

THEATER USE GUIDELINES

Please advise attendees of the following items before beginning your performance:

- **Location of restrooms**
 - **Location of exits**
 - **No smoking policy – Absolutely no smoking allowed on school property or on school grounds.**
 - ✓ *Board of Education Policy JDDA – Drug Free Schools: The unlawful manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs, alcohol, and/or tobacco on school property or at school activities is prohibited.*
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Selling of tickets, concessions, apparel and/or merchandise: Contact Facility Usage Department for additional information.

Any organization using district facilities must agree to assume the responsibility for any damage or loss that may occur at the facility. The organization must have a signed policy sheet and a current certificate of liability insurance on file prior to rental of a district facility. Any damage done to the facility or its contents, or any contents removed from the facility by a member or members of a group using a district facility shall be paid for by the group using the facility. The amount shall be determined by school officials.

All decorations within a facility must be in accordance with all city fire and safety regulations. Decorations must be approved by the Facility Usage Department. Flammable materials, props, etc., including crepe paper, hay, cornstalks, and such are not to be used in the facilities. No flame producing devices, such as candles or lamps, are to be used in the facilities or on district premises. The user organization shall agree to pick up props and other materials no later than noon on the day following the activity.

Hours of use and equipment approved for use must be strictly followed as indicated on the confirmation. Changes to the confirmation may be requested through the Facility Usage Department. No district facility shall be in use after 10:00 pm.

Individuals do not have access to any district technical equipment. Any organization requesting use of sound equipment, lights, technical equipment, etc. must have a district technical advisor scheduled through the Facility Usage Department to operate such equipment.

There will be no theater/auditorium rentals after the first weekend in May.

Revised 07/05/17