

North Thurston High School

Rules and Regulations in the Theatre

- A. We are fortunate to have the performing arts facility at North Thurston High School. It takes cooperation from all of us to maintain this space so that we may enjoy it for many years to come. Please be a good steward of our arts center. It is a privilege for students, teachers, and the community to access such a fine space. Without a full time manager, it is up to you, the user, to help maintain the facility. **Please note that Kathrine Deneen is responsible for the facility; however, she receives 1 period a day to manage the space. There is no longer a full-time performing arts manager.** As a result, cooperation is greatly needed, especially during a transition year.
- B. Once you are in the facility, it is your duty to actively monitor your students, and to maintain the integrity of the space.
 - 1. No food, drinks or gum in the theatre.
 - 2. No feet on the seats, seat arms, or seat backs.
 - 3. No head attire in the theatre.
 - 4. No standing on or climbing over the backs of the seats.
 - 5. No painting, building or arts and crafts construction in the theatre without prior approval.
 - 6. No open flame without permission from the facilities director and the fire marshal.
 - 7. Do not pin or tape anything to the walls or curtains.
 - 8. Only authorized persons may be on stage or backstage.
 - 9. No one may use the space without a supervisor---a supervisor consists of one of the following: theatre director, classroom teacher, administrator or student crew (with an auditorium manager)
 - 10. The **SCENE SHOP, CATWALKS, and RIGGING SYSTEMS ARE OFF LIMITS** at all times. Do not allow students to touch the rigging systems whatsoever. If you are not trained in theatre, you do not know how the rigging system works. Weights can fall, battens can fall and students can be seriously injured, and killed. **Do not touch the RIGGING SYSTEM.** Do not allow a student to touch the rigging system.
 - 11. As a guest in the facility, you are not to change the lighting plot (do not attempt to reposition instruments, drop gels etc. The NTHS tech crew runs the equipment)
 - 12. As a courtesy, please assign a student or two to walk through the aisles of the auditorium to pick up trash before you leave. Be sure personal items do not remain behind.

By signing this contract, the authorized user agrees that they have read the agreement and they will abide by the rules and regulations set forth.

Teacher/User signature _____ Date _____

Permission granted _____ Permission denied _____ Date _____

North Thurston Theatre Rental form

Organization:
Address:
Contact person:
Email:

Phone number:
City/State/Zip:
Type of event:

Event date(s):
Expected audience:

Number of people backstage:

Time needed into facility:
Time event ends:

Time event begins:
Time out of facility:

Please use the stage diagram on the back of this sheet to illustrate your specific stage setup.

Please check the rooms required: Theatre (433 seats) Flex seating (294 seats) Dressing room
 Green room

General equipment needs

- TV/VCR/DVD
- Full size-movie screen
- LCD projector
- Podium
- Chairs #
- Stools #
- Music shell
- Music stands #
- Orchestra chairs #
- Choral risers
- Piano

Sound needs

- Handheld microphone
- Overhead microphone
- Tape deck
- CD player
- Mic stand #
- Monitor(s)

Lighting needs

- General lighting plot with no cues, house lights up and down
- General plot with few (10 or less) cues plus house lights*
- General plot with some (10+) cues plus house lights*
- Custom lighting plot (Requires \$200 design fee + 45 labor hours)

*Tech staff is required to report to work 30 minutes before performance time. If you would like tech staff to arrive earlier, you must have a purchase order to transfer for payment to the North Thurston auditorium crew labor budget (0124-27-3070-051-4150). Request must be approved in advance by Kathrine Deneen.

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Authorized signature _____

Teacher/user

signature _____

Date _____