

USE OF SCHOOL FACILITIES BY SCHOOL GROUPS WITHIN THE DISTRICT

Applications to use school facilities by school groups are to be made orally and directly to the principal of the school concerned. Faculties and recognized parent organizations of the various schools are considered as school groups.

Each principal is authorized to grant the use of his school facilities for such social functions as may be approved and sponsored by the faculty or recognized parent organizations, provided the principal and the faculty of the school shall be charged with the responsibility for supervision of the activity. School groups are not required to pay rental fees for facilities used after school hours. However, when cafeteria supervisors, managers, cooks, custodians, and others are required to be present, each group must pay the salary expense for these people. For school-wide meetings the school district will pay the expense for cafeteria help and custodial service.

DHS AUDITORIUM USE GUIDELINES

For the purpose of preserving the auditorium facilities, the following guidelines are in effect:

1. The request for the use of the facility is to be made through the Principal.
2. The facility will not be used as a classroom or lab.
3. The stage may be used for rehearsal for a scheduled event up to ten school days prior to the performance.
4. All preliminary preparation for performances will need to be accomplished in your classrooms.
5. Any painting needs to be done outside of the building preferably on the west side of the campus or at another location.
6. Construction of sets on the stage should be limited to assembly only. Sawing, drilling etc. will need to be done outside of the building.
7. Drop cloths, plastics are to be used as necessary.
8. Any tape used is to be removed immediately upon conclusion of the event, this includes tape residue. Duct tape should not be used on curtains, walls, or floors.
9. Sets should be designed for the stage area only. Seats will not be removed to accommodate set extensions.
10. Set pieces must be designed and handled so as not to damage the stage surface. No nails or screws in the stage floor.
11. Use only the lights necessary for rehearsal/preparation that light the stage only. Lights in the seating area are not to be used during this time.
12. Students are not to be in the seating area during rehearsal time. Students are not to be in the auditorium unsupervised by school personnel at any time.
13. If students are to assist in lighting, they are to be trained to use the equipment correctly. There should not be more than two in the light booth. The assembly schedule on the light settings should not be tampered with.
14. If lighting adjustments or replacements are needed, submit in writing to the Principal what is needed in order for a work order to be implemented. Maintenance will need at least a two week notice.
15. If flyers or programs are distributed for the event, it is the responsibility of the group using the auditorium to be sure they are all removed after the performance.
16. The facility is to be cleared of all materials and equipment used by the end of the next day or before if the facility is scheduled to be used the next day.
17. It is the responsibility of the sponsor to see that all doors are locked, sound system off, lights are off and any trash put away before leaving the building.
18. At no time are food or drink allowed in the auditorium and/or stage area.