

CMS/CHS Auditorium Policies and Procedures

9/16/08

Policies and Procedures for Use of CMS/CHS Auditorium

Theater Tech Manager: Tom Moran: 693 - 7707 or 693 - 7712

- 1.) To reserve time in the auditorium you must fill out an “APPLICATION FOR USE OF CANTON SCHOOL FACILITIES” (green sheet). This application must be turned in to Nan Bartlett in the Canton Middle School office.
- 2.) Please complete and turn in the stage map for placement of microphones, tables, podiums, etc. that is provided at the end of this document.
- 3.) Hours requested for an event should include time before and after the event for production setup and breakdown. How much time is needed depends upon the amount of production. If you require rehearsal time in the auditorium, that should be included in your reservation. Plays, talent shows, etc., should reserve the auditorium for at least three days prior to the event to allow for dress rehearsals and final adjustments in production. Example: Monday – dress rehearsal; Tuesday – tech adjustment; Wednesday – final rehearsal; Thursday – performance. You need to include time after your performance in your reservation for breakdown if you will not be able to do it on the day of the last performance.
- 4.) All requests for special lighting, special sound reinforcement or special music requirements must go through the Theater Tech Management. These requests must be made, at a minimum, one week prior to the event. Two weeks prior is recommended. The earlier the request is made the better the chances are of having the request fulfilled.
- 5.) Use of school sound equipment or school lighting equipment is allowed only under the supervision of the Theater Tech Management. A fee will be applied for the supervisor’s time required outside of school hours. The rate is \$30 per hour with a three (3) hour minimum. If you intend to operate the lighting system or the sound system yourself, you will still need to pay for supervision by the Theater Tech Management or designee. Please refer to the following Audio and Lighting sections of this document. There are general presets for assemblies, etc. which may not require the presence of a theater tech supervisor. Talk to the Theater Tech Management to see if a preset is applicable to your event. Custodians have access to the presets.
- 6.) Access to other rooms is not included with auditorium reservations. Each room is a separate entity and must be requested on the “Green Sheet” application. Example: Instrument lesson classrooms / practice rooms are not automatically available as dressing rooms or storage rooms. Keep in mind that every room in the school is used every school day. The Band room is not available for rental. It can be used as a walk through only and must have an adult supervisor.
- 7.) Conduct/Safety: Each applicant is responsible for the conduct of all participants and/or guests. Each applicant will be held financially responsible for any damage done by participants and/or guests. Adult representatives from the

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applicant organization must remain on the premises throughout the function and must maintain control at all times. Every room must have an adult supervisor. The directors of the event do not qualify as supervisors, they are busy directing. Supervisors are to do just that, supervise those in attendance. THE CUSTODIAN IS NOT A SUPERVISOR.

8.) Theater Tech Management must be notified of cancellations or changes as soon as possible.

- A PRE-SHOW ANNOUNCEMENT IS REQUIRED TO POINT OUT FIRE EXITS.
- NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM AT ANY TIME.
- DO NOT HANG ANYTHING ON THE CURTAINS.
- DO NOT PULL OR HANG ON CURTAINS.
- ONLY GAFFER'S TAPE SHOULD BE USED TO SECURE WIRES, ETC. No duct tape or masking tape allowed.
- DO NOT PAINT OR CONSTRUCT PROPS ON THE STAGE. This must be done off the premises.
- DO NOT DRILL OR HAMMER ANYTHING INTO THE STAGE FLOOR. This is a finished concert floor. Use sand bags or other weights to secure sets and props.
- **PIANOS:** Do not use the pianos as tables. Do not sit on the pianos. Pianos may not be moved without the approval of the school Music Department Chairman. Only maintenance staff members may move a piano. When a piano is moved, it is done with understanding that the group making the request assumes the responsibility for any tuning or repairs which may result from the move. The need for such tuning or repairs will be determined by the school Music Department Chairman.
- All equipment used during the activity by the public must be returned to the original location immediately following each activity and checked off by the Theater Tech Management or designee. All facilities must be left as they were found. The Board of Education is not responsible for property left overnight.
- Organizations that plan to set up decorations or stage scenery must have the approval of the school principals to avoid a conflict with school activities. The applicant organization is responsible for removal of all decorations and

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return of stage scenery to its proper place. The applicant will be billed for labor/maintenance necessary to return any rooms used to their original condition. This will include, but not be limited to, cleanup, repairs, etc.

- Smoking is not permitted anywhere on school grounds.

