

# Performing Arts Center Rental Information/Procedures

(Group B, C,& D)

*The information provided in this document is for reference purposes only and may not reflect the most current policies or procedures. We recommend visiting our official website [Facility Use](#) for the latest updates and to make a reservation.*

**Logistics for larger rentals may require additional time to process requests. We ask that events try to book at least a month (30 days) in advance. Consult with the Auditorium Manager regarding specific logistic requests.**

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## The Auditorium

*A Two-hour (2) Minimum weekday / Three-hour (3) Minimum weekends required all auditorium reservations. A technician is required to operate all auditorium equipment.*

***Public booking window opens annually each July 1 for facility use the ensuing September 1 - August 15th***

30 days before the reservation date, we ask that each group complete an Auditorium Questionnaire for each event to give us a better understanding of your needs for the evening.

When you rent the "Full Auditorium" you have access to both the lower and balcony level lobbies, which contain guest restrooms, access to the stage, the full seating area including the balcony, the gender-neutral dressing room, and two backstage all-gender restrooms. Use of the control room and all technical equipment is allowed only with Lindbergh approved technicians.

## Seating

The lower/ground level holds 572 fixed seats

The upper/balcony level hold 324 retractable seats

Total 896

## The Stage

The stage is approximately 53' 9" wide at the proscenium opening by 50' 6" deep from apron edge to upstage drape.

Marley flooring installed

Gray-blue Main drape, Black Midway Curtain, and Black Upstage Curtain.

14' wide garage door for loading

## The Balcony

The Auditorium Balcony can be used as an individual space separate from the rest of the Auditorium or it can be used as additional seating for larger events. If an event or production is expected to have a smaller audience or no audience (a practice) the balcony can be closed off via a movable wall.

The Balcony is only accessible from the balcony lobby not through the Auditorium.

The Balcony holds 324 retractable seats.

## Dressing Room

The Dressing room is located on the main floor.

Equipped with 4 changing stalls - each containing: dressing lights, curtain closers, clothing rack, & built in bench

Counter space, mirrors, electrical outlets, & 2 sinks for up to 15 people

Video and audio stage monitors

## Restrooms

2 single person accessible restrooms are located just outside the Dressing Room in the backstage hallway.

Front-of-house restrooms and lobby areas are reserved for patrons and should not be used for makeup and dressing.

## Control Room and Sound Mix position

Only a Lindbergh approved technician is allowed to work in the control room or Mix position.

The control room is located at the back of the theater, Lower/Ground level. It has sliding glass windows, and it is ADA accessible.

The Sound Mix position is located in the Auditorium center of the ground level seating.

## Theatrical Lighting

ETC Ion SX Light board

Festival light plot

2 followspots available, will require 2 additional Technicians

## Sound Equipment

Allen and Heath Board SQ-6 (64 channels, 48 inputs, 12 outputs)

10 Shure Wireless Receivers for either handheld or lapel microphones (Models G4 and G5)

3 floor microphones and 3 hanging mics that connect via XLR wires.

3 digital snakes (1 snake for the wireless receivers plus 2 additional snakes as needed)

2 onstage monitors

### Clear Com System

8- wireless Clear Comm units

8-wired Clear Comm units.

### Walkie Talkies

5 - Walkie- talkies for communication outside of the Auditorium walls.

- 1 dedicated to the Site supervisor.
- 1 for Mix booth
- 1 for control room
- 3 additional as needed.

## Automated Fly Line System

Empty fly lines can be used for hanging backdrops or scenic elements. If moving the fly line during the performance/event is requested an additional Technician will be required.

## The Black Box

- Class Room by Day, Rental Space by Night.
- Main Lobby is a shared space with Auditorium rentals
- No dressing rooms access available with this space.

## Seating

Flexible seating for 100 people, Risers are used for tiered seating.

## Control Room

Only a Lindbergh approved technician is allowed to work in the Black Box control room.

The control room is located on the second level. It has sliding glass windows, and it is ADA accessible.

## Theatrical Lighting

ETC Light board

Festival light plot

## Sound Equipment

Allen and Heath SQ-6 Board

### Clear Com System

8 wireless clear com that work in the auditorium only, not in the hallways, dressing rooms or classrooms.

## The Ground/Lower Level Lobby

This Lobby is a shared space between the Auditorium and the Black Box theatre.

There are two corridors off the Lobby that lead to the Auditorium and two doorways off the lobby leading into the Black Box.

