

GUIDELINES FOR USE OF DISTRICT AUDITORIUMS

Priority Use

1. District educational programs and student activities
2. School-related activities
3. Civic/community activities
4. Commercial/non-resident activities when approved by Superintendent

When there is a schedule conflict between school activities, the auditorium manager will contact the appropriate supervisors and attempt to resolve conflicts by consensus. If the conflict is not resolved, the auditorium manager will, except in special circumstances, give priority consideration in the following order: high school, middle school, elementary.

Once a community activity is scheduled, it will not be eliminated or rescheduled for a school activity without consultation and agreement of the affected party except when, in the judgment of the Superintendent or his/her designee, there is no other alternative.

Scheduling

The auditorium manager is delegated the authority for scheduling activities in the auditorium. Applications must be made on the district auditorium usage form. During regular school hours, the auditorium is available only for educational or activity programs. Exceptions must be approved by the Superintendent or his/her designee.

District activities will be scheduled between April 1 and the beginning of the upcoming school year. District activities not pre-scheduled may lose their preferential consideration.

The district will accept community use requests for the auditorium for the coming year beginning July 1st. Community usage will be on a first come, first serve basis. The auditorium will be available for community use whenever it is unscheduled for school use provided the request is outside of normal school hours and appropriate approved personnel are available to open and supervise the building.

The auditorium may not be reserved for extended periods of time for set-up/rehearsals. Arrangements for special activities, e.g. high school drama productions, shall be approved by the auditorium manager as the schedule permits.

Regulations for Use of Auditorium

All activities must be finished by 10:00 p.m. unless an exception is approved in advance by the auditorium manager.

Crowds are not to exceed the capacity of the auditorium (East High; – 695, North High – 488; South High – 707; West High – 734). No standing room only.

No food or drink, or smoking is permitted in the auditorium complex.

No selling of concessions will be permitted in the auditorium or lobby.

No alcoholic beverages or smoking are allowed on school premises.

No activity will be permitted that might endanger the auditorium facilities or the persons attending.

Rental groups are responsible for providing appropriate supervision of participants.

Each contracted day is not to exceed eight hours and must be scheduled on consecutive days. Contracted days that exceed eight hours will incur additional charges.

Commercial, community or non-resident usage must be approved by the Superintendent or his/her designee. Liability insurance in the amount of \$1,000,000 must be provided by individuals or groups renting the auditorium. A certificate of insurance with the district named as an "additional insured" on the certificate is required. A limited light and sound system will be provided as part of the contract. Rental groups must provide an operator for this equipment. The control booth and prop storage will not be available.

Props, scenery, equipment, etc. shall not be brought in and left in the auditorium prior to performance/rehearsal.

Scenery and other equipment provided by the organization using the auditorium must be removed from the building promptly after the event. If such equipment, materials or rubbish is not removed by the sponsoring organization, the party to whom the permit was issued will be required to pay a removal and clean up charge.

Rental will include auditorium, auditorium lobby, back stage area and dressing rooms. Rental does not include classroom space. Band and Orchestra rooms with equipment/computers stored in them may not be rented.

The district is not responsible for loss or theft of personal items left in dressing rooms, stage areas, etc.

In the case of severe weather, cancellations will be determined by the Superintendent or his/her designee.

Fees and Deposits for Use of Auditorium

All school events, the primary purpose of which is student performances recognition, and other school-related activities will be without charge. Other usage will be determined as follows:

	Resident Non-Profit	Resident Profit	Non-Resident
Auditorium Rate per hour	\$75.00	\$125.00	\$300.00
Custodial Rate per hour	\$30.00	\$30.00	\$30.00
Technician Rate per hour	\$35.00	\$35.00	\$35.00
Security Rate per hour (when required)	*	*	*

A \$100 deposit will be required at the time the application is submitted to be used against any damages to property or equipment. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the renting group. The repair cost will be deducted from the deposit. If the cost exceeds the amount of the deposit, the applicant will be billed for the balance. If there is no damage, the full deposit will be applied to the total charges.

Custodial/Food Service Assistance

The administration of Fort Zumwalt may require custodial assistance if deemed necessary. In cases when custodial assistance is needed or required, an additional charge of thirty (30) dollars per hour will apply with a minimum work time of four hours. Organizations will be billed for these charges and the custodian will be paid through District payroll.

Technician Fee

All non-district groups/organizations will incur a technician fee of Thirty-five (35) per hour when utilizing the Fort Zumwalt School District Auditoriums.

Security Assistance

The administration of the Fort Zumwalt School District may require police/security assistance dependent upon the activity and/or the amount of participants/attendees. When required, an additional fee will apply. Organizations will be billed for all charges. Police/Security will be paid by the Fort Zumwalt School District. ***Fort Zumwalt pays the current rate that O'Fallon and St. Peters Police charge.**