

Ritenour Auditorium

Date Received (office use only): _____

PERMIT APPLICATION

ORGANIZATION INFORMATION

Organization Name: _____
Event Contact Person: _____ Today's Date: _____
Billing Address: _____ City/State/Zip: _____
Daytime Phone: _____ Evening Phone: _____
Cell Phone: _____ Fax Number: _____
Email Address: _____ ☐ Non-Profit ☐ For Profit

LOCATION REQUESTED

This application is for the Ritenour Auditorium and Auditorium Lobby only. Please check all that apply:

☐ Auditorium ☐ Lower Lobby ☐ Green Room/ Dressing Rooms ☐ Additional Break Out Rooms

EVENT INFORMATION (Please enter first choice of date below followed by second choice)

Day(s) of the Week	Beginning Date	Ending Date	Arrival Time	Event Start/End Time	Exit Time

Second Choice Dates:

Day(s) of the Week	Beginning Date	Ending Date	Arrival Time	Event Start/End Time	Exit Time

Brief description of event: _____

Will this event be filmed? ☐ Yes ☐ No

Will outside media be present? ☐ Yes ☐ No

Is this a fundraiser? ☐ Yes ☐ No

Number of youth participants? _____

Number of adult participants? _____

Will anything be sold or donations accepted? ☐ Yes ☐ No

Will refreshments be available? ☐ Yes ☐ No

Will you be charging admission? ☐ Yes ☐ No

Percent of youth participants that are Ritenour students? _____

Anticipated size of audience? _____

Equipment Requirements For Event (Check equipment requested and note quantity of tables and chairs if requested)

☐ Tables _____ ☐ Chairs _____ ☐ Podium ☐ Internet Connection
☐ Box Office ☐ Audio Playback ☐ Video Playback ☐ Projection Screen

Additional information may be needed for pricing and approval of Ritenour Auditorium or Auditorium Lobby. Requests must be made 4 months in advance and approval will be determined no later than 2 months in advance of the event date.

Please submit completed application to Dionne Gleckler (Facilities/Support Services) at: glecklerd@ritenourschools.org, 2420 Woodson Rd., St. Louis, MO 63114, (314) 493-6075. *Submitting a Permit Application does not commit you to or guarantee a reserved space/time.*

Ritenour Auditorium

OUTSIDE GROUPS RULES OF USE

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OUTSIDE GROUPS RULES OF USE

While the buildings, grounds and facilities of the Ritenour School District (RSD) are primarily to benefit and serve the educational needs of the District's students, they are also a community resource. As such, the District provides for the short-term or temporary use of District buildings, grounds and facilities by individuals, groups and organizations when such use is of a lawful purpose and does not conflict or interfere with the District's programs, operations or activities. Fees are charged for the use of facilities so that District funds intended for the education of children are not used to support other activities.

The following rules apply to all facility users:

1. Any use of school facilities shall comply with all state and local fire, health and safety laws. Persons or groups to whom permits, leases or other authorizations for the use of school property are granted shall insure that all activities carried on, all equipment used or placed upon school property and all foods or other items of personal property used or distributed shall comply with applicable state and local fire, health and safety laws and regulations.
2. Any use contrary to or in violation of any law, or of these rules and regulations, shall be grounds for cancellation of the permit and for removing the users from the property and may be grounds for barring such individual, group or organization from further use of the facilities of this District.
3. Any organization granted use of a District facility shall not deny the use of the facility to any person because of their race, religion, creed, national origin, ancestry, gender or sexual orientation.
4. The permit holder is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities by all individuals on site for the permit.
5. The District Facilities Office may require individuals or organizations to submit, in writing, the nature and purpose of the organization and the nature and purpose of the proposed use. Such information may be in addition to information requested on the original reservation request form.

RIGHT OF CANCELLATION: All permits shall be subject to the approval of the Ritenour Board of Education or its representative. The Board at no time surrenders its control of school property. School activities take precedence over other activities and, therefore, may countermand the use of facilities if it is determined to be in the best interest of the District. The District may unilaterally cancel any agreement on any facility by giving notice 24 hours prior to a requested period if the District determines that it must use the facility for a function related to the operation of the District. The District also shall have the right to cancel or move an event to another location, based on availability within the District. Inclement or severe weather may also deem it necessary for the District to cancel or postpone the event. In case of emergency, a 24-hour notice may not be possible.

