

GENERAL RULES

To ensure the order and cleanliness of the auditorium, the following rules apply to all user groups:

Food/Drink

1. Use of tobacco and either use or possession of alcohol or illegal drugs on school district property is prohibited.
2. Food and drink shall not be permitted in the auditorium including stage area/projection room.

Liability

1. The district assumes no liability for materials or equipment stored at its site. Nor shall the school district assume responsibility for any such stored equipment or materials, and user accepts full responsibility for any such items stored.
2. Insurance certificates may be required of any group using school facilities.
3. A "Hold Harmless Statement" must be signed by sponsors of all groups using the facility by all adults participating in recreational group activity.
4. The district will designate the use of entrances and exits. No keys will be issued to parties using the facility.
5. With the exception of school district functions, a deposit of \$100 will be submitted to the superintendent of School's office along with the application, which will be returned upon successful completion of the project. Non-compliance fees will be taken from this deposit.
6. Cashmere School District curricular and extra-curricular groups are exempt from initial deposits at application, but will assume financial responsibility for cleanliness and maintenance when using the facility.
7. User groups may not give away or trade scheduled time with other user groups.

Sets

1. Set Construction: Available only to school groups.
2. Furniture and equipment will not be moved from one room to the other unless specifically called for in the application and under the direct supervision of a House Manager.

3. No decorations or application of material to building walls or floors will be allowed without the permission of the building principal.
4. No equipment, set or props will be left on stage, in the bathrooms or in the back utility sink area for longer than two (2) days after productions. When the set pieces are stored in the Performing Arts storage area, all single pieces/flats will be broken down. The organizations sponsoring the event will be notified on the second day if this job is not completed, and if nothing has been done after the second day, a \$100 fee will be added for the removal and disposal of the property.
5. The utility sink area will be left clean. If not, a \$50 fee will be charged for clean up and disposal.
6. The stage floor will be swept daily and then mopped after the set has been removed. If not, a \$50 fee will be charged to have it done.
7. No changes/adjustments may be made to the stage lights without permission from the Auditorium coordinator.

Supervision

1. User groups must confine their members to the rooms and corridors assigned for their use, and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the User group.
2. The User group is responsible for the conduct of all persons in attendance. Adequate adult supervision of groups must be provided by leasing sponsor to assure proper conduct of occupants. Such adult supervision must be present with groups and in effective control at all times. The adult in charge of the activity shall immediately attend to horseplay, unruly behavior, and fighting.
3. The adult in charge will be responsible for walking through the facility with the House Manager for check-in, and check-out purposes.
4. If fees are not paid, the group responsible may not book space again until paid.