**Auditorium Usage Agreement**

The rules stated in this document are part of the Rental Agreement for use of a Fairbanks North Star Borough School District Auditorium/ Theater. The Fairbanks North Star Borough School District (hereafter referred to as FNSBSD) reserves final judgment on all aspects of any event in a FNSBSD Auditorium. All rules are in place to allow safe usage of the facility and maintain the integrity of the venue.

Please read through the Auditorium Usage Rules. The rules are subject to change without notice. It is your responsibility as the renter to ensure all members, staff, crew, performers and volunteers are aware of and comply with the rules and policies below.

**Building Policies**

There is no smoking allowed in or on school property at any time.

There is absolutely no alcohol allowed in the building at any time.

The renter and any of its agents may be required to leave the premises if any of the following safety regulations are violated:

1. Tampering with life safety equipment (including, but not limited to fire extinguishers, alarms, hoses and smoke detectors.)
2. Unauthorized entry to restricted portions of the building (including, but not limited to equipment and boiler rooms, roofs, storage areas, and offices.)
3. Engaging in any act which may endanger the safety of others or cause property damage (including, but not limited to dangerous pranks, misuse of equipment and failure to adhere to instructions from building staff.)

The following is a short list of prohibited items:

1. Animals (except Service Animals with proper identification, or unless other provisions are made in the rental agreement.)
2. Weapons of any kind (exceptions to this policy must have prior written permission of FNSBSD and be listed in the rental agreement.)
3. Illegal drugs
4. Flammables and pyrotechnics (Unless approved by the Fairbanks or Alaska State Fire Marshal and listed in the rental agreement.)
5. Motorized vehicles and equipment (unless approved by FNSBSD and listed in the rental agreement.)

This list is not comprehensive. The FNSBSD reserves the right to add to or modify this list at any time.

**Rehearsal and Performance Days**

Access to the building will be at the time stated in the rental agreement. Please ensure that everyone in your group is aware of the time the building will be open as stated in your rental agreement.

Any requests for extending rehearsal or technical time in the theater must be made 3 days in advance and must be approved by the FNSBSD and Theater Manager. The FNSBSD reserves the right to refuse changes at its discretion.

Front doors and the box office will open 1-2 hours prior to performance time and the house will open half an hour before performance time unless agreed upon differently in the rental agreement. The renter shall be responsible for their own box office and house management.

No children under the age of 18 will be allowed in the theater until a representative of the renter is present.

Each organization must provide enough adult representatives to supervise all children at all times. An 8:1 children to adult chaperone ratio needs to be maintained for all children under the age of 18.

There is no food or drink (with the exception of bottled water) allowed in the house seating area.

Food and drink (aside from bottled water) may only be consumed in the dressing rooms or in the under stage trap room. No food or drink is allowed on stage or in the house by performers, crew or staff.

All performers are required to keep track of their personal belongings and keep their spaces clean and orderly. The FNSBSD is not responsible for any items brought into the theater by performers or family members.

**Lobby/Commons and Box Office**

Tables and chairs will be provided as agreed upon in rental agreement.

The lobby will be available for group use on the day of the performance. Nothing may be set-up prior to this time unless otherwise indicated in the rental agreement.

No tape, pushpins, nails or staples may be used on building surfaces. If official notices must be posted blue painters tape is acceptable. Notices/flyers must be approved by the FNSBSD.

Be sure your box office and/or ticketing machines are functional on property prior to opening doors. The FNSBSD is not responsible for loss of sales due to operational failure.

No blocking of doorways, emergency exits and hallways. Maintain adequate space for traffic flow in the lobby.

**Auditorium/House**

Use of the balcony in Hering Auditorium must be requested by the renter and noted on the rental agreement.

Absolutely no food or drink in the house. The ONLY exception is bottled water.

No standing on or jumping over the seats.

No running up and down aisles of the house.

No jumping off of or onto the edge of the stage.

No equipment may be used or stored in the handicap seating area.

All extension/audio cords used for any reason must be approved by the Theater Manager and must be gaffed down for safety.

Nothing may be placed in the emergency exits at any time. No exceptions.

Any person found in a restricted area of the building will be removed from the theater immediately and will not be allowed to return, regardless of their involvement in the performance.

Any person found defacing or damaging FNSBSD property will be removed from the theater immediately and will not be allowed to return.

The aisle lights in the auditorium must be kept on during all performances. No exceptions.

**Dressing Rooms and Trap Room/Orchestra Pit**

All fire exits must remain clear at all times. The renter must ensure safe operation of all electrical equipment (especially any sewing or ironing areas). Unattended appliances should be turned off.

Surge suppressors and power strips cannot be daisy chained.

Food may be allowed in the dressing rooms, backstage and trap room area.

All food items must be thrown out or taken away and cleaned up by the end of each day.

The custodial staff will stock toilet paper, hand towels, and hand soap at the end of each day and between shows on applicable days.

The renter is required to remove all personal belongings by the end of the rental period.

Fines will be charged for any damage or graffiti found in the dressing rooms, including, but not limited to writing or markings found on the walls, mirrors and countertops.

Custodial Staff is only responsible for basic cleaning and restocking during rental period. The renter is responsible for removing any messes made by food, makeup and hair products.

**Parking**

All renters and patron vehicles must park in the parking lot to allow passage of emergency and maintenance vehicles. Vehicles illegally parked in fire lanes, on sidewalks, or other non-parking areas will be removed at the owner’s expense.