Ritenour Auditorium

AUDITORIUM RULES

The house rules, as outlined below, will be in force at all times, and the Ritenour Auditorium (RA) reserves the right to enforce these rules summarily, if necessary by eviction of offenders from the premises. Such enforcement will take place through the authorized House and Stage Managers when they are available and directly by RA management when they are not.

GENERAL:

- No food or drinks are allowed inside the theater, shop, costume shop, dressing rooms, control booth, backstage or wings. Food and drink will only be allowed in the green room and lobby with prior permission.
- Curtains are to be positioned by authorized RA personnel only. Nothing is to be attached to the curtains.
- Signage is restricted to bulletin boards or free standing signs supplied by renter. No pins, nails, tape or adhesive of any kind is allowed on any surface in the theater building (seat, walls, floor, stage, dressing room doors, lobby, etc).
- Aisles and hallways shall be used only as passageways and shall be kept unobstructed at all times. Nothing may be attached to the arms of the aisle seating.
- Audience members, relatives and/or friends of anyone involved in a production are not permitted on stage, backstage, or in the green room at any time.
- Photography and video rules are specified per your organization's preference. (See "FILMING" below.)
- Glitter, confetti, helium filled and/or floating objects may not be brought into the theater, lobby, green room, and other areas.
- Any use of additional rooms and/or furnishings in the building must have prior permission.
- Shoes must be worn at all times unless prior arrangements have been made with theater manager.
- No smoking is allowed anywhere in the theater complex or on school grounds.
- All tables rented/supplied by the RA must be covered.
- No telephone, computer, copier or other such office supplies will be offered for production staff usage.
- Any production related items will be removed from the house at least 30 minutes before show time. The auditorium will be clean and ready for use by the patrons 30 minutes prior to show times.

SUPERVISION: Auditorium/ RSD representative must be present for group to occupy theater.

CHILDREN/INFANT POLICY: Chaperons are needed for students or participants between the ages of fourteen and eighteen at a minimum 15:1 ratio. No participant, or their children, under the age of fourteen will be allowed on stage without prior permission from the RA theater manager.

CONCESSIONS: No concessions are allowed without prior permission from RSD.

BOX OFFICE: A box office can be made available. Extra security may be deemed necessary at a cost to the renter.

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Ritenour Auditorium

AUDITORIUM RULES (CONTINUED)

ADA COMPLIANCE: RSD is committed to fulfilling its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Renter agrees to cooperate with the RA when necessary to maintain physical accessibility of the facilities.

COMPLIANCE WITH LAWS: No activities in violation of federal, state or local laws, or of the department of health requirements shall be permitted on Ritenour premises. It shall be the responsibility of the Renter, while under the term and period of this agreement, to enforce this provision.

LICENSE/PERMITS/COPYRIGHTS: The Renter shall obtain and pay the fee for all licenses and permits (BMI, ASCAP, AEA, etc.) necessary to conduct operations arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used on or incorporated in the event.

FILMING: Copyright issues and related laws must be complied with by all individuals. All photography/filming must have prior approval from RA Management. Photographers and camera operators are limited to predetermined locations. Aisle and walkways are not to be blocked. All film and video cameras must be battery operated. No electrical outlets are available. All operators must be set up one half hour prior to the house doors being open.

PRESS: RSD must be notified if news media will be in attendance. Wireless audio feed can be made available.

FIRE/SAFETY CODES: No open flame of any kind. All sets, costumes, props, flash pods, laser equipment and any other materials used by the Renter must conform to all existing fire and safety codes.

TECHNICAL CONSTRUCTION: All set construction must be completed off site; assembly only is allowed on the stage. No screw/nails may be placed in stage floor. NO alterations to the permanent structure are permitted. There is NO PAINTING ALLOWED IN THE THEATER.

EXTENSION CORDS AND ELECTRONIC EQUIPMENT: Only extension cords provided by Ritenour Auditorium can be used. All outside electronic equipment must have UL tag and must be approved by RA Management prior to use.

ANIMALS: No animals will be permitted in any areas of the building except as a service animal.