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Auditorium – Audio

- Use of auditorium sound equipment is allowed only under the supervision of the Theater Tech Management or designee. Equipment operators may be required to show competent knowledge in the use of the equipment, at the discretion of the Theater Tech Management or designee.
- No movement of equipment or change to wiring should be made without the knowledge and consent of the Theater Tech Management or designee.
- Do not make any adjustments to anything in the amp rack or the effects rack without the knowledge and consent of the Theater Tech Management or designee.
- Patching and/or addition of any outside equipment into the sound system must be reviewed with the Theater Tech Management or designee prior to implementation.
- The auditorium is used during the school day for school activities and classes. For multiple day events, any changes made which are not returned to default and you wish for them to stay untouched for the duration of your event should be described in writing and presented to the Theater Tech Management or designee.
- All equipment (microphones, wires, etc.) should be returned to their place of secure storage and all settings and changes are to be returned to default before the next school day unless other prior arrangements are made.
- Do not untie the snake from the strain relief
- Clean hands are needed to operate the equipment in the auditorium control room.
- **No food or drink is allowed in the auditorium control room or the auditorium at any time.**
- **No students are to be unsupervised.**

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Auditorium – Lighting

- Use of auditorium lighting equipment is allowed only under the supervision of the Theater Tech Management or designee.
- There are general presets for assemblies, etc. which may not require the presence of a theater tech supervisor. Talk to the Theater Tech Management to see if a preset is applicable to your event. Custodians have access to the presets.
- Requests for special lighting must be made, at a minimum, one week prior to the event. Two weeks prior is recommended. It takes days to properly set up the auditorium lights. The earlier the request is made the better the chances are of having the request fulfilled.
- After the event all equipment (gel frames, wires, etc.) should be returned to their place of secure storage and all lighting instruments are to be returned to the default setting before the next school day unless other prior arrangements are made.
- **No students are allowed on the lift.** Use of the lift is limited to qualified staff. Moving the lift must be done under adult supervision.
- **Requests for use of the lift must be made to Everett Ford of the maintenance department.**
- **Use of the lift by outside companies must be requested on the green sheet.** Insurance costs and fees may apply.
- **No one is allowed in the projection window area.** (This is above the control room, sometimes called “Area 51”.) There is not a proper fire escape route and therefore has been made off limits by the fire marshal.
- **Battery backup for the dimmer control computer must stay plugged in the AC outlet.**
- **Clean hands are needed to operate the equipment in the auditorium control room.**
- **No food or drink is allowed in the auditorium control room or the auditorium at any time.**
- **No students are to be unsupervised.**

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Lighting Instruments:

- 22 Fresnels
- 7 Ellipsoidal Spots
- 3 Cyc Lights
- 3 Follow Spots

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Audio Mixer Default Settings

All gain controls, aux sends, and faders should be set to minimum.

All EQ and pan controls should be set to 12 o'clock.

Channel Buttons (top to bottom)

Line, Mic / Input B: up
Line / Mic: Ch 1 – 20 up, Ch 19 – 24 down
Channel Flip Switch: up
EQ in: up
75 hertz Lo Cut: down
Aux 1 & 2 Pre: down
Aux 3/4-5/6 Shift: down / Pre: up / Source: up
Mix B Mute: down / Source: up
Solo: up
Mute: down
Channel Assignment Buttons – 1-8: up / Main mix: down
Exception: Channels #17 & #18 (concert mics): all buttons up

Aux send #1 to be monitor send to Cue #1 on snake

Aux send #6 to be connected to the Zoom L/Mono input (reverb, etc.)

Return #6 is the Zoom stereo return

Sub mix #7 & 8 are sent to input of cassette tape machine.

Channels #19 & #20 are return of CD player #1 output

Channels #21 & #22 are return of CD player #2 output

Channels #23 & #24 are return of cassette tape output.

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Lighting Default Setup

○ = Fresnel

□ = Cyc

⊖ = Ellipsoidal Spot




Rail #	42	41	40	39	38	37	40	36	35		
3 rd rail	○	○	○	□	○	□	○	□	○	○	○
Dimmer #	71	70	55	56	55	42	57	41	40		
Area	L	M		L		N		M	N		
Rail #	34	33		31	29		32	27			
2 nd rail	○	○		○	○		○	○			
Dimmer #	69	68		47	39		48	37			
Area	I	J		I	K		J	K			
Rail #	24	23		18	26		21	20			
1 st rail	○	○		○	○		○	○			
Dimmer #	43	30		35	45		28	67			
Area	F	G		F	H		G	H			

