

**CENTRAL HIGH SCHOOL'S  
GLENN V. HILL AUDITORIUM  
Guidelines and Policies  
Revised-August 2003**

**SCHEDULING:**

1. All uses of the facility, day or evening, must be scheduled through the high school principal.
2. All uses outside of school activities must be contracted through the principal according to Board of Education adopted policy which regulates cost, supervision, custodial, etc. See KG and KG-AF

**SUPERVISION:**

1. All activities scheduled in the Auditorium must be supervised by a high school administrator or a properly trained school official approved by the administration or in accordance with board policy.
2. **Lighting/Sound Booth**
  - Only students properly trained by a professional consultant and/or qualified staff member will be permitted to work in the lighting/sound booth.
  - Anyone working in the booth must be under qualified staff supervision. According to Board of Education policy, only trained staff/students are allowed to operate the lighting/sound equipment.
  - A list of properly trained staff/students will be provided and updated yearly.
  - Any non-school activity needing to operate its own lighting or sound must do so under the supervision of a properly trained staff member.
  - It is the responsibility of the supervising staff and administrator to make sure all equipment is properly turned on and shut down. Procedures for doing so are located in the booth.
3. No keys are to be duplicated or loaned out.
4. It is the responsibility of supervising staff and administrator to see that all areas, including electrical and mechanical systems, are secure before leaving the facility.
5. It is the responsibility of supervising staff and administrator to see that all equipment used (microphones, stands, baby grand piano etc...) is returned to its proper storage area.
6. If the orchestra pit is uncovered, the supervisor on duty must make anyone working or performing in the area aware of the dangerous situation.
7. Only students with proper training and direct supervision are allowed on the catwalk.
8. Any adjustments with ropes, curtains, counter weight system, lights, and/or sound are to be done under the direct supervision of a properly trained staff member. If changes needed to be made, specifications must be put in writing at least three weeks before date of activity to guarantee specifications will be made.

9. During evening activities gray double doors leading to the academic wing should be closed and/or locked. Students are not to cut through the store room leading from booth to upper academic wing.

#### **MAINTENANCE:**

1. All storage areas are to be kept as clean and neat as possible.
2. Any repairs or maintenance concerns need to be reported to the high school principal as soon as they are detected. It is the responsibility of all faculty and staff using the facility to maintain the auditorium.
3. When possible, painting of properties and scenery should be done in the scene shop or outside. Any cleanup should be done immediately.
4. Supplies delivered to the scene shop should be promptly dispersed to proper departments.
5. Supervising staff and administrator are responsible for making sure all areas used during an activity are adequately straightened and left in a neat and clean state.
6. Masking, scotch, and duct tape may not be used on the stage, walls or equipment.
7. Custodial staff will be notified promptly when the facility will be used in order to prepare area for use. After the facility is used, custodial staff will promptly clean all areas of the auditorium.
8. All areas of the auditorium (dressing rooms, green room, scene shop, stage, house, lobby, hall ways, stair ways etc...) will be regularly cleaned and maintained by the custodial staff.

#### **EQUIPMENT:**

1. When requesting use of the auditorium, use of equipment must be requested as well; equipment must be checked out from the High School LRC during regular LRC hours.
2. Proper care should be given to all auditorium equipment when setting up, connecting etc.—i.e. microphones, stands, spotlights, sound/lighting boards, lectern, piano (Grand piano should only be used with the music faculty knowledge.)
3. After scheduled activity, all equipment used must be returned to its proper storage area and/or to LRC as soon as possible. It is the responsibility of the person in charge of scheduled activity to do so.
4. Attention should be given to prevent improper use of seats and desk tops. If additional seating is set up, care needs to be given that they are not set against the walls. It is also the responsibility of the person in charge of activity needing the seating to make sure the seating is removed promptly.
5. Promptly report any malfunctions of equipment and/or burned out lights.

**THIS IS A MILLION DOLLAR FACILITY—ALL SCHOOL PERSONNEL WILL BE EXPECTED TO MAKE EVERY EFFORT TO KEEP IT MAINTAINED AND IN GOOD CONDITION**