



INDEPENDENT
SCHOOL
DISTRICT 728

ELK RIVER | OTSEGO | ROGERS | ZIMMERMAN

Auditorium /Theater Usage

This document is an addendum to the existing *District #728 Facilities Use Rates & Procedures*. All procedures as itemized in the *District #728 Facilities Use Rates & Procedures* apply to use of ISD 728 Auditoriums/Theatre.

Addendum to

Facility Use Procedures & Fees

Updated September 2025

For Information Contact:

ISD 728 Facilities Office

Handke Center
1170 Main Street
Elk River
763-241-3400 x5539
Facilities@isd728.org

Auditorium/Theater Manager

763-241-3400 x5069
763-656-9590 (cell)
Kristina.hess@isd728.org

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We suggest you inquire about availability of the auditoriums and theater as far in advance as possible. Many dates are reserved months in advance. November, December, April, May, and June are the busiest months.

All Facility requests must be submitted online at least 7 days prior to requested use.

**Auditorium/Theater Technology and Staffing Request Form:
https://728communityed.formstack.com/forms/technology_staffing_request_april2020**

FACILITIES

Locations:

- **Elk River High School Zabee Auditorium** | 900 School Street, Elk River
 - West end of building
 - Parking is located off School Street on the west end of the building
 - The audience entrance is through Door A
- **Elk River High School Little Theatre** | 900 School Street, Elk River
 - Northeast end of building
 - Parking is off Jackson Street
 - Audience entrance Door H
- **Zimmerman High School Auditorium** | 25900 4th Street West in Zimmerman
 - Parking is off 4th Street W
 - Audience entrance is through Door 3
- The **Rogers High School Performing Arts Center (PAC)** | 21000 141st Avenue, Rogers
 - Southwest corner of building
 - Parking is in the lot adjacent to the PAC
 - Audience entrance is Door 2

AUDITORIUM / THEATER FACILITIES & AMENITIES

	Elk River HS Zabee Auditorium	Elk River HS Little Theater	Rogers HS Performing Arts Center	Zimmerman HS Auditorium
Seating Capacity	789	246	919	603
Stage Size	76' W x 30' D	44' W x 36' D	67' W x 26' D	97' W x 32" D
Proscenium Size	40' W x 20' H	40' W x 12' H	50' W x 20' H	48' W x 20' H
INCLUDED WITH RENTAL				
Dressing Rooms	Y		Y	Y
Makeup Room	Y	Y	Y	Y
Scene Shop (storage only)	Y	Y	Y	Y
Concessions	Y		Y	
Box Office	Y			
Lobby	Y		Y	Y
ADDITIONAL SPACES & EQUIPMENT – FEES MAY APPLY (*see asterisks)				

Orchestra Pit*	Y		Y	
Nearby Commons/Café*	Y	Y		
Choir/Practice Rms*	Y		Y	Y
Classrooms or Gyms*	Y	Y	Y	Y
Garage Door Load In	Y	Y	Y	Y
Stage Lighting*	Conventional Lighting	Conventional Lighting	Color Mixing LED Lighting	Color Mixing LED Lighting
Fly System*	Y		Y	Y
Upright Piano*	Y	Y	Y	Y
Grand Piano*	Y		Y	Y
Wireless Handheld Mic*	6	4	6	6
Wireless Lavalier Mic*	16	4	16	12
Projector/Screen*	1	1	3	1
Orchestra Shell*	Legacy Shell	Legacy Shell	Diva Shell	Diva Shell

Y=Yes available at site

GENERAL INFORMATION

How to Reserve a Facility:

We recommend checking availability as early as possible—many dates book months in advance. The busiest times are November, December, March, April, May, and early June. If you're unfamiliar with the auditorium or theater spaces, you're encouraged to schedule a tour with the Auditorium Manager before making a reservation.

