

AUDITORIUM REGULATIONS

The following regulations and stipulations are in addition to the District Policy, KF- Community Use of School Facilities, and must be adhered to by all groups using a Nashua School District Auditorium.

1. All arrangements on the stage will be with the permission of the School.
2. In addition to custodial coverage, renters will be required to hire a minimum of one stage technician appointed by the Plant Operations Department or the high school to operate the sound and light boards. Depending on the type of event, additional stage personnel may be required.
3. Only authorized light and sound technicians are allowed in the control room. IT IS PROHIBITED TO REMOVE THE SOUND AND LIGHT BOARD FROM THE CONTROL ROOM unless written authorization is obtained from the Director of Plant Operations or his designee.
4. The stage and back stage area are provided with the understanding that they will be left in the condition in which they were found. The renter will be charged a fee should additional cleanup be required. Such a fee will be based on the current rate in effect.
5. SMOKING IS PROHIBITED IN AND ON ALL SCHOOL DISTRICT PROPERTY.
6. ALCOHOLIC BEVERAGES ARE PROHIBITED IN AND ON ALL SCHOOL DISTRICT PROPERTY.
7. USE OF FIREARMS, FIREWORKS, OR OPEN FLAMES IS PROHIBITED IN AND ON ALL SCHOOL DISTRICT PROPERTY.
8. Food and drinks are not allowed in the auditorium, classrooms or hallways of the school. Separate rooms within the school can be set up for food and rented at an additional charge.
9. Depending on the type of event and the number of participants, the Director of Plant Operations has the right to require additional security and fire personnel at the expense of the user.
10. Rental allows the use of the auditorium only. All other rooms including band and chorus will require an additional request.
11. Rentals that extend beyond one day, Monday through Friday, will require all set pieces and props to be moved to the back and sides of the stage area so that class instruction can continue unencumbered during the school day. ALL FIRE LANES MUST BE KEPT OPEN AT ALL TIMES.
12. The removal of seats in the auditorium is strictly prohibited unless written permission is obtained by the Director of Plant Operations or his designee.
13. Sound or lighting cables cannot be run down the aisles of the auditorium floor.
14. The use of the two storage areas on the sides of the stage and the catwalk area above the stage area is strictly prohibited.
15. The removal of any lights is strictly prohibited unless prior written authorization is obtained by the Director of Plant Operations.
16. The piano is not to be moved or used without written authorization from the school's music department.
17. All audio and visual equipment for the auditorium must be reserved through the audio visual department of the school.
18. Any damage to the school building or property will be billed to the renter. Electrical cable, wiring, posters or decorations are not to be nailed to the molding or walls. Approved Two double-sided foam mounting tape can be used to hang posters. The use of push pins, scotch or masking tape is not allowed on the walls of the auditorium or hallway walls.
19. ACCESS TO ALL OTHER PARTS OF THE BUILDING IS PROHIBITED.