Front-of-house restrooms may be used by students during normal school hours.

There are four 4K display screens, two on each side of the concession/box office window, which can be used for display. They can all have the same thing or each a different image or video. Files should be 1080px x 1920px image files (.png, .jpeg, etc)

or Video Files. These Screens should be scheduled a few days before the event by the Auditorium Manager.

There is also an apple TV at the far end of the Lobby which can stream a live feed of the Auditorium.

## **The Balcony/Second Level Lobby**

Front-of-house restrooms may be used by students during normal school hours.

Elevator accessible from the Ground/Lower Level Lobby

A few tables and chairs may be set up upon request for guest to eat.

## **Concession Stand Usage**

The “Concession Stand” located in the Main Auditorium Lobby can be used for both Auditorium and Black Box events. The Concession Stand has a large opening with a garage type door which opens to face into the lobby. See the [Concession Stand Usage Document](#) for more details.

A separate signed [Concession Stand Usage Agreement](#) is required for concession sales.

This space can be used for non concession usages but a rental fee may be charged.

## Rental Fees

See our [Group Classification and Fee](#) page for details on rental fees.

Space	Group B: District Related Activities	Group C: Non-Profit Activities	Group D: Lindbergh For-Profit or Non-Designated Activities
Auditorium *1-Site Supervisor included in fee	\$65	\$270	\$386
Black Box Theatre as performance space 1-Site-supervisor included in fee.	\$39	\$116	\$153
Black Box Theatre as secondary space	\$0	\$27	\$36
Gold Gym for Holding area as Secondary Space +\$100 Tarp fee (Security Video Surveillance)	\$0	\$64	\$85
Other Areas not listed	\$0	\$27	\$36

Two-hour (2) Minimum weekday / Three-hour (3) Minimum weekends required for all Auditorium and Black Box Theatre reservations.

\* Opening of Orchestra Pit \$150; Weekend Opening of Orchestra Pit \$300; based on availability, no guarantee

## Other Spaces

- The Choir room, Orchestra room, Band room, Gold Gym locker rooms (men's and women's) and Gold Gym are all spaces near the Auditorium that can also be rented.
- **Do not use the Gold Gym or band room as dressing rooms**, unless you provide changing booths or some other form of privacy, as they have video surveillance cameras, which cannot be covered or turned off.
- Designated dressing areas at the high school may include **backstage dressing room, Gold Gym locker rooms, choir room, orchestra room, and Black Box theater.**
- The Gold Gym is reserved for Athletics only on Fridays.

## Additional Rental items

The Pianos belong to the High School. The Choir Teacher will need to approve the use. The usual flat fee for the piano is \$200.

Risers one set of 9 sections with 4 steps back and side rails and one set of 8 sections with 3 steps (Older) each set flat fee \$100

Up to 200 all black chairs - no charge

Up to 100 black plastic music stand - no charge

## Required District Personnel Rates

PERSONNEL	Group B-D: District Related Activities
Auditorium Technician	\$33
Custodial	\$25
Security *Required for large participation events	\$70
Additional Auditorium Site Supervisor	\$39

All Personnel fees will begin 30 minutes prior to the time access to the facility is requested and will end 30 minutes after the event is completed. See group details on the website for when personnel fees are applicable.

The number of Custodians needed will be based on the size of the group and the number of spaces booked.

## Auditorium/Black Box Specific Policies

- **Auditorium Specific Weekend Hours:**
  - **Fridays:** 3 p.m. - 10 p.m. (guests exit by *(These policies are in addition to the district policies [Policy KG](#) and [Administrative Procedure KG-AP\(1\)](#))*)
- Lindbergh facilities are equipped with video surveillance cameras as part of our ongoing commitment to maintaining a safe and secure environment for all students, staff, and visitors. **Designated dressing areas within the high school include the backstage dressing room, Gold Gym locker rooms, choir room, orchestra room, and Black Box theater.**
- Lindbergh Schools shall not be responsible for losses by User, its agents or employees or ticket holders due to theft or disappearance of equipment or other personal property.
- Individuals and groups may use the chairs and tables in the designated facilities. However, a permit to use district facilities does not grant permission to use district-owned equipment, including, but not limited to, Musical instruments, Interactive whiteboards, Computers, Electronic equipment, and Projectors. Rental Groups are responsible for leaving the facility neat and orderly. All furniture, including pianos, must be returned to their original placement before leaving.
- Upon arrival and departure, a site supervisor and Rental Representative will walk through the spaces to inspect and note any issues.
- The Rental Group is responsible for maintaining order and monitoring the behavior of those attending, including supervising any children in attendance. Excessive noise or disturbance to neighbors of the facility or other persons using district facilities is prohibited. The district does not assume any liability for the behavior or actions of individuals or groups.

