



DISTRICT 728 Community Education

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Welcome to ISD 728. Our mission is to **educate, inspire & empower** our diverse learners to shape their futures, to accomplish their dreams, and to contribute positively to our local and global communities.

Rules & Procedures for Auditorium/Theatre Use

Please note these rules & procedures for this use; You are responsible for ensuring these guidelines are met.

All auditorium/theatre users must complete a [Tech Needs form](#).

Please review the [Auditorium/Theatre Procedures](#) prior to use.

BE RESPONSIBLE:

- The individual named on the permit & the group in whose name the permit is issued, are jointly responsible for the use of the facility.
- The individual named on the permit and the group whose name the permit is issued are jointly required to assume full responsibility for personal injury of any participants or spectators.
- Competent adult supervision (21 years or older) must be provided by the group during the entire use.
- The group supervisor will be held responsible for compliance with rules, general behavior and safety.

BE RESPECTFUL:

- Provide your own supplies (markers, paper, gaff tape, etc.)
- **No food or drink is allowed in the auditorium.** Please post volunteers from your organization at each aisle entrance into the auditorium to enforce this school district policy.
- Do not disturb set pieces, equipment, etc., if you need something moved, please ask the custodial staff.
- The facility and adjacent areas are returned to proper order after use.

PLAN AHEAD:

- Advance arrangements for audio-visual equipment, microphone, light/sound boards, or additional space must be made by contacting the facility scheduler & must be approved by the auditorium coordinator. [Tech Needs form](#).
- Use is limited to auditorium, dressing rooms, ticket booth, concession stand, foyer area in front of auditorium, nearest drinking fountains and restrooms. If you need additional spaces, please contact the facilities scheduler at least 10 days prior to event.
- Please notify the facility scheduler if you plan to sell concessions or have refreshments. Any concessions equipment required must be obtained or arranged by the hosting organization. All miscellaneous equipment needed (such as extension cords, soap, spoons, etc.) must be provided by the hosting organization. A food license must be obtained by the hosting organization.

STAFFING:

- Only personnel approved by the Auditorium Coordinator will be authorized to work sound or light boards & theatre rigging systems.

FEES:

- Group will be responsible for the following fees, if applicable (estimate of costs available upon request): Facility Rental, Equipment, Building Supervisor, Custodian, District Tech staff assigned to event, and any damage or loss.

CANCELLATION: Notify the facilities scheduler of any cancellations at least 10 business days prior to scheduled use or a facilities or staffing charges may be assessed.

A custodian or building supervisor will be present throughout your use. If you need assistance, please contact them.

