

AUDITORIUM RENTAL GUIDELINES

1. This rental agreement is for the use of the MHS Auditorium for the first **4 hours** (including rehearsal & decoration time). There will be an additional fee of \$100 per hour for each hour above the original 4 hours.
2. All required expenses for a 4 hour time period are included in the rental fee.
 - a. Use of the Auditorium, Stage, Front Foyer, Theater Room, Band Hall and Restrooms in those areas
 - b. Security personnel
 - c. Custodian
 - d. 2 Student theater tech workers
 - e. 1 Adult theater tech worker
3. There is a refundable deposit for potential damages of \$200 required in addition to the rental fee.
4. The custodian duties include: cleaning facilities before the event, keeping restrooms supplied, mopping and sweeping during the event, and mopping/sweeping the auditorium area following the event.
 - a. Picking up remains of costumes, or decorations are the responsibility of the organization renting the facility.
5. No food or drinks are allowed in the Auditorium or Stage Area; this includes cast/company/crew. There is no restriction on food or drinks in the dressing room or lobby.
6. No glitter or confetti is allowed at all. If feathers are used, they must be cleaned up by the organization or there will be a clean up fee added after the event.
 - a. All remains of face paint, makeup, tap shoe scuff marks or other costuming elements found in any area of the building (including front foyer, hallways, dressing rooms, restrooms, etc) will be assessed a cleanup fee billed after the event.
 - b. All pyrotechnic devices, including but not limited to, candles, flash paper, smoke bombs, and industrial fog machines are not permitted.
 - c. Any decorations on the front of the stage will be completely cleaned off by the organization. No remnants of tape or decorations should remain after the event.
 - d. No tap shoes, or shoes that leave black marks are allowed on the tile floors. All rehearsals and performances should be outside or on the stage. The organization should be aware of scuff marks and clean them following the event.
7. There will be no attachments of any kind to the curtains.
 - a. The back white curtain does not move and can easily be damaged. Please be aware of this as you plan your people walking behind and around the curtain to avoid injury.
8. No anchoring of any items to the floor in the auditorium or stage area. No nails, screws, staples, safety pins or other things with unprotected spikes are allowed. Stage jacks, sandbags, or stage weights are the only approved method of anchoring.
9. Stage lamps are available for technical rehearsals and performances only. Work lights will be provided for all other rehearsals.
 - a. The stage has a hanging light plot that accommodates many different types of performances. Any refocus or regel will require approval from Theater Staff and a refocusing fee will be assessed.
10. Exit lights, emergency lights, house lights, work lights, aisle lights, stairway and hallway lights or any other lighting necessary for the safe occupancy of the building shall not be obstructed or tampered with in any way.
 - a. Inanimate objects (i.e. tripods, strollers, infant carriers, wheelchairs) cannot be placed in areas (i.e. seating rows) that obstruct the view of egress patrons.
 - b. Emergency exits must remain clear of all items at all times. No exit door may be propped open for any reason.
11. A wheelchair lift is provided on stage left for disability access to the stage. The lift is keypad operated and requires Theater Staff for operation. The lift is under no circumstances to be used for moving equipment.
12. All access to the High School building beyond the areas listed on this rental agreement are strictly prohibited.
13. We cannot foresee all needs and changes that will arise. Please inform us of problems or needs as soon as they arise and we will try to work with you to solve them.

Signature of applicant

Date

The above signature indicates the applicant has read and agrees to the policies and regulations covering use of school facilities.

Principal's Signature

Theater Staff signature