- The Rental Group shall be responsible for any and all damages to the premises caused by acts of the User or the User's agents, employees, patrons, guests, and artists, accidental or otherwise. The User further agrees to leave the premises in the same condition as it existed on the date the User took possession, ordinary wear and use excepted. The User will bear any additional charges incurred because of an unusual amount of post-event cleanup, which shall be a part of the final settlement by the Rental Group due 15 days after the event.
- Any strobe, atmospheric or gunshot effects must be approved by the Auditorium Manager and clearly posted via lobby signs and announced in pre-show announcements.
- A site supervisor and at least one member of the custodial staff are required for all Auditorium and Black Box Theater events or activities, unless the superintendent provides a written and signed exception. The site supervisor's fee is included in the rental rate, but custodial staff charges will appear separately on the contract. The scope of the event and the number of people attending the event will determine the number of Custodians needed.
- Rental Groups may use Lindbergh's guest Wi-Fi network. Hardwired internet is not available due to the district's technology security policies
- Loading in and out may occur through the ground-level garage door in the scene shop. Please note that the scene shop is exclusively reserved for the Lindbergh High School Drama Department's use. After loading is complete, the scene shop will be closed, and the side parking lot will no longer be accessible via the garage doors. Backstage exits are available on either side of the building.
- If a rental group from Groups C, or D would like concessions sold at their event. We will give Lindbergh's Fine Arts Groups the right of first refusal to sell concessions as a fundraiser.
- Unauthorized use of areas or equipment will be cause for fines and revocation of future facility use. This includes but is not limited to:
  - **No food** in the Auditorium, Black Box Theatre or classrooms.
  - No jumping off of or climbing up on the front edge of the stage.
  - No, Glitter, small confetti, or other messy substances are allowed.
  - The application of material to walls, ceilings, or floors is prohibited unless previously approved. If approved, **masking tape and painters tape** are the only types of adhesives that can be used on the walls and **Gaffers tape or Marley tape** are the only tapes that can be used on the floor.
  - Groups must remove their materials, equipment, and furnishings after facility use, and room furniture must be returned to its original location.
  - No outside vendors, this includes Food vendors. Event specific vendors are acceptable, such as selling t-shirts or merchandise.
  - Lagging or screwing into the deck is not permitted.
  - All exit doors and paths must remain accessible and free from obstructions at all times.

- An adult must accompany performers under 14 years of age when they are not onstage.
- Only Auditorium Manager-approved and trained personnel may operate theater equipment (lights, sound, rigging, shop tools, pit covers, etc.). All external equipment requires prior approval for entry and connection to theater systems. Additionally, re-patching or refocusing needs prior approval from the Auditorium Manager.
- No unauthorized person may be on any lighting catwalk or access stairs, in the orchestra pit or on the access stairs, in the scene shop, in the control booth, or in the sound mix position.

## Payment Schedule

- **Initial Deposit (20%):** Due immediately upon signing the contract.
- **Second Payment (Additional 50%, total 70% paid):** Due 30 business days prior to the rental date.
- **Final Balance:** Due 15 days after your last rental date OR before your next rental, whichever comes first. This amount will be based on the finalized invoice.
- The **final amount due** may be adjusted based on additional fines and/or damage charges that may occur.
- Missing a payment milestone could potentially delay or cancel the rental reservation.
- It's crucial to **track business days**, not calendar days, when planning for the 30-day prepayment.

## Insurance Coverage

Proof of Insurance is required when the request for space is made.

Lindbergh Schools requires a certificate of general liability insurance for all groups using district facilities at least 15 business days (30 days for Auditorium) prior to the scheduled use and maintained throughout the use. The certificate must cover a minimum of \$1 million per occurrence and a \$2 million aggregate total, and Lindbergh Schools, 9350 Sappington Rd, St. Louis MO 63126 must be listed as the additional insured.

Lindbergh's insurance provider, the Missouri United Schools Insurance Council (MUSIC), offers insurance coverage for user groups that are in need of procuring short-term coverage for their activity.

