

INDUSTRIAL ISD



INDUSTRIAL HIGH SCHOOL AUDITORIUM

THEATER USAGE FORM

AND

FACILITY REGULATIONS

PROCEDURES FOR IN-SCHOOL ORGANIZATIONS REQUESTING USE OF THE HIGH SCHOOL THEATER

1. Check open auditorium dates on the auditorium booking calendar, which is located at http://www.iisd1.org/hs_theatre/auditorium_booking.htm.
2. Check with your campus administrator for approved of dates.
3. Email Mr. Doggett your purposed dates (rehearsal and performance dates and times) and he will confirm the availability of open auditorium dates.
4. Once your dates have been approved, the requesting party is responsible for submitting a **Facility Usage Form** (to your campus administrator) and the **Theater Facility Usage Form** (to Mr. Doggett via email). Date and times, once approved by high school Principal, will be placement on the master calendar. Mr. Doggett will place your dates on the online auditorium booking calendar.

***Any changes in approved dates must be approved by your campus administrator and by Mr. Doggett (via email). Mr. Doggett will check to make sure there are no conflicts with your date/time revisions. Keep in mind there can be more than one event during a single day; this is why communication of dates and times are so important.

ONE OR TWO WEEKS BEFORE YOUR EVENT:

Follow up with Mr. Doggett to make sure you will have everything you need prior to your first rehearsal or performance.

NOTE: ALL REHEARSALS THAT INVOLVE THE USE OF HOUSE SOUND AND LIGHTING EQUIPMENT SHALL BE CONDUCTED AFTER SCHOOL, IF OPERATED BY TRAINED STUDENTS OF THE THEATRE OR MUSIC DEPARTMENTS. TRAINED ADULTS CAN USE THE EQUIPMENT AT ANY TIME.

THE INVOLVEMENT OF INDUSTRIAL HILL HIGH SCHOOL STUDENTS OR PERSONNEL IN ANY OUTSIDE ORGANIZATION NOT DIRECTLY ASSOCIATED WITH IISD AND REQUESTING THE USE OF THE FACILITY DOES NOT EXEMPT THAT ORGANIZATION FROM THE RENTAL FEES.

IF YOU ARE NOT ABLE TO SAVE AND EMAIL THE PDF FILE PLEASE USE THE WORD DOCUMENT VERSION OF THIS FORM. The word document version can be found on http://www.iisd1.org/hs_theatre/auditorium_booking.htm.

PLEASE DO NOT SEND THIS FORM THROUGH SCHOOL MAIL OR PUT IT IN MY BOX, EMAIL ONLY

FACILITY FACTS:

The Industrial High School Theater facility proudly houses the Industrial High School Department of Theatre and the Industrial Golden Cobra Band. Theatre, Band and many other events can regularly be seen on the stage throughout the year.

The facility seats 852 (right and left sections 276 and center section 300) with a lobby for pre-show, intermission or after-show activities.

The stage has a proscenium opening of 50 feet and a proscenium to back curtain depth of 35 feet, with full legs, borders, cyclorama, mid-stage traveler and grand drape.

The theater lighting system is operated by a 48/96 ETC computer lighting board. The facility is equipped with a Mackie soundboard with a 5 changer CD player, CD burner, mini CD player, dual cassette player, as well as microphones, monitors and house speakers. More information is located on the http://www.iisd1.org/hs_theatre/auditorium_booking.htm

REGULATIONS FOR USE OF THEATER, STAGE AND THEATER CLASSROOM

1. All organizations desiring to use the high school theater will be required to submit in writing a request for use of the theater, stage, and or theater classroom. The earlier you get in your request the better chance you will have getting your preferred date. Alternative dates shall also be submitted upon submittal of the rental information sheet. Availability of the theater is based on the rehearsal and performance schedule of the high school theatre and music departments.
2. No food or drink is allowed in the theater, backstage or theater classroom.
3. The use of any equipment needed - podium, chairs, tables, lighting, sound, shall be noted on the Theater Facility Usage Form.
4. Special lighting (lights that are specially hung) will not be provided for any group. The existing lighting (basic 9 light areas with a blue and red wash) is all that is available and will be operated by trained student assistants of the theatre or adults that have been trained by Theatre or Band director.
5. Any special drops/backgrounds needed will be provided by the group using the facility. Members of the facility staff will be responsible for the supervision and assistance of hanging/installing of any drop/background.
6. The house sound and lighting systems shall be operated by trained staff members or trained adult volunteers.
7. All areas used or rented must be cleaned and left as they were found - all counter-tops cleaned, chairs returned to original positions, spiking tape removed from the stage floor, lobby cleaned, all trash and programs properly disposed of in receptacles.
8. The use of fire in any form or fashion is strictly forbidden.
9. All tobacco products are forbidden on the campus.
10. Glittered props, costumes or decorations shall be permitted as long as all glitter is removed from the theater.

