

Lakewood Civic Auditorium

Rules and Guidelines

Civic Manager: Whitney Miller

Safety

1. No open flame or large pools of water is permitted inside the building, including on stage.
2. Clients may not prop open any outside door for any reason.
3. The house may not be altered in any way without clear previous approval from the Civic Manager. All aisles must remain clear at all times.
4. The Lakewood Civic Auditorium only has 14 total wheelchair spots. Guests may be required to use a transfer seat if all wheelchair spots are occupied. Due to fire regulations, wheelchairs may not occupy aisles or walkways.
5. The Civic seating chart cannot be altered in any way.

Building Rules

1. Rentals are limited to only the spaces within the building included in the contract. No member of the client's team or the audience may be present outside of the contracted spaces.
2. Entrance to the Civic is limited to doors 37 and 38. If loading in equipment, it must be done through door 22 and requires planning with the Civic staff.
3. No outside food is permitted in the auditorium unless previously approved. No food is permitted in classrooms.
4. Alcohol, smoking, or vaping is strictly prohibited and will result in immediate removal from premises without any refund of admission fee.

General Auditorium / Event Rules

1. No balloons, confetti, air horns, or other noise makers are permitted inside the auditorium
2. No food is permitted on stage.
3. No members of the client's team are permitted inside the Civic offices without a Civic staff member.
4. The Civic does not organize, post, or manage tickets to events. All ticketing must be managed by the client. The Civic will post any information and ticketing links on our website.
5. If the Client requires any backdrops hung prior to the rental period, they must be dropped off by 3pm the day before the rental to ensure they are in place prior to use. If drop off is late, we will install as soon as we can, but cannot promise it will be in place prior to the rental period.
6. If utilizing the concession stand, all food/drinks/etc must be cleaned up and removed. All trash must be placed in the lobby before leaving. All surfaces must be cleaned, especially if using the popcorn machine. A cleaning fee of \$200 will be assessed if the concession area is not cleaned.

If any damage occurs to property of Lakewood Civic Auditorium or Lakewood High School caused by neglect and/or purposefully breaking any of these rules, the Client is responsible for covering all costs associated with the damage.

Client Name (Print):

Client Signature:

Date:
