

REGULATIONS FOR USE OF BEDFORD HIGH SCHOOL AUDITORIUM/ BAND ROOM/CHOIR ROOM/LITTLE THEATRE

In accordance with Board of Education Policy, the following regulations and application procedures for use of the Bedford High School Auditorium, Band Room, Choir Room, and Little Theatre shall apply:

(Please also refer to the General Rules and Regulations)

A. Category of Usage

The Auditorium, Band Room, Choir Room, and Little Theatre will be made available for musical, theatre, social, and community events subject to the regulations listed below.

County and state music and theatre events may also be conducted within the Auditorium, Band Room, Choir Room, and Little Theatre when Bedford Public Schools is affiliated with the event.

B. Priority and Eligibility

1. School activities/events shall have first priority in scheduling when the school activities/events are permitted for the upcoming year prior to May 15 of the current year. The only exceptions to this priority must have the express written approval of the Director of Community Education.
2. School related organizations shall be given priority over non-school related organizations.
3. The auditorium may not be used by outside groups during the time school is in session, unless special permission is given in advance by the Director of Community Education.. The auditorium may be used by school groups during the day. Please check with the Auditorium Manager for availability during school hours.
4. The Director of Community Education may deny usage to any group whose requested activity would violate State or Federal laws or would be inconsistent with any policies, rules and/or regulations of Bedford Public Schools.

C. Regulations

1. Any organization or group who has been granted use of facilities shall accept full responsibility for care of such property and the conduct of those in attendance. Costs incurred from property damage, theft, or loss of

supplies and equipment arising from occupancy of the school facilities will be charged against the permit holder. Failure to adhere to this regulation can result in the loss of use of the facility.

2. If school district personnel are required to be on duty outside of their normal work schedule when the facility is in use, the charges for such work time will include, in addition to the actual time of the event, the time to open, clean up, and close the facility. Determination of the use of school personnel shall be made by the Director of Community Education, the Auditorium Manager, the Director of Buildings and Grounds, or as applicable under any collective bargaining agreement between the Bedford Board of Education and any of its employee bargaining units.
3. Gambling, intoxicating beverages and illegal and/or controlled substances shall not be permitted on the premises. Failure of the permitting group/organization to comply with this regulation can result in the loss of use of the facility.
4. Smoking and tobacco products are prohibited in all school buildings and on all school property.
5. It is understood that the use of the High School Auditorium, Band Room, Choir Room, and Little Theatre will often involve Sunday use due to the requirements for rehearsal and performance of events.
6. Activities must be confined to those parts of the facilities and to such equipment as specified on the permit and/or the Auditorium Stage Needs Request Form.
7. The **Choir Room Office**, the **Band Room Office** and the **back storage room** are off limits and will not be opened or available for use.
- 8. No food or beverages are allowed in the Auditorium or on the stage!!!!
PLEASE ENFORCE THIS!!!!**
9. Arrangements for use or equipment used in connection with the auditorium, stage productions, musical productions, concerts, dance recitals, or other performances must be made in advance with the Auditorium Manager.
10. If lights, sound, or LCD projectors are required, the Lights, Sound Request Form must be filled out and returned to the Auditorium Manager prior to the event. There is a light and sound usage fee per event/rehearsal, and a technician is required. An extra equipment usage fee may apply for multiple day events.

11. Storage space is limited. Access to storage space will be temporary and must be assigned and approved by the Auditorium Manager.
12. The Costume/Prop Room and the Tool/Paint Room are not to be used by any outside organizations without permission from the Auditorium Manager. Tools and paint may not be used. Props and costumes may be used with permission from the Auditorium Manager. Rental/usage fees may apply and costumes must be returned dry cleaned.
13. The Box Office is located at the rear of the auditorium. Any group may use this area to sell tickets, etc.
14. The Light Booth and Sound Booth are off limits to all except authorized personnel approved by the Auditorium Manager. Only trained Bedford High School students/faculty/staff will operate and focus lights. A light technician is required when lighting changes are necessary. A sound technician is required when sound (mics, CD, etc.,) is required.
15. Wireless Mics and Backstage Headsets are available for rent upon request. All mic packs and mic cords will be inspected prior to the 1st use. Batteries for the wireless mics are the responsibility of the organization using the mics.
16. LCD Projectors (ceiling projectors) may be used for dramatic productions, speakers, in-service events, movies, and concerts. DVD and computer hook ups for PowerPoint are available. Set up and connections need to be done by the Auditorium Manager. Operation of computer will be the responsibility of the group/activity.
17. A separate Front Screen Projector will be needed if the large front screen is to be used. This projector and its set-up must be requested through Bedford High School Technology Services.
18. Only wood that is being used at the time of production and wood that can be reused may be stored in the large wood storage area. All nails or wood screws must be removed before storage and wood should be placed neatly and safely in the appropriate location on the woodpile. All scrap wood must be discarded in the garbage bins on the west side of the high school building. Large 4 X 8/s should be bungee corded to the wall. All wood pieces may be used upon request. The group/organization using the auditorium is responsible for cleaning up debris on a daily basis. If this is not done, the Auditorium Manager will make arrangement to have it taken care of at the permit holders expense.
- 19. All woodcutting must be done outside, or in the hallway adjacent to the auditorium.**

20. Scaffolding, ladders, podium, tables, chairs, and piano are available for use by any group. Rental and tuning fees may apply. All pianos will be tuned by the approved Bedford Public Schools piano tuner. Contact the Auditorium Manager to arrange use.
21. Five working days notice is required to cancel a permit. Non-use or failure to secure cancellation does not excuse payment of costs that may be incurred in preparation of the facility for use.

D. Application Procedures

1. Groups or Organizations desiring to use the Bedford High School Auditorium, the Band Room, the Choir Room, or the Little Theatre shall file an application with the Community Education Department at least 10 days prior to the date requested. The Community Education Department will coordinate with the Auditorium Manager for review of the application as to availability of the facility and eligibility of the proposed activity.
2. If approved, the permit holder who filed the application will be notified by the Community Education office and be required to sign the contract prior to the use of the facility. In addition, proof of liability insurance (and workers compensation when applicable), in an amount deemed as appropriate by the District, and in a format acceptable to the District, may be required.
3. A rental fee may be required and must be paid at the time of contract signing. Technician, equipment & light fees are assessed per event and must be paid no later than one week after the event. Fees will be assessed according to the auditorium and equipment use costs. Please refer to fee schedule;

Lights/Sound Usage Fee	\$35 performance	
Corded Hand Mics	NC	
Wireless Hand Mic	\$25 per mic	
Wireless Clip-on Mic	\$25 per mic	
Lighting		\$12 hr
Sound Tech		\$12 hr
Spotlight		\$8 hr
Stage Hand		\$6 hr
SET UP FEE -		Assessed
Fog Machine	\$15 per use	
Disco Ball	\$15 per use	
Various Disco Lights	\$15 per use	

Strobe Lights	\$15 per use	
ROBOTIC LIGHTS	TBD	TBD
Grand Piano	\$75 per use	\$75 (tune fee)
Upright Piano	\$50 per use	\$75 (tune fee)
Pit Piano	NC	
Backstage Headsets	\$15 per use/per set	
LCD Projector/MAC	\$15 per use	
Podium	NC	
Stage Screen	NC	
Center LCD Projectors	\$15	

4. Permit holder & all parties involved agrees to indemnify and **HOLD HARMLESS** Bedford Public Schools Board of Education and their agents and employees from all liability, claims demands, or costs, for/or arising out of the use of this building under this building permit, whether it be caused by the negligence of indemnitor on Bedford Public Schools of Education or either party's agents or employees.