11. Nothing can be attached to the stage curtains including tape on curtain ropes.
12. The use of spike tape is regulated. No piece of tape shall be longer than 2" in length and 1" in width.
13. The use of nails in the stage floor is forbidden.
14. All equipment is to be removed from the theatre in a timely manner (choir risers, pianos, stage props, costumes etc.). **Whoever does the maintenance request to have something moving into the theatre is responsible for have another request to have it removed.**
15. Have enough adult sponsors to supervise all students and small children in all areas of the building at all times.

The following regulations will apply to all (school and non-school)

1. The organization requesting the facility shall assume responsibility for the preservation of order in the rented facility and liability for any damage to school property. Industrial ISD may require that police, parking attendants, or other personnel be employed by the applicant.
2. All national and state laws, local ordinances and rules of the police and fire departments must be complied with by all applicants.
3. Special permission must be obtained from the principal for the use of special school equipment not associated with the theater facility.
4. The number of tickets sold shall not exceed the seating capacity of the theater house (852).
5. School facilities are not to be used later than midnight.
6. All applicants and rental remittances should be addressed to the attention of the Theater Facility Coordinator (Mike Doggett).
7. The possession or consumption of alcoholic beverages and/or illegal drugs is strictly prohibited from any and all school district property. The possession or consumption of tobacco products are strictly prohibited in all school buildings. Applicants using school facilities must enforce this regulation.

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THEATER FACILITY USAGE FORM

Organization: _____ **Contact Person:** _____ **Phone:** _____

Preferred Date (s): _____ **Alternate Date (s):** _____

Is this a ticketed event: yes__ no __? Pricing: Adult ____, Student ____, Senior ____, Children ____

Times: Rehearsal: **Day 1:** _____ Time _____ to _____, **Day 2:** _____ Time _____ to _____

Day 3: _____ Time _____ to _____, **Day 4:** _____ Time _____ to _____

Performance: **Day 1:** _____ Time _____ to _____, **Day 2:** _____ Time _____ to _____

Day 3: _____ Time _____ to _____, **Day 4:** _____ Time _____ to _____

Lobby:

_____ Number of Tables – Location: _____

_____ Number of Chairs – Location: _____

Stage:

_____ Number of Chairs – Location: _____

_____ Number of Tables – Location: _____

_____ Podium – Location: _____

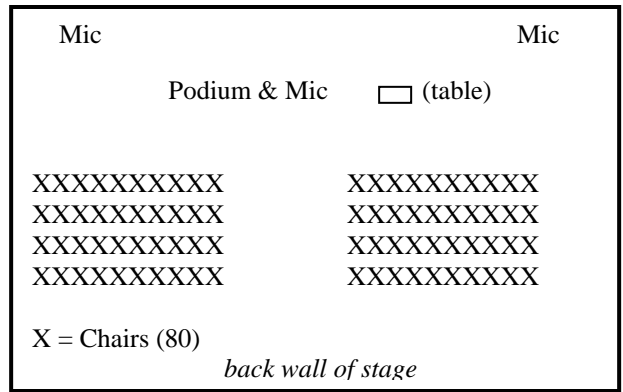
_____ Presentation Screen _____ Piano

(maintenance request to move)

_____ Overhead Projector _____ Number of music stands

_____ Video Projector Other _____

Example of location chart



Lights:

_____ Basic lights (basic wash, up and down)

_____ Programmed (multiple cues programmed into light board)

(If programmed cues are desired, please fill out the light cue sheets located on theatre website

http://www.iisd1.org/hs_theatre/auditorium_booking.htm)

_____ Follow Spot

(Light script must be provided with light cues mark, if operated by IISD students or staff.)

Sound:

_____ Number of microphones (9 available) _____ **wired** (3 available) _____ **wireless** (3 available) _____ **lapel** (3 available)
(all microphones will be used with microphone stands and not hand held unless approved by Mr. Doggett)

_____ Number of over stage choir microphones (6 available)

_____ Music (_____ Tape, _____ Mini CD, _____ CD, _____ Computer, other source _____)

(If operated by I.H.S. students or staff all music must be on one source, sound script must be provided with sound cues marked.)

Return by email to Mike Doggett (mdoggett@iisd1.org)

361-284-3226 ext. 1222 - 361-284-3641(FAX)