



SECTION 801

TITLE: AUDITORIUMS, ALL-PURPOSE ROOMS
AND LARGE GROUP INSTRUCTIONAL
CENTERS

NESHAMINY SCHOOL DISTRICT

1		POLICY 801 - AUDITORIUMS, ALL PURPOSE ROOMS AND LARGE	1
2	I. SCHEDULING	GROUP INSTRUCTIONAL CENTERS	2
3		A. Before the school year begins, the Secondary Schools shall make up an	3
4		<u>auditorium calendar</u> .	4
5		1. The calendar shall include all performances and rehearsals by all	5
6		Secondary School groups. The auditorium shall be reserved at these	6
7		times. No scenery or equipment belonging to groups other than that	7
8		for which the auditorium is reserved shall be present.	8
9		2. Secondary School performance groups shall have free and exclusive	9
10		use of the stage facilities during the rehearsal period preceding the	10
11		performance. This period shall be one full week (seven days) in advance	11
12		of the performance.	12
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14		a. All scheduling which takes place in the office of the Principal and the	14
15		office of the Business Administrator shall make recognition of this	15
16		time.	16
17		b. During the rehearsal periods, secondary classes may make use of the	17
18		auditorium section for exhibits of films or other purposes, providing	18
19		such use does not interfere with the activities of the performing	19
20		group.	20
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22		3. All Secondary School assemblies are included in the auditorium calendar.	22
23		Care should be exercised in determining the nature of the assembly in	23
24		order that it does not conflict with stage activities of performance groups	24
25		during the rehearsal period.	25
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27		B. Use of the auditorium <u>during school hours</u> shall be scheduled in the office	27
28		of the respective Building Principal. This includes all use of the stage,	28
29		stage equipment or auditorium. It includes use by single performance	29
30		groups or performance organizations or classes.	30
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32		1. School days include in-service education days and days when students	32

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are in classes during the same session or regular term. The school day begins at whatever time has been designated for the particular school term and terminates at 5:00 P.M.

2. Outside groups using the auditorium at these times must first schedule the use in the offices of the Principal of that building and then shall be given approval by that office to contact the Business Office regarding rental.

C. After school hours and weekend use shall be scheduled in the office of the Business Administrator. Students and teachers desiring to use the auditorium at these times may do so; provided, however, special permission has been obtained from the Building Principal. This includes rehearsals as well as performances.

D. No individual or group shall attempt to use the auditorium unless it is reserved for their use. If an emergency need develops and the auditorium is otherwise reserved, the party having a prior reservation may be requested to yield. However, no change in the reservation can be made unless approved by the Principal of the respective school. In scheduling it does not mean that an individual having proper reservation must yield to a group without a reservation. It is the responsibility of all parties to make proper reservation. The Principal shall not permit a proper reservation to be set aside because a greater number wish to make a reservation.

E. After the auditorium calendar has been completed, preference in scheduling auditorium use shall be exercised in the following order:

1. Secondary groups or classes.
2. Secondary school individuals on an assigned educational project.
3. Elementary school activities

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- 4. Non-profit community groups supporting the educational project.
- 5. Service clubs or churches.
- 6. Profit-making groups.

II. SUPERVISION

- A. The Supervisor of Stage Facilities is responsible for the care and supervision of all stage equipment and properties back of the front curtain including stage microphones. With pupils under his direction he shall handle the routine erection of all sets and risers. In the event that the work is to be done over a height of eight (8) feet, he shall call upon the maintenance staff. He shall also refer work to the maintenance staff which involves being near exposed wiring switch terminals or any extraordinary lifting. No major painting shall be permitted on stage. Stage painting shall not be undertaken unless a drop cloth is used. Under no circumstances shall other than water base paint be used on stage sets. Stage microphones shall not be used at other places than on stage. Microphones shall be secured and issued by the Stage Supervisor.
- B. Pianos are to be moved by the maintenance staff after clearance by the Stage Supervisor. Pianos shall not be removed by students or by members of outside groups.
- C. The Stage Supervisor shall attend to the release and the return of all equipment authorized to be used by outside groups or school clubs. All equipment used by Senior High School or Junior High Schools should be authorized by the Stage Supervisor. All equipment used by outside groups must be authorized by the Business Administrator who shall inform the Stage Supervisor of decisions made.
- D. All decorations must have the approval of the Stage Supervisor. No pupils shall be permitted in the loft above the Senior High auditorium.

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No member of an outside group may enter the loft. Decorations shall not be used which introduce danger of fire.

III. CARE AND MAINTENANCE

A. An amount shall be placed in the budget each year for the repairing and cleaning of curtains. Maintenance personnel, under the direction of the Supervisor, shall make routine inspections and repair of auditorium sets, microphone outlets, ropes, fixtures, etc.

IV. SUPPLEMENTAL STIPULATIONS

A. The organ console of the Senior High School shall be installed outside the auditorium in order that the private program of instruction shall proceed. Use of the organ in the auditorium shall require two (2) weeks notice to the Business Office.

B. No smoking shall be permitted backstage or anywhere in the auditorium by anyone.

C. Under no circumstances may an open flame be used as part of a stage performance, rehearsal or for any other purpose.

D. Rental shall be handled by the Business Office. The established rental schedule shall apply to the use of the auditorium and permanent stage fixtures only. An extra charge shall be made for the use of pianos, microphones, risers, stage flats or properties. The supplementary rate schedule shall be established by the Business Administrator.

Approved: 9/26/67
Reviewed: 10/30/03