To reserve space for your event or activity:

1. **Submit an online application** at <https://isd728.ce.eleyo.com>.
2. Once approved and scheduled, you will receive a confirmation permit.
 - If the requested space is unavailable, you'll be contacted to discuss alternatives.
 - A fee estimate is available upon request but may change if your needs for space, equipment, or staff change.
3. After approval, complete the **Auditorium/Theater Technology & Staffing Request Form** at: https://728communityed.formstack.com/forms/technology_staffing_request_april2020

Required Documentation (upon request)

- Certificate of Liability Insurance (see District #728 Facilities Use Procedures & Fees)

- Participant roster with names and addresses (for nonprofits)
- Proof of 501(c)(3) status (if applicable)

Auditorium/Theater Use Priorities

- Please refer to the *District #728 Facility Use Procedures & Fees* for full guidelines.
- School district events are scheduled first, typically in June for the upcoming school year.
- Public requests are processed beginning in July/August, after all district events are scheduled.
- Any public requests submitted before July 1 will be date-stamped as July 1.
- Requests submitted after July 1 will be processed in the order received.

Auditorium/Theater Availability & Access

Use of auditorium spaces is subject to the following guidelines:

Included Spaces

Rental includes:

- Stage
- Scene shop (if available) for set storage
- Dressing rooms and restrooms
- Makeup room

If additional school spaces are needed (e.g., classrooms, commons, gyms), or if changes to your scheduled times are required, contact the **Facilities Scheduler at least 10 days prior to your event.**

Access Guidelines

- Use is limited to reserved spaces and nearby restrooms and drinking fountains.
- Access to storage rooms, catwalks, and the fly gallery is not permitted.
- Only staff-unlocked doors listed on your permit may be used—do not prop open doors.
- Unauthorized access to unreserved areas is prohibited.

Performance Time Guidelines (performance window)

- **Full Theater Performances:**
Access begins two Mondays before the first performance through the final show (pending availability).
All sets and materials must be removed immediately after the final performance.
- **Dance Recitals:**
Access begins the Monday before the recital through the final performance (pending availability).
All items must be removed immediately after the recital.

Rehearsals/Practices

- Additional time outside the official performance window may be scheduled in alternative spaces, depending on availability.
- Additional fees apply for the use of these spaces.

Rental Rates:

- Please refer to *District #728 Facility Use Procedures & Fees*.
- Rental and staff fees will be added if users stay beyond scheduled time.

Cancellations

- Notify the Facilities Scheduler of any cancellations at least 10 business days before your scheduled use.
- Late cancellations may result in rental or staffing charges. Please refer to the District #728 Facility Use Procedures & Fees for full details.

Contacts:

- Scheduling: facilities@ISD728.org, or 763-241-3400 x5539
- Other questions: Kristina.Hess@ISD728.org, or 763-656-9590
- Onsite: Technical Specialist/ Building Supervisor/Custodian

Subcontracting of Space:

- Users are not allowed to subcontract any reserved space for any reason.
- Use of the auditorium/theater includes the adjacent hallway/entry area; however, outside vendors are not permitted unless pre-approved in writing by the Facilities Scheduler. If approved, a vendor fee may apply.

Load-In & Load-Out Guidelines:

- All loading/unloading must be scheduled with both the Auditorium Manager and Facilities Scheduler.
- Arrive at your scheduled entry time—early access will not be permitted until the Technical Specialist is ready.
- Delivery access will be assigned based on size/type of delivery: either through the garage into the scene shop or the school's main loading dock.
- Do not move or disturb any existing set pieces or technical equipment. If adjustments are needed, ask the Technical Specialist or custodial staff.
- If you plan to use the scene shop for load-in or storage, notify the Auditorium Manager in advance so staff can prepare the area.

Note: If your event requires tying into the **Company Switch**, a licensed electrician must be scheduled at least two months in advance through the district. The renting group is responsible for all related costs.

Marley Flooring & Stage Protection

Dance groups are strongly encouraged to use Marley flooring or similar protective covering during both rehearsals and performances.

- Protective flooring is required if tap shoes are used; the Auditorium Manager can recommend local companies that rent Marley flooring.
- Repair of any damage to the stage floor caused during your use will be billed to your group.

Event Decorations Guidelines:

ISD 728 reserves the right to remove any decorations that do not meet district guidelines—without notice.

General Rules

- All decoration plans must be reviewed with the Auditorium Manager in advance.
- No posters, signs, or decor may be used without approval from the Auditorium Manager or Technical Specialist.

- Do not block sensors, lights, cameras, sidewalks, exits, aisles, or other safety/security equipment with sets, chairs, tables, costume racks, or decorations.
- Folding/portable chairs may not be used to increase audience seating. Only staff/usher chairs approved by the Technical Specialist are allowed and must not block exits.

