

BENZIE COUNTY CENTRAL SCHOOLS AUDITORIUM POLICY

In an effort to enable everyone to enjoy this beautiful auditorium, please read through and abide by the following guidelines:

- 1. No drugs, tobacco or alcoholic beverages are permitted on any school district property.**
- 2. Gum, candy, food or drinks are not permitted in the auditorium.**
- 3. Please do not place shoes or boots on the backs, arms or cushions of the auditorium seats.**
- 4. The audience is expected to remain seated throughout the entire performance. If it is necessary to leave, please pick an appropriate time that is least disruptive to others (i.e. between performing groups or acts).**
- 5. An adult must accompany all small children in the auditorium. When children are disruptive, they create a distraction for everyone and should be escorted quietly out of the auditorium.**
- 6. Quiet talking, cellular phones and beepers are distracting to both the audience and performer and are considered inappropriate during a performance. Please be sure that all communication devices are turned off during performances.**
- 7. Latecomers will be seated during an appropriate break in the program. Please do not try to enter after a performance has begun until an official usher opens the doors.**
- 8. In order to minimize distractions and delays, all performers are expected to remain for the entire program even if they are on only at the beginning.**
- 9. The wearing of HATS during a performance in the auditorium is distracting and inappropriate.**
- 10. Appropriate audience response is encouraged.**

POLICIES GOVERNING THE USE OF THE BENZIE COUNTY CENTRAL SCHOOLS AUDITORIUM

The Benzie Central Auditorium is intended for use as a community facility. To this end, community groups or organizations (in which a majority of the members are residents of the Benzie County Central School District) shall be permitted to use it for worthwhile purposes appropriate to an auditorium setting when such does not interfere with school programs. All arrangements shall be subject to the following provisions.

A. Availability

Approval of all applications is dependent on the appropriateness of the event and on availability of the auditorium. The school and its organizations have priority use of all facilities.

B. Priority Classification for Use of the Auditorium

Benzie Schools Group (1st Priority) - Any function or activity of Benzie County Central Schools that utilizes the auditorium as its primary venue, i.e. concerts and rehearsals (instrumental and/or vocal music), dramatic productions and rehearsals, appropriate assembly programs and festivals/ performances hosted or sponsored by Benzie County Central Schools as well as any function or activity of Benzie County Central Schools that is appropriate for an auditorium setting, (class meetings, awards ceremonies, large group presentations, parent meetings, etc.)

Group A – Any non-profit, community-based performing arts organization with a majority of its members residing in the Benzie County Central School District and any non-profit community or educational organization not restricted to but encompassing the Benzie Central community which has a particular function or activity appropriate for an auditorium setting, (civic “town meeting”, political debate, DNR hearing, etc.)

Group B – Any “for profit” community organization that has a function or activity appropriate for an auditorium setting, (dance productions, district sales meeting, etc.) and all other organizations not covered in Groups I & II.

C. Scheduling

Scheduling priority will be based on an organization’s priority classification (See “B” above). In the event that a school activity

must pre-empt a previously scheduled auditorium event, a minimum of three months advance notice will be given.

All uses of the auditorium must be scheduled through the proper channels.

1. All Benzie County Central School organizations wishing to schedule use of the auditorium must do so through the designated person as far in advance as practical.
2. All other community organizations wishing to schedule use of the auditorium must do so through the Superintendent's office. All proper forms must be filed before an event can be scheduled.

D. Fees

1. Organizations using the Benzie County Central Schools Auditorium will be charged a rental fee according to the following schedule, including any rehearsal/preparation time, as well as the performance or presentation. This fee is in addition to the cost of school approved custodial, supervisory, and/or technical personnel, if needed. Twenty percent (20%) of the rental fee shall be committed to the maintenance fund.

Group A	-	\$100 Per Occurrence
Group B	-	\$300 Per Occurrence

2. Custodial and Supervisory Fees per attached rate chart.

All sponsoring organizations in all Groups must have a school district custodian. Organizations in Groups II & III will be charged applicable custodial rates.

3. Technical Fees -

If any or all of the following are utilized by a sponsoring organization, a school-approved technician must be retained at the rate of \$25/hour including rehearsals. Organizations in Groups A & B will be charged for this service.

- a. Use of any theatrical lighting
- b. Use of the stage behind the main curtain
- c. Use of any sound amplification
- d. Use of the acoustical towers (band shell)
- e. Use of music stands and/or chairs
- f. Use of the grand piano.

4. Supervisor Fees -

A school appointed supervisor must be on duty at all times when the auditorium is in use. If it is necessary to hire a supervisor, the rate shall be \$25/hour. A minimum of 2 hours will be charged.

5. Grand Piano -

If the sponsoring organization in Groups II & III wishes to use the grand piano, they will be responsible for the cost of tuning (if necessary) by a school approved piano technician at the prevailing rate, plus a \$60 per event use fee.

6. Admission Fees -

If an admission fee is charged for an event, Benzie County Central Schools will assess the sponsoring organization 20% of the net proceeds. The Board of Education or its designee reserves the right to waive any and all fees.