PARKING: LOADING DOCK/TECHNICAL PARKING: This space is for immediate loading and unloading only. Prior arrangements must be made with RA Management for its use.

ADVERTISING: DO NOT ADVERTISE UNTIL YOUR EVENT HAS BEEN CONFIRMED. All promotional and marketing advertisements must be approved by the Ritenour School District.

ADVERTISED CURTAIN TIME: Performances at the Ritenour Auditorium will start no earlier than the advertised time. Renter's Stage Manager must communicate with the RA Management if the opening of the house or start of the event will be delayed. The audience will be admitted to the seating area no earlier than 1/2 hour before the advertised time.

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Ritenour Auditorium

AUDITORIUM RULES (CONTINUED)

SECURITY GUARDS: The need for security guards will be established at the time of contract negotiation based on the nature of the performance. The RA Management will determine the requirements.

BACKSTAGE ACCESS: The Renter, if required, is responsible for arranging a system of backstage access control. Renter must not greet the public on stage or in the dressing room areas due to the limitation of backstage space and the hazards caused by theatrical equipment, but instead to use the lobby or foyer areas in the front of the theater.

PUBLIC SAFETY: The Renter shall neither encumber nor obstruct the sidewalk in front of the theater, nor the entrance hall, stairs, exits, lobbies, and audience chambers, nor allow the same to be obstructed or encumbered in any manner by any artists, staff or personnel associated in any way with Renter. Renter further agrees not to bring onto the premises any material, substance, equipment or object that is likely to endanger the life of, or cause bodily injury to, any person on the premises or that is likely to constitute a hazard to the property thereon, without the prior approval from RA Management. RA shall have the right to refuse any such material, substance, equipment or object to be brought onto the premises and the further right to require its immediate removal. RA, at its discretion, may secure off-duty fire or police department personnel at the Renter's expense.

OPENING ANNOUNCEMENT TO AUDIENCE: Every group using the theater must make an announcement to the audience prior to their event that includes safety instructions and house rules.

INTERRUPTION/TERMINATION OF A SHOW OR EVACUATION OF THE FACILITY: RA shall retain the right to interrupt any performance in the interest of public safety. Should it become necessary, in the judgment of RA management, to interrupt the performance or evacuate the premises because of a threat to public safety (including severe weather conditions), the Renter will retain possession of the premises for sufficient time to complete the presentation of its activity without additional rental charge, providing such time does not interfere with another Renter. If, at the discretion of the RA management, it is not possible to complete the presentation of the activity, the rental charge shall be prorated unless such interruption/termination is due to negligence on the part of Renter. When possible, RA management will discuss its decision to discontinue the presentation with Renter before evacuating the premises.

Rehearsals with more than 20 non-production people in attendance will be considered a performance and performance fees will be charged.

Ritenour Auditorium

AUDITORIUM RULES (CONTINUED)

STAFFING

- All events must be sufficiently staffed for safety and to ensure against damage to facility and property.
- All staff must be given a 15-minute break every two hours and 30-minute lunch break every four hours.

RA will utilize its own skilled technical crew, the cost of which is paid by the Renter at the applicable rates (4-hour minimum). The number of technicians required varies by the event being presented. The RA Management, in consultation with the Renter or based on the event's technical needs, will determine the size of the crew required. If meetings are necessary to plan lighting/sound/etc, fees will be charged accordingly. The Renter may be able to provide volunteers or their own crew at the sole discretion of the RA Management.

RA MANAGER: RA will provide the services of a RA Manager to consult with Renter on its technical needs and provide technical information on the theater. The RA Manager does not, in his/her normal duties, design scenery, lighting, or act as a stage manager or as stage crew for the Renter. The RA Manager, or representative of the RA, must be present at all times the theater is in use by the Renter. The RA Manager's billable hours begin each day one-half hour before the theater is opened for the Renter and end one half-hour after the last person has left the event and the theater is empty and secured.

PRODUCTION STAGE MANAGER: All theater events require a Production Stage Manager. The rental group is responsible for providing this person. The Production Stage Manager is responsible for:

- All aspects of the production; the people, equipment used, time management for use of the facility, compliance to all theater house rules and regulations and all event communications to theater staff.
- Being on site and providing oversight during the event load-in and load-out.
- An opening announcement to the audience that includes content required by the theater.

