

# SEDRO-WOOLLEY HIGH SCHOOL AUDITORIUM USE

When using the SWHS facilities, please remember to communicate and enforce all rules and regulations that are listed below. Fulfilling these requirements will assist with keeping costs down as well as with creating a positive experience for all involved. Auditorium use hours are between 6:00am and 9:00pm on approved calendar days/dates.

## USER GROUP RESPONSIBILITIES

- SWHS facility doors will either be **scheduled to unlock** for each group's event or a **FOB will be issued**.
- It is the **user group's responsibility** to make sure all facilities are **secured before leaving**.
- User groups are responsible for notifying the facilities department of all event changes and cancellations **at least 24 hours prior** to the scheduled event.
- All FOBs and facility keys need to be returned to the facilities department the **NEXT** working day.
- The Auditorium Manager is **required** for all auditorium rentals.
- The **stage rigging** (the ropes controlling the backdrops, light batons, projection screen, etc...) should only be operated by **approved and authorized** personnel.
- The **stage light panel** should only be operated by **approved and authorized** personnel.
- All Sedro-Woolley School District sponsored events **must include adult supervision**. Adult supervisors must have **completed and passed the SWSD background check process**.

## AUDIENCE RULES/ETTIQUETTE

**Please read to the audience prior to the start of the event.**

- Food and drinks are strictly prohibited in the auditorium and on the auditorium stage. *(It is the renter's responsibility to enforce this. An Auditorium Cleaning Fee of \$100 may be charged to the renting group, per the auditorium manager's discretion.)*
- Cell phones need to be **turned off** before entering the auditorium.
- All children **must be supervised** by an adult at all times.
- Please **remove restless children** through the top doors on either side of the sound booth.
- Guests should **sit in the seats with feet on the floor**. Please do not allow climbing over the seats, stepping on the seats, or placing feet on the backs of the seats.
- Sitting in the aisles and standing in the "entrance/exit" walkways **will not** be allowed.
- To **exit for any reason** during an event, please use one of the top doors.
- Flash photography is **strongly discouraged**.
- Videotaping is permitted in the **back row only**.

A custodial fee (the cost of custodial wages) and a damage fee will be charged to groups who do not follow the above rules. Failure to comply with the above requirements may result in the above charges that would be paid before the same group could rent the facilities again, or may result in loss of use. Your signature on this form indicates that you have read these guidelines and take responsibility for the clean-up and/or damages of the facilities. If you have any questions please contact the facilities use coordinator.

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User Group Representative Name

Phone Number

Signature

Date

User Group's Copy

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