

7/1/2019

High School Theater Policy and Supplemental Questionnaire



- 1. DUE TO STATE LABOR LAWS, STUDENTS ARE NO LONGER ALLOWED TO RUN LIGHT AND SOUND EXCEPT FOR CURRICULAR AND EXTRA-CURRICULAR FUNCTIONS.**
- 2. RESTRICTIONS:**
 - a. West High School theater is not available to the public
 - b. Renters are prohibited from entering the Sound and Light room
 - c. Animals are prohibited in theater (except as allowed per AR 6163.1)
 - d. Live plants or trees are prohibited
 - e. No altering of any lights, equipment, access to sound board or rearranging plugs
 - f. Food and drinks are prohibited inside theater
 - g. High School theaters are used most school days. External Renter sets may not be left up that will interrupt instructional use of the space.
 - h. No permanent alterations can be made anywhere in the theater.
 - i. No pins, nails are allowed in curtains, walls or flooring.
 - j. No equipment attached to floors or walls.
 - k. No tape allowed except spiking or blue or green painters tape
- 3. THEATER LIGHTING:** Standard house lighting provided only.
- 4. DRESSING ROOMS, MAKE-UP ROOMS, AND TICKET ROOMS:**
 - a. Dressing rooms and the Kimball High School ticket room must be requested separately on the facility use permit. Otherwise, the rooms will be locked and unavailable.
 - i. Tracy High make-up and dressing rooms are not available for rental.
 - b. If the external renter includes youth participants 18 years of age or under, adult supervision must be present at all times for each room.
 - c. The interior offices and classrooms of the theater building are not available for rental. Nothing in those areas may be used for by external renters at any time.
- 5. DOORS:** The assigned custodial staff will unlock theater doors at the time specified on the approved permit. At no time may the rented building be left unattended, nor the doors be propped open.
- 6. EQUIPMENT:** Piano, risers, flats, band equipment including music stands are not available to external renters. If district equipment is unavailable, out of commission, or restricted from outside use, it shall not be made available to renters. District shall not be held responsible for equipment which is operable during a pre-inspection, but which is out of commission at the scheduled time of an outside facility rental event.
- 7. FOOD AND DRINKS:** Food and drinks are allowed in the lobby area only, but not inside the theater. External renters are required to monitor door entrances to prohibit food or drinks in prohibited areas.
- 8. CHECK-IN/CHECK-OUT:**
 - a. Set-up and clean-up must be included in the time indicated on the approved permit. The theater must be left in the same condition as found.
 - b. Any items left after the end of a permitted activity will be discarded.

High School Theater Supplemental Questionnaire

This is a supplemental questionnaire intended to improve service to organizations that rent high school theaters. Upload this form in your Civic Permits account in *DOCUMENT* tab..

Name of Your Organization: _____

Dates	Est. Attendance	# of Shows	Start and End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The time it takes for you to set-up and clean-up should be included on your facility use application.

What is the nature of your performance? (ie: 1-person speaker, church service, theatrical production)

Will you bring equipment to the site? YES _____ NO _____

If yes list: _____

Delivery of your equipment must be scheduled during the times you are approved to rent the theater.
Deliveries are not accepted during regular school hours

Will you bring electrical equipment to theater? YES _____ NO _____

If yes list: _____

This will require prior approval and testing. Call school to make an appointment.

Will you have sets or props? YES _____ NO _____

If yes describe: _____

Do you need standard house lights for audience? YES _____ NO _____

If yes, please explain: _____

Did you include your set-up and clean-up time on the facility use application?

YES _____ NO _____

Additional fees will be charged if any extra clean-up is required
Any damages to the facilities will be charged to the renter
All items in the theater are the property of TUSD.
We respectfully ask the items are not used or moved without prior permission.