Attachment & Tape Use

- Do not attach anything to walls, floors, or ceilings without approval.
- For floor attachment, use only:
 - Gaff tape, spike tape, painters tape, or Marley tape (Marley floors require Marley tape only).
- For walls, use only blue painter's tape or wall putty.
 - Do not use: duct tape, masking tape, clear tape, strapping tape, or double-faced tape.
- All tape and adhesive materials must be completely removed.
 - Cleaning or repair costs for residue or damage will be billed to the renter.

Ceiling Signs

- At **Rogers HS and Zimmerman HS**, only clips provided by the Technical Specialist may be used for hanging signs from drop ceilings.
 - No tape or paperclips allowed on ceilings.

Prohibited Items

- Glitter and confetti (of any size) are not allowed.
- Latex balloons are not permitted.
 - If balloons resemble latex, you must provide documentation verifying they are non-latex.
 - Unverified balloons that appear to be latex will not be allowed.

Streamer Canons Guidelines:

Only single-use disposable streamer cannons are allowed. Glitter and confetti cannons are strictly prohibited.

Usage Rules

- Cannons may not shoot vertically higher than 10 feet.
- A practice shot must be demonstrated in advance and approved by the Technical Specialist.
- The Technical Specialist may revoke permission at any time if safety becomes a concern.
- Additional cleaning fees may apply when cannons are used.

Set/Props Guidelines:

- Sets and props must not interfere with daytime school activities.
- The stage must be cleared each evening to the designated storage or side stage area as directed by the Technical Specialist. The Technical Specialist decides what constitutes a "clear" stage for the venue.
- ISD 728 is not responsible for lost, stolen, or damaged items left on stage. The area is unmonitored during the day. Valuable items should be removed or securely stored in dressing rooms when group is offsite.
- No glass containers, props, or set pieces are allowed.
- Set pieces must be constructed and painted off-site. Assembly and minor adjustments on-site require Technical Specialist approval.

- No painting on stage floors unless pre-approved; if approved, a user-supplied drop cloth is required.
- ISD 728's tools and materials may not be used by renters under any circumstances.
- Ladders may be provided upon request. Users must view a safety video and sign a waiver before use.

Set Strike

- All set pieces and props must be removed immediately after the final performance.
- ISD 728 is not responsible for any items left behind.
- Items left after the final performance are forfeited and become property of ISD 728 and may be disposed of.

ISD 728 Sets, Costumes and Props:

- All sets, costumes, and props owned by the school belong to the theatre department.
- Use of these items requires a rental agreement with the Auditorium Manager.
- Contact the Technical Specialist or Auditorium Manager for details and arrangements.

Box Office Use:

If the auditorium box office is available, you may use it for your event with your volunteers or staff. No food or beverages are allowed inside the box office.

Audience Seating & Doors:

Doors will open at least **30 minutes before** the performance start time. For safety, the Technical Specialist may open the house earlier if the lobby reaches maximum capacity.

Ushers:

Each group must provide ushers at all auditorium/theater entrances to enforce the no food or drink policy inside the venue.

Alcohol & Tobacco Policy:

Alcohol and tobacco are strictly prohibited in all district buildings. See District Policy #418 for details

Animals:

Animals are allowed only with prior approval from the Auditorium Manager and must follow district guidelines.

Food & Beverage Policy:

- No food or drinks allowed in the auditoriums, theater, light/sound booth, box office, or orchestra pit.
- Water in resealable plastic bottles is permitted.
- Ushers must be posted at all aisle entrances to enforce this rule during events.
- For rehearsals, designate one person to enforce the policy and inform the Technical Specialist.
- Additional cleaning fees will be charged if food or drinks are found, and future facility use may be at risk.
- Food and drinks are allowed in dressing and makeup rooms.
- Groups are responsible for keeping these areas clean.

- If cleanliness is not maintained, this privilege may be revoked.
- Costs for stain removal or damage repairs will be billed to the user.

Safety Guidelines:

- Technical Specialists have full authority to reject sets, props, or requests if safety is a concern.
- All safety equipment must be used as intended. ISD 728 is not liable for injuries resulting from incorrect use or failure to use safety equipment.
- Lack of District-provided safety equipment does not remove the user's responsibility/obligation to use safety equipment; the group is expected to bring their own.