E. Additional Policies

- 1. It is the responsibility of the sponsoring organizations to provide the necessary adult supervision to insure that the policies governing behavior and equipment use in the auditorium are strictly followed and enforced. If deemed necessary by the school administration, any organization using the auditorium may be required to have a school appointed supervisor present to insure proper supervision.**
- 2. Gum, candy, food or drinks are NOT permitted in the auditorium area including the control booth on the second floor, the back stage area and the corridor beside the stage. This applies to both performances and rehearsals, including instructional staff, adult supervisors, stage crew members, performers, observers and audience members.**
- 3. Under no circumstances can any equipment specifically acquired for use in the Benzie County Central Schools Auditorium be borrowed for use elsewhere. This includes the grand piano, the acoustical towers, microphones, cables, cuing system, lights, monitor speakers, mixing board, etc. Further, none of the equipment can be used for anything other than its intended purpose. (i.e. the acoustical towers are to be used for acoustical reasons and not as a convenient backdrop)**
- 4. Under no circumstances will any organization be permitted to borrow any equipment or furniture from other parts of the school for use in the auditorium without the express consent of official school personnel.**

- 5. Under no circumstances will any organization be permitted to affix anything (such as decorations, signs, scenery, etc.) by any means to the walls, curtains, acoustical towers, back wall of the stage area and ceiling panels, seats or anywhere else in the auditorium.**
- 6. All organizations will be held responsible for leaving the auditorium and any other parts of the school used in reasonable condition. Sponsoring organizations will be charged for any extraordinary cleaning and/or maintenance that must be done following the function or activity.**
- 7. Sponsoring organizations assume responsibility for the repair and/or replacement of any and all equipment and/or furniture damaged, deliberately or accidentally, during its function or activity.**
- 8. If the function or activity takes place outside regular school hours, the school appointed supervisor is responsible for making sure that no unauthorized persons gain access to the school. If someone unrelated to the function or activity enters the auditorium or the school, it is the supervisor's responsibility to ask them to leave. In the event they refuse to cooperate, the police shall be contacted immediately. Care must be taken that the commons and back stage areas are supervised while the auditorium doors are closed during a performance or presentation.**
- 9. If the band and choir rooms are to be used as dressing facilities, make-up rooms, and/or warm-up rooms, it is the sponsoring organization's responsibility to insure that no equipment or piece of furniture is used for any purpose without the express knowledge and consent of the band and choir directors. Much of the equipment in these rooms belongs to individual students, and some cannot be put away. This equipment should not be disturbed for any reason. (Do not use music stands as make-up tables, nor use pianos, timpani, xylophone, vibraphone or marimba as tables or play the pianos unless needed for warm-up etc.)**
- 10. All sponsoring organizations will be responsible for being aware of the rules and guidelines of the auditorium as outlined in this policy and procedures statement. *A poster informing users of an abbreviated list of the essential rules (see auditorium etiquette) will be provided.* We also require the event sponsor to assist in the enforcement of these rules and guidelines.**
- 11. Neither Benzie Central High School or the Benzie County Central School District accepts any responsibility for publicizing or**

promoting any event held in the Benzie Central Schools Auditorium. This is solely the responsibility of the sponsoring organization.

12. It is up to the sponsoring organization whether or not to permit videotaping of its event from the control booth located on the second floor. It is recommended that the sponsoring organization designate a specific individual to record the event and make copies available at cost to parents and participants. Care should be taken not to violate any copyright restrictions that may apply.
13. Group A & B users must agree to indemnify and hold harmless the school district and its agent and employees from and against all claims, damages, losses and expenses including attorney fees arising out of or resulting from such organization's use of the school facility. This would include bodily injury, sickness, disease or death, or injury to or destruction of tangible property, loss of use resulting from and including loss or theft or damage to any of the school district's fixtures, equipment and personal property which is a part of or located on the premises and including such property owned by students or employees of the school district.
14. The Board of Education reserves the right to cancel any rental approval when necessary due to circumstances beyond its control. If the Board of Education determines that an activity must be canceled due to an emergency that may endanger the health, safety or welfare of the participants, or circumstances beyond its control, a full refund or a rescheduling of the activity will occur.
15. The district reserves the right to deny use of any facility based on availability of district staff.

F. Dramatic Productions

1. Since the auditorium is used for many different purposes covering a wide range of activities, it is unreasonable to allow any single event to monopolize the auditorium for extended periods of time. Therefore, dramatic productions needing elaborate stage sets will be permitted one-week (7 days) exclusive access to the stage. During this time, exclusive of all performances, the stage area behind the main curtain may not be used by any other organizations.
2. The stage is not a construction area. Sets should be built and painted elsewhere and brought in for final assembly and "touch-

up” painting at the beginning of the 7th day exclusive use period. The sponsoring organization is responsible for insuring that no paint gets on the floor, chairs, curtains, or walls of the stage.

3. The stage must be “struck” within 24 hours after the final performance. Nothing may be left on the stage, in the band or choir rooms; including sets, props, costumes, etc.

G. Musical Ensembles

1. The music departments of the Benzie County Central Schools will be permitted to hold rehearsals on the stage with full use of the acoustic band shell for one week (7 days) prior to, and including the date of the performance. The set-up may be left intact during this period. If space permits the stage area in front of the main curtain may be used by other organizations during this period when these groups are not rehearsing.
2. Other music organizations wishing to perform in the auditorium will be guaranteed at least one undisturbed rehearsal session. More time may or may not be available. It is the sponsoring organization’s responsibility to arrange rehearsal times with the proper school personnel.
3. No musical equipment and/or furniture may be borrowed without the express prior knowledge and consent of the band or choir director.

H. Special Privileges for Benzie County Central Schools

Benzie County Central Schools reserves the right to sponsor an event, or series of events, in the Benzie County Central Schools Auditorium with the intent to raise money to assist in offsetting the costs of operating, maintaining or improving the facility.