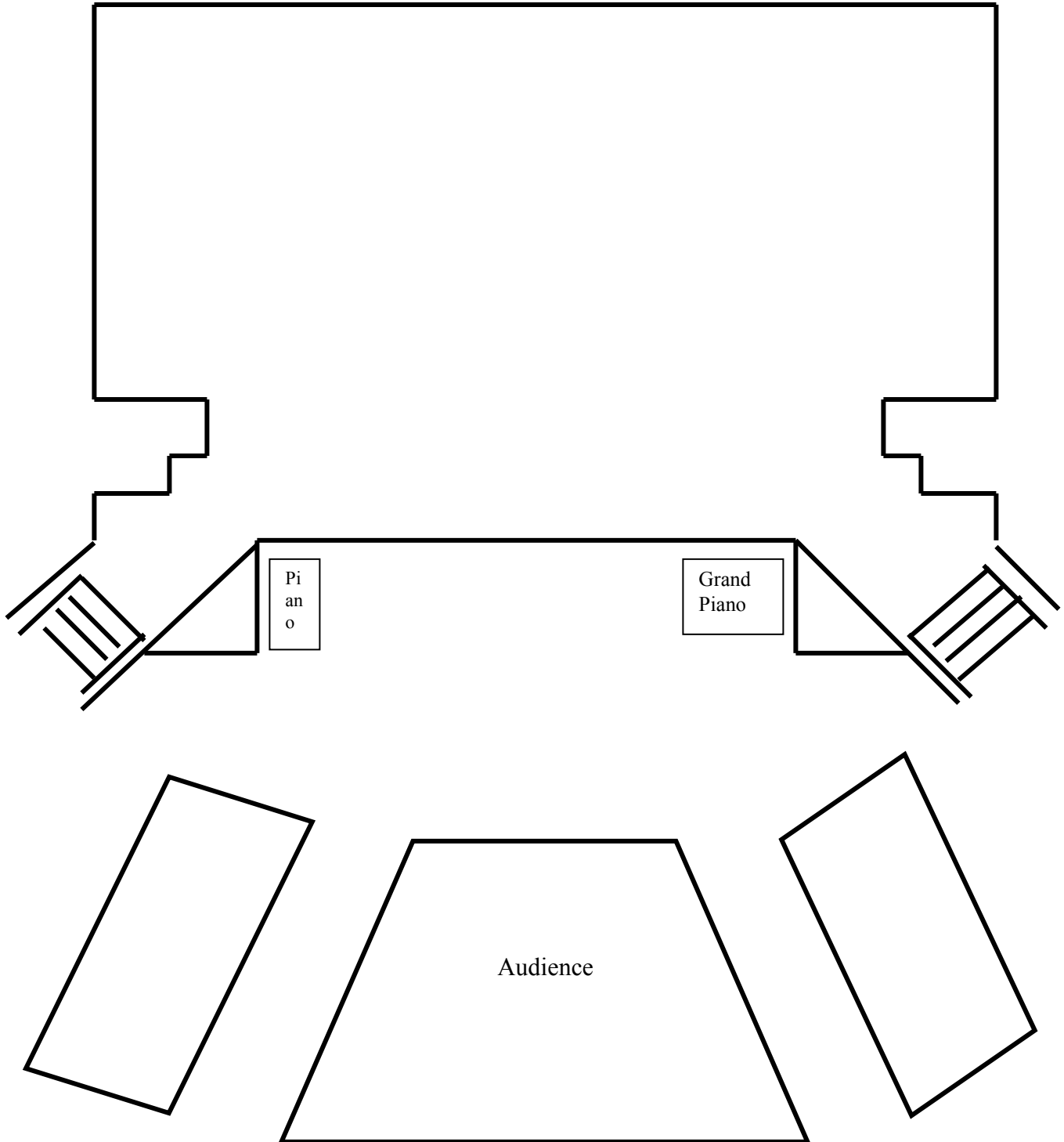
Rail #	6	5	4	8	7	3	2	1
Spots	⊖	⊖	⊖	○	○	⊖	⊖	⊖
Dimmer #	31	25	5	12	4	17	11	3
Area	C	B	D	A	E	B	D	C

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Auditorium Stage Map

Event: _____ Date of event: _____

Microphones: **X** Tables:  or  Chairs: **C** Podium: 



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Failure to follow these policies and procedures may lead to the applicant being billed for labor/maintenance necessary to return any rooms used to their original condition. This will include, but not be limited to, cleanup, repairs, etc.

Please fill out a stage map and turn in to Nan Bartlett, Canton Middle School office.

Please sign and date below and turn in to Nan Bartlett, Canton Middle School office.

Thank you.

I have received a copy of "CMS / CHS Auditorium Policies and Procedures" and will adhere to those policies and procedures.

Signature of applicant: _____

Today's date: _____

Date of event: _____