

Administrative Regulation

Don Wash Auditorium

When a person, organization, or group has been issued a permit to use Don Wash Auditorium, the Theatrical Service Technician shall supervise the use of the auditorium and any adjacent facilities and have the authority to carry out and ensure compliance with all regulations, intents, purposes, or prohibitions governing such use as enumerated below:

1. No facilities use permit shall be issued for use of the Don Wash Auditorium until the applicant person, organization, or group has completed the required facility use request form and fulfilled the requirements enumerated in Administrative Regulation 3135.1.
2. Any permit holder authorized to use the Don Wash Auditorium shall comply with all general use regulations, rules, and prohibitions governing use of any school facility enumerated in Administrative Regulation 3135.3 and 3135.7.
3. Auditorium set-ups, materials and equipment used shall comply with all applicable city, state, or federal fire, health, and safety laws to ensure a safe environment.
4. No permit holder or member of its organization or group shall be permitted to displace, alter, or remove any district owned furniture, or stage apparatus, including lights, curtains, ceiling pieces, pianos, riser units, choral sound walls, cycloramas, etc. without expressed approval and under the supervision of the school employee assigned. No permit holder or member of its organization or group shall alter or change the auditorium's counterweight ceiling system or any wires or connections associated with the facility's lighting, amplification, or electrical system.
5. The orchestra platform was installed to serve as an orchestra pit and in its fully raised position as a speaker's platform. Any use or movement of the orchestra platform system incidental to the two uses previously described shall require prior approval by the Theatrical Service Technician. Request for special use of the orchestra platform system shall be made at the time an application is submitted for use of the auditorium.
6. No auditorium rooms, public restrooms, or storage areas may be used as dressing rooms and/or make-up rooms other than those areas specifically designated for such use by the Theatrical Service Technician.

7. If students 18 years of age or younger are present in the auditorium, the permit holder (for rehearsal or performance) shall provide adequate, competent adult supervision for the duration of their presence.
8. Members of any organization or group shall utilize only the area of the auditorium authorized and shall not enter or use without permission such areas as storage rooms, ticket booths, and the projection-sound room.
9. The use of any stage configuration, stage backdrops, and/or scenery as well as the use of any theatrical support equipment associated with the use of the Don Wash Auditorium must be approved by the Theatrical Service Technician prior to its installation or use.
10. Any non-school related person, organization, or group or where deemed advisable by the superintendent or the designated representative, shall make full rental payment in an amount which reflects the requested hours of use plus any additional anticipated costs ten (10) days prior to the first scheduled day of use.
11. A person, organization, or group that has been issued a facility use permit for the Don Wash Auditorium, including accesses thereto, walks, lawns, patios, adjacent parking lots, or restroom facilities shall not permit participants or attendees to engage in any of the following prohibited activities:
 - a. Smoke in the building or on the school grounds. Smoking and tobacco products are prohibited in all district buildings and on all district premises.
 - b. Consumption of alcoholic beverages of any description.
 - c. Use of narcotics or drugs for purposes other than medical, and under the prescription of a duly licensed medical physician or practitioner.
 - d. Use of profane or obscene language.
 - e. Fighting, quarreling, abusive action, or noise of any form that is offensive and/or disruptive to other activities scheduled or to adjacent neighboring facilities or residences.
 - f. Gambling in any form, whatsoever, including lotteries and bingo.
 - g. Dispensing of food or drinks inside the auditorium, including the foyer and other areas, without prior written authorization from the district's Community Services Office.

12. If any district property, furniture, or theatrical equipment is damaged, abused or stolen during an authorized use of the Don Wash Auditorium, the repair or replacement of same shall be paid for by the permit holder.
13. Violation of any regulation, rules, or prohibitions enumerated in either the general use or specific facility use policies shall be grounds for immediate revocation of a facility use permit. In the event such revocation occurs during the actual time of use, all persons, participants, and attendees shall immediately vacate district premises.