/or group will be authorized to use district facilities without having authorization. The Facility Use Manager or building principal has the responsibility and authority to accept or deny requests. Neither you nor members of your party will be admitted to any district building without possession of the authorized [Auditorium Request Form](#). This reservation shall be shown to the district staff assigned to your event.

Equipment may be available upon request. It is the applicant's responsibility to note these needs at the time the initial request form is submitted. This equipment may need to be set up and, in some cases, operated by district staff. The Facility Use Manager, based on the suggested fees within the district [fee schedule](#), determines charges for this equipment. Should the rental include a need for special equipment, the applicant must coordinate the details of availability, cost, and use conditions with the Facility Use Manager.

Due to liability considerations, the equipment within the auditorium proper is only available to the District Auditorium Technician and other technicians as designated.

- **Scene Shop and Equipment:** Due to liability, use of this area and equipment is NOT permitted at any time.
- **Decorations/Props:** Decorations and props are not provided. Existing props, decorations and equipment are the exclusive property of the school's production department and are not available for use. Exceptions may apply as determined by the District Auditorium Technician. The entrances and exits to the school and Auditorium are not designed for passage of set pieces, stage props or concert equipment (chairs, music stands, instruments etc.). All set pieces, stage props or concert equipment must be brought in through the stage doors.
- **Combustibles:** The use of hay bales, cornstalks or other flammable decorations (i.e. leaves, dead trees, etc.) must be approved by the District Auditorium Technician. Large panel fabrics should be fireproofed and an up to date certificate of fire proofing must be on site.
- **Counterweight and Rigging System:** Due to liability considerations, use of the counterweight and rigging system are only available to the District Auditorium Technician and other trained technicians as designated.

- **Sound and Lighting:** Operation of the sound and lighting system is prohibited by non-district technicians unless otherwise arranged by the District Auditorium Technician.
- **Follow Spots:** Users may operate follow spots only after being trained by the District Auditorium Technician.
- **Noise Levels:** dBA levels shall be no louder than 92dBA sustained and 96dBA peak (The A stands for A weighted frequency)
- **Piano:** All requests must be in writing and received during the initial scheduling process. Additional charges will apply for the use of the piano.
- **Grand Curtain:** Users may provide an operator for the Grand Curtain after being trained by the District Auditorium Technician.
- **Engineering, Electrical and Audiovisual:** Special engineering or electrical requirements must be specified at least three (3) weeks prior to a function. Charges may result and will be based on the labor involved and power needed. A wide selection of audiovisual equipment and services are available and will be coordinated through the District Auditorium Technician.

Lobby Setup

Any setup in the lobby should be approved by the Facility Use Manager or the District Auditorium Technician. If the setup requires the movement of furniture, it will be the responsibility of the person in charge of the event to see that the lobby is returned to its original setup. If not, the organization holding the event may be charged.

Prohibited Items

- Glitter and confetti (use will be subject to an additional cleaning fee)
- Helium balloons
- Laser pointers
- Air horns, bull horns, or electronic noise makers of any kind
- Fireworks, pyrotechnics, or any type of open flame
- Skateboards, rollerblades, roller skates, scooters, or bicycles
- Food and beverages are not allowed in the auditorium. Food and beverages are only permitted in the main lobby. All requests for food or beverages in other areas must be approved by the Facility Use Manager. Alcohol is not permitted.

Supervision

Adequate adult leadership and supervision shall be required at all times for activities in which minors are participating. Minors shall be supervised at all times and are to remain in the area of reservation rental. Failure to comply may result in current and/or future reservations being revoked. This also includes the time before and after the event during which the youth are on school district property.

Safety

All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times including, but not limited to the following:

- Auditorium exit lights must be used at all times including performances.
- Adequate lighting must be maintained.
- Open flames in any area of the building or grounds (including candles and holiday decorations) are strictly prohibited.
- The normal theatre seating capacity is listed at each site. Due to fire codes, all aisles must remain free of obstacles. Standing or sitting in the aisles is not allowed under any circumstances; it is the user's responsibility to notify guests not adhering to the policy.
- Temporary electrical or mechanical modifications are prohibited unless authorized by the Facility Services Maintenance Manager and authorization is noted on the reservation.
- Stairways, corridors, and entrance/exits must be kept free of obstruction at all times.
- No equipment, scenery, signage or decorations of any type shall be used within the building or on the premises except as specifically provided for in the reservation. Equipment, scenery, signage or decorations shall be fire-retardant and shall conform to all local and state regulations governing such equipment and shall not be attached to the walls, floors, or ceiling (except to anchors presently provided).
- Compliance with evacuation procedures in the event of a fire alarm or other emergency is mandatory.
- Compliance with the districts' prohibited/restricted activities list is mandatory and can be found at the [Guide to Community Use of School Facilities](#) .
- Groups of participants shall not do, bring or keep anything on district property that might negatively affect the health, well being or safety of students or have a negative impact on the district's business operations.

Renter is responsible for ensuring all visitors and participants are made aware of and abide by the following laws, [board policies](#) and prohibited/restricted activities list. Renter is responsible for informing district assigned staff, school administration or custodial staff, or local law enforcement agencies of any noncompliance. ***Failure to comply may result in current and/or future reservations being revoked.***

Additional Info

Additional information regarding **scheduling process, fees, charges** and **payment** requirements can be found in the [Guide to Community Use of School Facilities](#).
