Terms & Conditions of Agreement
Auditorium Use – Sycamore High School

Auditorium General Guidelines:

- **The use of school facilities for school purposes has precedence over all other uses. (Exhibit B)**
- The use and possession of intoxicating liquors and tobacco is prohibited on school premises and grounds.
- Only the area requested is available for use.
- No furniture or equipment may be moved without prior approval from the Building Administrator.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
- Events held during inclement weather which requires snow removal and/or salting may be charged at a rate of $50/hour per staff member, with a minimum of two hours per time.
- The District has the right to increase staffing when more than one group rents the facility at the same time. This staffing may include, but is not limited to, custodial staff and/or security staff to manage the facility and or/ parking due to the volume of attendees. The cost of these staff members may be passed onto the renters.
- Renters will be charged custodial fees if the event occurs outside the regular staffing schedule. Monday through Friday, elementary schools are scheduled until 8pm; Sycamore Middle School and Sycamore High School are scheduled until 11pm.
- A deposit of 10% will be required upon contract approval.
- All sales of food and drink for the Auditorium shall be conducted under the sole and exclusive control of Sycamore CUSD 427, which shall receive all revenue associated with such sales. Sycamore CUSD 427's discretion regarding times and location of sales of food and drink, or where in the auditorium food and drink may be taken during performances, shall be absolute.
- Sycamore CUSD 427 shall be the sole provider of video sales and production of performances, if the renter chooses to offer video sales of the performance. It is the renter's responsibility to secure any licensing needed for recording of said performance. (Please note, a minimum order of 10 DVDs or Blu-ray discs is required at least one week prior to show date.)
- Any non-food artist merchandise may be sold by Renter at designated areas in the lobby with the consent of Sycamore CUSD 427.
- The requesting organization may cancel the contract (in writing) without penalty, if the rental is canceled more than 5 days before the scheduled event. If the rental is canceled less than 5 days prior to the event, the organization will forfeit 100% of the deposit.

District Priority of Facility/Grounds Use and Rentals (Refer to Exhibit A for the fee schedule):

- Priority A – District Sponsored Activities & Local Governments
- Priority B – Sycamore Community Organizations
- Priority C – Non-Sycamore Community Organizations
- Priority D – For Profit Organizations

All non-District related groups must agree to:

- Use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
- The District will not supervise the activity nor will it supply individuals to act as emergency responders.
- All Auditorium House Rules (Exhibit C).

Renter's initials acknowledging compliance with the terms and conditions as listed above: _____

Building Policies

- The "Smoke Free Illinois Act" makes it illegal to smoke in public spaces such as a school.
- There is no flame of any kind allowed in the building.
- There are no phones available for renters to use. Please bring cell phones with you.
- Any space used by the renter is a peanut-free zone.

Rehearsals

- Access to the building will be at the time stated in the contract; the building will not open until then. Please ensure that everyone in your group is aware of what time the building will open.
- Entry to all rehearsals is only through the main door of the school (E2).
- All performers and parents may only be in the auditorium hallway of the school. Anyone found wandering or running around the school will be asked to leave.
- There is no food or drink allowed in any part of the theater. Food and drink is only permitted in the hallway.
- There is no hair or make-up product allowed in the house of the auditorium or any of the carpeted areas. Hair and makeup are only permitted to be done in the drama or dressing rooms.
- Each organization must provide enough supervision to supervise all children at all times.
- All performers are required to keep track of their personal belongings and keep their spaces clean and orderly. Sycamore CUSD #427 is not responsible for any items brought into the school by cast, crew, family members or staff members.

Performance Day

- Access to the building will be at the time stated in the contract; the building will not open until then. Please ensure that everyone in your group is aware of what time the building will open.
- All performers, crew and staff members must enter through the side doors (S4) of the school, unless otherwise agreed upon.
- No one will be able to enter the building until a staff person is present.
- There is no food or drink allowed in any part of the auditorium. Food and drink is only permitted in the tiled portions of the wing.
- Front doors will open one hour before performance time and the house will open half an hour before the performance time unless otherwise agreed upon in the contract.
- In the event of a day show with school buses attending, you must notify the Office of Events and Communications two weeks in advance of how many buses and students will be expected.

Lobby

- Tables and chairs will be provided as agreed upon in the contract.
- The lobby will be available for group use on the day of the performance. Nothing may be set up prior to that time unless otherwise agreed upon in the contract.
- All signs must abide by Sycamore CUSD #427 board policy regarding signs and all temporary signs must be approved by the Office of Events and Communications.

House

- No standing on or jumping over the seats is permitted.
- No running up or down the aisles is permitted.
- No jumping off the stage is permitted.
- During rehearsals, cast and parents are to sit in the seats closest to the stage.

Renter's initials acknowledging compliance with the terms and conditions as listed above: _____

- All use of extension cords, for any reason, must be approved by the Office of Events and Communications and must be taped down for safety.
- Only gaffers tape is permitted for taping down cords.

- No video equipment is allowed to obstruct the aisles.
- Gaffers tape is the only tape allowed to be adhered to the seats.
- Nothing may be stored or kept in the emergency exits.
- The house cannot be opened until the renter has checked with the Office of Events and Communications to ensure the house is ready.
- Any person; adult, child, parent, or staff member found in any part of the school not authorized will be removed from the school.

Drama Room/Dressing Room

- There must be a dressing room manager in the dressing room at all times while the renter is using the drama/dressing room area.
- All fire exits must remain clear at all times. This is the responsibility of the dressing room manager.
- Each dressing room must be kept orderly.
- The dressing room manager must ensure safe operations of all electrical equipment, especially any sewing or ironing areas.
- All food items must be thrown away by the end of the day in the waste receptacle.
- The Renter is required to leave the dressing room in clean, reasonable condition upon vacating. This includes removing all garbage and personal belongings.
- Fines will be charged for any damage or graffiti found in the dressing rooms, including but not limited to, the writing or markings found on the walls.
- Any signs or flyers must be attached to the mirrors. Nothing may be attached to any painted surface by any means.

Stage

- The Office of Events and Communications must approve all the stage personnel for each performing group. All staff members must demonstrate knowledge of their area to the Auditorium Manager.
- The Office of Events and Communications will supervise load in and strike.
- The Office of Events and Communications has the final say on all installations, hanging and focus of all lighting instruments, operation of lighting, operation of sound movement and storage of all set pieces.
- No item may be nailed or screwed into the stage. Only gaffers tape, dance floor tape, or spike tape may be used on the floor. NO duct tape of any other adhesive not listed above is allowed on the stage floor.
- All sets must be free standing. No items may be dragged across the stage. All items must be on wheels or picked up and moved. No major construction or painting of set pieces is allowed on stage. All set pieces must be constructed and painted off site and only reassembled on stage. Touch up painting is permitted with the approval of the Office of Events and Communications.
- During load ins or load outs, all equipment must be brought around to the stage. No equipment may be pushed over the stage.
- Close toed shoes must be worn at all times when working or performing on stage. No one may be barefoot, when on stage. Dance pads do not count as shoes.
- All soft goods must be returned to their original location at the end of strike. All lights must be returned to the house plot at the end of strike.
- You must report any malfunctioning equipment to the Office of Events and Communications.

Renter's initials acknowledging compliance with the terms and conditions as listed above: _____

- The Renter agrees to return the auditorium, its soft goods and equipment, in the same condition as accepted. All soft goods, lighting instruments and sound equipment must be returned to their primary position. This will be inspected at the conclusion of the load out by the Office of Events and Communications.
- If any physical damage occurs during the rental period to the building and/or equipment, then the Renter shall assume financial responsibility for repairs and/or replacement.