

# Moriah Central School

## Auditorium Use Policy

1) **All Sound Equipment, Lighting controls, projector and computer use in the Auditorium is off limits to students.** (Students who have been trained by Mr. Pray may do so with direct supervision).

- A) Video Tutorials on how to properly use the sound system are available. Volume levels that are in the shown in “orange/red” will damage the sound system, speakers and amps. Do not blast movies/music.
- B) Sound system must be turned on/off in a specific order to avoid damage to speakers/amps.

2) **THEATRE lighting is ONLY for performances.** Do not use spotlights on the ceiling for any event other than performances/dress rehearsals. **Please TURN OFF lights** when finished. (Limited bulb life span).

- A) Use the fluorescent “Work Lights” or “House Lights” for everyday use.

3) **The Auditorium stage must be returned to a condition better than when you arrived.** All items must be removed, curtains returned to their original positions, wings clear, and no garbage left on stage.

- A) All Tables must be removed immediately following events.
- B) Microphones / Podiums should be returned to Stage Right (Near the lighting control room)
- C) Sound system and lights turned off (in the proper order).
- D) All signs, posters, or other items hanging from the rigging must be removed and rigging returned to proper position.
- E) If Mr. Pray’s band room is used, please return it to a condition better than when you arrived.

4) **The wings of the stage must be kept clear at all times.**

- A) Auditorium chairs, piano, risers, and carts are acceptable and should be returned to their original positions after use.

5) **Paths to red fire doors must remain unblocked.**

6) **NO ITEMS SHOULD BE TOUCHING THE CURTAINS.** (Curtains will rip with improper care).

A) Do not pin signs or other items to curtains. This will leave small holes in the curtain.

7) **Do Not adjust the weights on the curtain rigging.** All curtains and bars are properly balanced at this time. If you need something adjusted, please make sure to contact Joe Kazlo in advance.

8) **Lighting Control room is off limits.** This room should remain locked at all times. If you need a specific item, make sure to use the proper form ahead of time so that it will be provided.

9) **Drama Club items and storage closets are off limits.** Please refrain from using any materials that belong to the drama club without permission from the drama club advisor. Some of their items may be stored on stage, or in the closets on and off stage (Auditorium hallway).

10) **The Auditorium is used by many different school and community organizations.** It is a shared space. Please be respectful of the time and effort that goes into preparing for events.

A) The Music Department has priority of the stage for lessons, rehearsals, concerts, and special events all year long. Do not move any music equipment without direct permission from the music department.

B) Drama Club has priority of the stage during the final week of Dress Rehearsals prior to their annual production.

**11) Be Respectful of the Auditorium.**

A) No jumping on and off the stage.

B) The Auditorium is not a gym, and it should be treated like a professional theatre.

C) No students are allowed in the auditorium without direct supervision.

D) Auditorium doors should remain locked at ALL times.

E) No one is allowed in the "Sound Control Booth" in the back of the auditorium except event staff.

F) Auditorium use should be reserved in advance through the district office. Proper forms should be submitted ahead of time. All appropriate staff should be notified of the auditorium schedule well in advance of the event.

G) No Food or Drinks allowed in the Auditorium.

H) Please do not use sticky tape on chairs, stage floor or any other surface. Non stick "Gaffer's tape" is preferred.