## Hours of Operation

- **School Year (Mon-Fri):** 6 p.m. - 9 p.m.
- **Summer & Weekends:** 7 a.m. - 9 p.m.
  - 10:30 p.m.)
  - **Saturdays:** 7 a.m. - 10 p.m. (guests exit by 10:30 p.m.)

- **Sundays:** 7 a.m. - 9 p.m. (guests exit by 9:30 p.m.)
- Additional time for loading/unloading can be reserved until 11:00 p.m. at the standard rate.
- Renters may not access the space during school hours while students are in the building. The earliest renters may access the building following a school day is 3:00pm.
- The period during which a facility has been reserved is stated on the reservation confirmation email and must end at the time indicated. Only the spaces specified in a reservation confirmation may be used.
- Usage privileges may be revoked for excessive delays with leaving the premises.
- Exceeding a reservation time may result in added personnel charges and other penalties. There will be a \$50 charge every 15-minutes beyond closing time, as well as an additional 1-hour charge for each rental space at the Group D Classification rate.
- If you choose to **load-in immediately following another event**, please be aware that the **stage may not be cleared, and the seating area might not be cleaned right away**. You may find items such as the sound shell, risers, chairs, and music stands still on the stage during your load-in period.

## Security

A security guard is required for events with a large participation. Arrangements can be made for a security guard to be on duty for any event. These arrangements would be made in conjunction with the head of security at Lindbergh Schools and will cost \$70.00 per guard, per hour.

## Parking

See the attached maps for entrances and a place for guest drop off if necessary.

Lindbergh High school has several parking lots. A parking lot attendant is not provided and all of the lots are open to the public for Lindbergh events on campus.

Auditorium/Red Parking Lot: 530 parking spaces. Enter campus from the main entrance, at the stoplight on Lindbergh, and the parking lot is to the left in front of the Performing Arts doors.

White Parking Lot: 36 parking spaces. This Parking lot is on the west side of the building where the Auditorium loading dock is located.

Gold Parking Lot: 41 parking spaces. Entering campus from the main entrance, at the stoplight on Lindbergh, the smaller parking lot to the right.


## Connecting to LSGuest wifi


300Mbps Upload and download speeds on LSGuest  
2.5G AP on stage, in Auditorium and in Control room

## Available by Request

Ground plans:  Tech Packet 4 plate.pdf

Parking lot Map:  Base Whole School w/color.pdf

Campus Map:  Campus Map Auditorium Entrance.pdf

Auditorium Map:  Auditorium Map with Labels 1 17 24.pdf

Performing Arts Classroom Layout:  performing arts layout updated.pdf

## AUDITORIUM STAGE MEASUREMENTS

### Proscenium Opening:

- Width- 53'-9 3/4"
- Height- 22'-0"
- Deep from Centerstage Edge to Upstage Curtain 50 ft. 6 in.
- Deep from Centerstage Edge to Cyc 52 ft. 10 in.
- Depth Plaster line or Proscenium to pipe Cyc 37'-1"
- Depth Plaster line or Proscenium to Upstage Curtain-35'-3"
- Depth Apron to Plaster line or Proscenium at Center- 15'-2 7/8"
- Width at Prosenium 53 ft. 9 3/4 in.
- Apron Curves SL/SR edge to Plaster Line- 7'-9 3/4."

### Approximate Wing Space:

- SL Width- 18'-1 1/8 "SL Depth-39'-3 5/16"
- SR Width- 18'-13/16" SR Depth-37'-5 1/4"
- *(fraction of inches not accounted for numbers are approximate)*

### Orchestra Pit

- Height- 9'-9 7/8"
- Opening at Center 8'
- Opening at smallest point 1' - 11 5/16"

### Stage Edge

- Height- 3'-1-1/2"
- Front row seat to stage at Center Distance- 6'-10 7/16"

### Dock & Stage Overhead Door

#### Dock Door

- Width- 14'-0"
- Height- ~12'-0"

### Measurements to curtains

At Centerstage Edge to Main Curtain 17 ft. 2 in.

- Main Curtain to Mid Curtain 14 ft. 7 in.
- Mid Curtain to Upstage Curtain 18 ft. 9 in.
- Upstage Curtain to Cyc 1 ft. 10 in.
- Cyc to Upstage Wall 1 ft. 1 in.
- Stage edge to mid-curtain 31' 9"