Emergency Procedures

- First Aid kits are located:
 - On stage
 - In the green room
 - In the booth
- Ask the Technical Specialist for the location of AED devices.
- In an emergency:
 - Call 911 if necessary
 - Notify the Technical Specialist, Building Supervisor, or Custodial Staff immediately
 - Follow all staff instructions
 - The Technical Specialist may use a bullhorn or override the sound system to guide the audience to safety

Bare Feet in Performances

- If performers will be barefoot, notify the Technical Specialist in advance. Additional cleaning will be arranged.
- ISD 728 is not responsible for injuries due to bare feet.
- Users are responsible for maintaining safe stage conditions at all times.
- Proper footwear is required at all times outside of rehearsals and performances.

Costume Changes & Privacy

- Security cameras are in place and monitored in halls and on stage.
- All outfit changes must be made in designated changing rooms or temporary rooms assigned for this use.
- Changing in public areas (e.g., hallways) is strictly prohibited.

Hearing Levels:

Be mindful of recommended sound levels during your event. The Technical Specialist may limit volume if necessary, based on decibel (dB) meter readings. Maximum permitted sound level: 90 dB.

Security:

Outside security services may be required as a condition of use.

- Determination is made by the Facility Scheduler or Auditorium Manager.
- If required, you must arrange and pay for the security services directly.
- Provide the security vendor's name to the Facility Scheduler in advance.

Storage:

ISD 728 does not provide storage space.

- Load-in and removal of all property must occur during the times listed on your permit.
- No items may remain in the building after your scheduled use.
- Any property left behind is forfeited and becomes the property of ISD 728.
- ISD 728 is not responsible for any user-owned or third-party rented equipment.
- Deliveries and pick-ups must also occur during the permitted time frame.

Clean-Up:

Users are responsible for returning all rented areas to the condition in which they were found: clean and tidy.

- A final walkthrough by your group is recommended before vacating.
- All trash must be placed in provided receptacles.
- Custodial cleaning fees will be billed based on the time required to prepare the space for school or the next use.
- If your event generates a large amount of debris (e.g., set disposal), you must arrange and pay for your own dumpster—district dumpsters may not be used.
- Notify the Auditorium Manager and Technical Specialist in writing at least 10 days in advance if a dumpster will be brought in.

Damage Policy:

- **Damage Deposit:** ISD 728 may require a damage deposit before your event.
- **Walk-Through:** A final walk-through will be conducted by auditorium/theater staff and your event supervisor to assess cleanup and any damage.
- **Liability:** You are financially responsible for any damage, theft, or loss involving the building, equipment, furnishings, or grounds that occur during your use. Payment is due upon completion of repairs or replacement.
- **Tape Restrictions:**
 - *Duct tape is not permitted.*
 - If any tape is used, it must be fully removed along with any residue.
 - You will be billed for removal if custodial staff must clean tape residue.
 - User-provided Gaff tape is typically acceptable.
- **Fasteners:** *No nails or screws* may be used on performance floors without the prior approval of the Auditorium Manager.

Pre-Program Speech Requirement

A district-approved speech must be made before each performance. This announcement includes:

- Location of fire exits
- Food and drink policy

You have two options:

1. Use the ISD 728 prerecorded script, or
2. Make the announcement yourself using the approved script over the microphone.

Please inform the Technical Specialist of your preferred method before your event.

STAFFING

A Technical Specialist and Building Supervisor/Custodian will be present throughout your use. If you need assistance at any time, please contact them.

Technical Staff & Support Overview:

Technical Staff Policies

- Only approved personnel may operate auditorium equipment (sound board, lighting board, rigging).
- Operators from your organization must be pre-approved at least one week in advance by the Auditorium Manager or Technical Specialist.
- ISD 728 may assign technical operators to your event at your group's expense.

Technical Equipment Requests

- Requests for lighting, sound, rigging, etc., must be made at least 10 business days in advance using the Auditorium/Theatre Technical Staff and Equipment Request Form.
- A link to this form will be provided with your facility use permit.

Technical Specialist Role

- Assigned based on your technical needs to supervise staff, manage equipment, and troubleshoot issues.
- May not be available to operate light or sound boards during the event. Additional staffing may be provided through ISD 728's Learn to Earn student technician program (charges will apply).

