

**WEST MIFFLIN
AREA
SCHOOL DISTRICT**

SECTION: PROPERTY

TITLE: USE OF HIGH SCHOOL
AUDITORIUM

ADOPTED:

<p>1. Purpose SC 775</p> <p>2. Authority</p> <p>3. Guidelines SC 511</p>	<p style="text-align: center;">707.4. USE OF HIGH SCHOOL AUDITORIUM</p> <p>The High School Auditorium represents a large capital investment of the West Mifflin Area School District. The Board recognizes that the facility should be made available to groups for community activities; that a fair and systematic procedure should be provided for handling requests for their use; and that the proper control should be exercised to ensure the safety of individuals, protection of property, and preservation of the District's prerogatives. Furthermore, the position of Stage Manager was created to ensure adherence to the district's policies and procedures.</p> <p>The facilities of the School District are available for public use when proper permits are granted by the Board of School Directors. Violators of regulations will be denied access to facilities and prosecuted to the fullest extent of the law.</p> <p><u>General Use Procedures</u></p> <ol style="list-style-type: none"> 1. All school district related activities have priority in scheduling. Should a school district related event be rescheduled, it will have the first priority for a given date. 2. Alterations of physical changes to the auditorium structure, lighting, and sound systems, rigging equipment, curtains, or any other fixture is strictly prohibited by anyone other than the Stage Manager or the Stage Manager's designated stage hands. 3. Operation of all facility equipment is strictly prohibited by anyone other than the Stage Manager or the Stage Manager's designated stage hands. 4. A minimum of two (2) Security Guards is required for each event (excluding rehearsals): one (1) Guard for the outside of the building and one (1) Guard for the inside of the building. 5. Food and drinks are strictly prohibited in the auditorium. 6. It will be the responsibility of the person who signs the district's <i>Building Permit Application</i> to make certain all rules and procedures are properly met. 7. Payment for damages is the responsibility of the individual or organization using the facility. 8. All juvenile organizations or groups seeking use of school premises must have adult sponsorship. 9. Intoxicants, narcotics, profane language, quarreling, or gambling shall not
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be permitted on school premises.

10. The High School and Auditorium is a tobacco-free building pursuant to policy number 222.
11. Facility will be opened only to an individual or organization which has received prior approval for use. There will be no admittance to the auditorium without a permit.
12. In the event the individual or organization desires to sell tickets to the event for which the use is requested, no tickets will be sold beyond the seating capacity of the auditorium.
13. There will be no advertisement, of any event prior to the confirmation by the Board of approval of the use/event.
14. Any activity conducted in the facility will be in accordance with Pennsylvania laws, West Mifflin Area School District policies and conform with Borough Ordinances.
15. Any right or privilege granted to any person to use the facility will not be transferred to any other person or organization.
16. Any decorations erected by any individual using the facility must have prior approval of the high school principal and be erected in a manner that will not be destructive to school property and be supervised by the custodian on duty.
17. Representatives of the Board will have the right to attend and inspect any and all activities or events held in the facility.
18. Any activity that may cause damage will be prohibited.
19. Any individual or organization using the facility will designate one (1) member of the group as being in charge and responsible for the use of the facility. This person in turn will be responsible to the principal or his designee and the custodian on duty.
 - a. If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, an alternate must be present. If neither can be present, the activity will be canceled in an appropriate amount of time.
 - b. The person in charge should not leave the facility until all of the group members have left at the time indicated on the permit.

Fee Schedule

1. In addition to the fee schedule approved on the *Building Permit Application*, other auditorium fees will be assessed. See Additional Charges for Stage Manager & Crew on the back of the *Building Permit Application*. Those charges are as follows:
 - a. Stage Manager – Shall be paid \$20.00 for the first hour and \$15.00 for each additional hour with weekends (Saturday and Sunday) and all days not part of the scheduled school year being paid double time.
 - b. Stage Crew – Each stage hand needed shall be paid \$7.00 per hour on weekdays and \$10.00 per hour on weekends (Saturday and Sunday) and

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	<p>all days not part of the scheduled school year. Furthermore, the number of stage hands needed will be determined by the Stage Manager and will be based on the specific needs of each event and/or rehearsal.</p>
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