

Auditorium Usage Regulations

- A walk through is required with an Auditorium Manager before and also within three days after any out of district event. This is to ensure that all equipment and areas of the auditorium are left in the same condition. Auditorium Managers are available for a walk through by appointment. Please contact via email at least 72 hours in advance of the event.
- When using the auditoriums **Lighting and Sound Systems** an approved lighting and sound technician must be present. This person must be approved by the Auditorium Manager. The cost of this technician is the responsibility of the requesting event.
- When using the auditoriums **Pin Rail or Fly Rail System** the person must have experience with our systems and be approved by the Auditorium Manager.

Equipment:

- **Light boards:** The setup of the light boards must be put back into its original design. The light boards cannot be moved from their locations. The stage lights must be put back in the original location and setup.
- **Color Gels** for the lights will not be supplied for any out of district event.
- **Sound boards:** The setup of the soundboard must be put back to its original design. The soundboards cannot be moved from their locations.
- **Microphones:** Up to two wireless handheld microphones can be provided. Hanging microphones are installed on each of the stages. All other types of microphones and cabling are the responsibility of the requesting event to provide. Wireless lavalier microphones (body microphones) will not be supplied for any out of district event.
- **Headset System:** A wired headset system if available can be used by out of district events. Up to five headsets will be supplied. No wireless headsets will be supplied to out of district events.
- **Pianos:** The pianos in the auditoriums may be used but tuning is the responsibility of the event. Piano tuners must schedule the tuning with the Auditorium Manager.
- **AV Equipment:** This equipment must be requested on the building usage form and will only be provided if available.
- **Risers:** Chorus risers are available for use. Requesting event is responsible for the setup and removal of the risers.
- **Curtains:** Traveling Curtains may not be moved from their locations on the stage. Only Legs and Banners may be moved. Legs and Banners must be put back to their original location after events.
- If any of the equipment used by outside groups is damaged, it is the responsibility of the requesting party to cover the costs for repair or replacement.
- No pyrotechnics may be used for any event or performance. Smoke/fog machines may set off the fire alarms and are not permitted. Dry ice, within reason, can be reviewed for use, but must be approved by the Auditorium manger before any use.
- **There is no food or drink allowed in the district auditoriums. If concessions are to be sold during your event, you are required to have ushers preventing food and drink from entering the auditorium. This includes water. Food and Drink will be allowed in the backstage areas only.**

Auditorium Set Building Rules:

- Any construction or building of stage sets in auditoriums shall be reviewed and approved by the auditorium manager. The supervisor of the event and/or set builder shall contact the auditorium manager and review any plans or specs for the set design prior to any use.
- The set will be inspected for code compliance & safety prior to the event, it is the responsibility of the event supervisor to ensure the inspection (and any corrections noted) happens prior to the event and/or any use.
- Items such as railings, fall protection, platform height, stairs, lighting and any specialty built items shall be inspected to ensure they meet safety standards. Any platform height over 36" shall have continuous railings, including a mid-rail capable of holding 200 pounds. Stairs under 44" shall have at least one railing, stairs over 44" (4 risers) shall have continuous railings on both sides. Stairs must be clear of any all obstacles. In addition, OSHA standards shall be referenced for compliance.
- No items may be screwed, nailed or affixed to the stage floor, unless approved by the auditorium manager.
- No pyrotechnics may be used for any event or performance. Smoke/fog machines may set off the fire alarms and are not permitted. Dry ice, within reason, can be reviewed for use, but must be approved by the auditorium manager before any use.

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