HOUSE MANAGER: A house manager is required for all public events. The rental group is responsible for providing this person. House Manager must be present one hour prior to start of event and conclude one-half hour after the event has ended. The House Manager is responsible for general oversight of the audience and the ushers throughout the time the members of the audience are within the facility.

USHERS: RA does not supply ushers. Renter is required to use a 50:1 audience to usher ratio with a minimum of six ushers per performance. Ushers must be a minimum of 18 years of age and must arrive at the theater one hour prior to the event to receive safety instructions from the RA Management. He/She must remain for the entire event and sit in specified seats. It is recommended that ushers dress as uniformly as possible for easy identification.

FACILITIES PERSONNEL: Facilities personnel and/or representatives must be guaranteed total backstage access for fire, safety and HVAC monitoring throughout the rental period.

CONTACT PERSON/ STAGE MANAGER: Renter agrees to furnish a Stage Manager/Contact person, who will be present at the time of the initial load-in, to represent the Renter in technical matters. The Stage Manager/contact person must be present for all calls and will be responsible for the actions of Renter's staff. The contact person will be the ONLY person who will make any changes in set up.

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Ritenour Auditorium

AUDITORIUM RULES (CONTINUED)

STAGE CREW: Renter will bear the total costs of a stage crew for the pre-hang, setting up, running and striking/restoration of the show.

LOAD IN/OUT STAFF: Load In/Out staff is not automatically offered with rental of the theater. If additional staff is needed to assist with loading in or out, notification must be made to the RA management at least two weeks in advance. A minimum of four hours payment will be charged to the Renter. Dates and times must be specified and any changes in those times must be approved by RA management in writing.

CONDUCT OF RENTER'S STAFF: Renter's front-of-house staff (including volunteers) working in the theater in the view of the public (ushers, ticket takers, treasurers, house captain, etc.) will be expected to dress and conduct themselves in a manner appropriate to a community-oriented performing arts center (i.e: The use of foul language, improper dress, or any rudeness to the theater patrons will not be permitted.)

Ritenour Auditorium

AUDITORIUM RULES (CONTINUED)

BACKSTAGE/TECHNICAL

RIGGING: All stage rigging will be done by qualified personnel only. Arrangements must be made with RA Manager prior to any overhead rigging.

STAGE RIGHT, CROSSOVER INGRESS/EGRESS AND ALL BACKSTAGE STAIRS AND HALLWAYS: Must be maintained at all times to a width of 44 inches.

LIGHT PLOT: Renter is not allowed to handle any lighting equipment or change the house plot. Any lighting design needs are to be discussed with the RA Theater Manager.

WORK LIGHTS: Use of the RA basic work lights will not be charged.

STAGE DRESSINGS AVAILABLE IN HALL: Black velour borders and four sets of legs are available for use without charge to the Renter.

HEARING REINFORCEMENT SYSTEM: The RA Theater is equipped with a hearing reinforcement system for the benefit of audience members with hearing disabilities. It is the policy of the RA that this system will be available at all public performances for events having amplified sound. RA will provide for this at no expense to the renter.

SOUND LEVEL: RA reserves the right to determine acceptable volume levels for all amplified productions. Renter agrees to adjust sound levels immediately and in accordance with instructions by the RA's designated representative when requested.

STROBES: Strobe lights may be used on stage only. The use of strobes must be listed at the box office, the event program, sign at entrance to theater and in pre-show announcement.

SMOKE/FOG MACHINES: Smoke, fog, or hazer machines are allowed on stage only but must be operated under the direction of the RA staff. Use of these machines must have prior permission by RA management.

PROP WEAPONS: Any and all prop weaponry (prop guns, knives, etc.) must have written approval from RA Manager prior to arriving on school grounds.

FLOOR CARE: The installation or use of any hardware, equipment or device (including dance shoes) that may damage the stage floor is strictly prohibited. Renters whose activity could damage the floor may use the space if the proper protective floor material is used (ie: Marley floor.)

ORCHESTRA PIT: The pit cover may be removed by RA staff only at additional cost to the Renter.

EXIT: Strike, restoration, and clean up. Group reserving the theater agrees to return the technical facility to the same condition as they found it including, but not limited to, stage flooring, drapes, and removal of any additions to the stage, house or dressing rooms.

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