The loading bay and immediate area is a ten minute loading zone only. Exceptions to this must be stipulated in rental agreement for larger shows and ONLY during agreed upon times (load-in / load-out). NO vehicles shall be parked in this area while audience members are present.

**Stage**

The FNSBSD and Theater Manager must approve all technical personnel for each performing group before they can work on the stage. All technical personnel must demonstrate adequate knowledge and competence in their area of operation.

No one is allowed to operate the fly rail until approved by the Theater Manager.

The Theater Manager will supervise load-in and strike/load-out.

The FNSBSD and Theater Manager have final say on all installations, hanging of drops/sets, hanging and focus of all light instruments, operation of lights, sound and rigging, movement and storage of all set pieces.

No one under the age of 16 is allowed on stage during load in, strike, or hang and focus of the stage lighting.

No items may be nailed or screwed into the stage floor. Only gaff tape, dance floor tape, or spike tape may be used on the stage. No duct tape or any other adhesive not listed above is allowed on the stage floor.

All sets must be free standing. No item may be dragged across the stage. All items must be on wheels or picked up and moved.

No major construction or painting of set pieces is allowed on the stage. All set pieces must be constructed and painted off site and only re-assembled on the stage.

All soft goods must be returned to their original location by the end of strike. A line set schedule will be provided by the Theater Manager.

All lighting instruments must be returned to the house plot at the end of strike. A house light plot will be provided by the Theater Manager.

All sound equipment must be returned to its original positions during the strike of each show.

You must report any malfunctioning equipment to building staff and Theater Manager immediately.

If any physical damage occurs during the rental period to the building and/or equipment, the renter shall assume financial responsibility for professional repairs and/or replacement.

The costs of removing all property of the renter are the responsibility of the renter. All items remaining in the auditorium after load-out become the property of the FNSBSD. A fee may be assessed to remove large/ heavy items left behind by the renter.

**Special Effects and Pyrotechnics**

All special effects, pyrotechnics, fog or haze machines must be approved by the FNSBSD and the Fairbanks or Alaska State Fire Marshal.

All personnel operating special effects must demonstrate safe operation of each and every device/effect.

Each special effect must be commercially manufactured. All special effects equipment should be locked in a safe storage device when not in use.

You are required to have at least one run-through in show conditions with your cast and crew to rehearse each scene where a special effect device is used.

If pyrotechnics are approved for use on stage all safety guidelines required by the Fire Marshal and Theater Manager must be followed.

If any pyrotechnics will be used within 5 ft. of set curtains, costume, or any other flammable object then you must provide a certificate for that object proving that it has been fireproofed.

The FNSBSD and the Theater Manager reserve the right to refuse the use of any special effect that might endanger staff, the renter, audience members or the venue.

**Public notices**

If you use strobes or any atmospheric or pyrotechnic effect in your event you must do the following:

1. Print a notice in your program warning audience members about the use of effects.
2. Make an announcement at the beginning of your show warning the audience about your effect.

Allowance of video recording and photography is at the discretion of the renter. Please indicate if videotaping and photography are not allowed in your programs, and make the appropriate announcements prior to the beginning of your show.

Ensure audience is aware that wheelchairs shall be in designated handicapped areas.

Inform audience members that strollers, cameras, and other possible impediments must be set out of aisle ways.

**Necessary Production Staff:**

* 1. **Production Manager/Stage Manager or Producing Entity**

All theater events require a Production/Stage Manager or qualified producing entity. The renter is responsible for providing this entity. The Production/Stage Manager or producing entity is responsible for:

1. Providing ALL aspects of the production not supplied at the venue or by the Theater Manager: Crew, sets, props and production equipment not available at the venue (specific mics, projectors, lights…etc. – Please follow up with the Theater Manager to discuss available equipment for each auditorium.)
2. Remaining on-site and providing supervision during the event load-in and strike as well as all rehearsals and performances.
3. Time management of venue rental and event schedule.
4. An opening announcement to the audience that includes content required by the theater.
	1. **House Manager**

All theater events require a House Manager. The renter is responsible for providing this person.

The House Manager coordinates with audience members, Box Office staff and the Theater Manager to address seating concerns, building malfunctions, emergency situations… etc.

The House Manager must remain on-site throughout the entire time any member of the audience is present.

Responsibilities of House Manager include:

1. General oversight of the house and ushers throughout the time audience members occupy the facility.
2. Communication with Stage Manager to control event flow and audience management.
3. Ensure ushers are aware of their responsibilities and perform their duties.
4. Oversight of all photography and videotaping by the audience or organization.
5. Enforce any renter rules/ guidelines about videotaping presentations.
6. Work with Theater Manager to maintain clear aisles at all times.

**Emergency Procedures**

In the event of a building alarm, everyone in the auditorium will be required to evacuate and will not be allowed back into the building until emergency responders or building staff gives the signal to re-enter.

Walk, do not run, to the nearest safe exit and follow any instructions from building staff and emergency responders.

In the event of a power outage, renters and patrons may be instructed to evacuate the auditorium until building staff or emergency responders signal it is safe to enter the building.

There are first aid kits in all FNSBSD auditoriums. Building staff can lead you to the first aid kit location.

Each auditorium is equipped with fire extinguishers. Building staff can lead you to fire extinguisher locations.