Scheduling & Charges

- Technical Specialist will arrive at least 30 minutes before your entry time to set up.
- They will remain at least 30 minutes after the last person exits.
- Time for setup, design, or programming beyond basic use will incur additional charges.

Simple Events Without Technical Needs

- If your event only requires house lights (for informal meetings or presentations at the front of the stage), custodians or Building Supervisors may operate them.
- No Technical Specialist will be assigned or charged in these cases.

Important Note

- The Technical Specialist reserves the right to decline technical requests if proper notice isn't given or if safety is a concern.

Hourly Staff Fees & Break Requirements

- Overtime Rates: Staff working more than 8 hours in a day or any weekend custodial hours may be charged at time-and-a-half. Refer to the ISD 728 Facility Use Procedures & Fees for full details.
- Breaks:
 - 4+ hour use: One 30-minute meal break (no tech services available during this time).
 - 8+ hour use: One 30-minute meal break and two 15-minute breaks (no tech services during breaks).

- 12+ hour use: Add an extra 30-minute meal break.

Note: Meal breaks will not occur during performances—plan tech rehearsals and setup time accordingly.

Service Rates & Production Meeting

Rates are charged per service. A *service* is defined as a rehearsal, sound check, or performance.

Production Meeting:

If required by the Auditorium Manager or Technical Specialist, a pre-use production meeting must be scheduled.

- There is no charge for this meeting.
- Please bring all relevant materials, including media, programs, and itineraries.

EQUIPMENT

Refer to the District #728 Facility Use Procedures & Fees for all equipment fee details.

Extension Cords

ISD 728 does not supply extension cords. Please bring your own in good condition with no damage to the sheathing.

Lighting

- The facility's lighting plot provides a general wash pattern suited for most school events:
 - Front wash (stronger at front than back)
 - Top wash across the stage
 - Three-color wash on the back cyclorama
- Changes to the lighting design require approval from the Technical Specialist or Auditorium Manager and must be scheduled. Time for setup and reset will be charged to the user.
- If not using general event lighting, submit a lighting plot two weeks prior to load-in.
- Lighting inventory lists are available on request.
- Additional staff time for programming, setup, or special equipment will be charged.

Sound

- Sound system rental includes speakers, cabling, and the sound board.
- Additional equipment (e.g., microphones) is charged separately per service/day.
- Extra Technical Specialist time for sound design or programming will incur additional fees.

Rigging

- Two ISD 728 staff are required for rigging/flying set decorations.
- Schedule permit time in advance with a clear, unoccupied stage.
- All rigging equipment must be provided by the renter and approved by the Technical Specialist according to OSHA/ANSI standards.
- ISD 728 staff will not supply or recommend rigging methods or products.
- Installation schedule and methods must be pre-approved.

Grand Piano

- Nothing may be placed on top of the grand piano.
- If rented, it will be placed on stage just before use, kept plugged in when not in use, and returned to storage immediately after.
- Piano moves only under Technical Specialist direction.
- Tuning fees apply after each rental.

Listening Assistance

- ISD 728 can provide listening assist devices (belt packs, earphones, hearing aid adapters).
- All microphone audio is transmitted through these devices.
- A volunteer or staff member must monitor the equipment; Technical Specialist will provide training.
- Feel free to include this service in your program or pre-show announcement.

Stage Manager

- For productions requiring precise lighting or sound cues, it's highly recommended that your group provide a stage manager to call cues from the tech booth.

CONCESSIONS

- Concession areas are not available at all venues. Confirm availability with the Facilities Scheduler.
- Notify the Facilities Scheduler if you plan to sell concessions or offer refreshments, as a food license may be required.
- You may request use of the concession stand to sell refreshments before the show and/or during intermission.
- Each group must staff the concession stand with volunteers and provide their own products.
- Any additional equipment needed beyond what is in the concession stand must be provided or arranged by the user.
- Users must supply all miscellaneous items (extension cords, soap, utensils, etc.).
- The group is responsible for keeping the concession area clean. Privileges may be revoked if cleanliness is not maintained. Repair costs for stains or damage will be charged to the group.
- Review the full Concessions Guidelines on the Community Education website under facility use before selling concessions.

Policy Updates

ISD 728 reserves the right to update or change these guidelines at any time without notice by posting revisions on the District website. The Auditorium Manager will review and update programming policies periodically.