

**Auditorium Use Policy**  
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## **Auditorium Use Policy:**

### **I. Purpose:**

To provide guidelines for the use of the Brownwood High School Auditorium and adjacent facilities.

### **II. General Guidelines:**

- A. Brownwood ISD and Brownwood High School reserves the right to preempt scheduled activities when the conflict with school programs. BISD will make every effort to provide two weeks advance notice when scheduling conflicts occur. Priority in scheduling the auditorium will be as follows:
  - 1. Brownwood High School Fine Arts Program
  - 2. Other BHS Departments or Campus Organizations
  - 3. Other outside BISD groups
  - 4. Local Non-Profit Groups and organizations
  - 5. Commercial and For-Profit Organizations
- B. All event publicity is the responsibility of the applicant and must clearly identify the sponsoring entity. The location of the auditorium may be publicized, but the telephone number to the High School or the BISD Central Office shall not be placed on the publicity as the school district is not a source of information concerning the event.
- C. It is understood that the Brownwood Independent School District assumes no responsibility for any property placed in the facility in connection with an event; and BISD is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property sustained as a result of an event or meeting.
- D. In consideration of the use of the Auditorium, each group or organization agrees that it will pay for all damages to any property resulting, directly or indirectly, from the conduct of any member, officer, employee or agent of the group/organization or any of its participants.
- E. Fire Department regulations must be observed during all events or meetings. **Maximum capacity allowable is 625 people.**
- F. BISD may deny auditorium privileges, after due warning, for failure to observe the rules and regulations.

### **III. Request For Use:**

A reservation may be taken by telephone; however, the reservation will not be considered confirmed until the applicant has paid all applicable fees and submitted a signed, **Application for use of the BHS Auditorium**, form. The Application Form and fees must be submitted within three days of the initial reservation request to the Brownwood High School Principal's Office for each date the auditorium and adjacent facilities are reserved. An Application Form is required for each separate event. Reservations may be taken no more than two months prior to the requested date. The Brownwood High School Principal's Office should be notified of any cancellation two weeks prior to the scheduled event. Failure to notify the appropriate authorities of cancellation at least two weeks prior to the event could result in forfeiture of all fees and deposits. In the event that cancellation by BISD is necessary, every reasonable effort will be made to notify the applicant at least two weeks in advance.

### **IV. Hours:**

Unless prior arrangements have been made, the auditorium is generally **NOT** available during normal hours of school operation; Monday through Friday 8:00 A.M. to 4:00 P.M. If an outside group/organization had requested use of the auditorium outside normal school operating hours or on the weekend, arrangements with the Brownwood High School Principal's Office and Brownwood High Theatre Department Director for admittance of event participants and securing the building after the event has concluded.

### **V. Facilities Available:**

- A. The **Auditorium** can be divided into three separate sections and each section or sections should be identified when scheduling. The Auditorium consists of a lower level and balcony with seating available for 625 people including ADA seating and the stage.
- B. **Dressing Rooms**, one male and one female, can comfortably accommodate up to 18 people each and includes makeup counters with full size mirrors, large walk in restroom with shower facility and a large closet for costume storage.
- C. **Green Room** can accommodate up to 50 actors and is fully furnished.
- D. An intercom system is available for use in all backstage areas as well as backstage monitors.
- E. Audio visual equipment is available for DVD playback or laptop presentations

- F. Food or beverages of any kind are not permitted in the auditorium or adjacent facilities with the exception of the Green Room.
- G. All groups will be required to leave the facility in an orderly condition. The group using the facility is responsible for all “general” cleanups.

**VI. Charges:**

All For-Profit or Non-Profit groups/organizations will be charged a commercial fee for use of the Auditorium and adjacent facilities. The following schedule will apply:

TYPE OF ORGANIZATION	BASE FEE: BUILDING USE	HOURLY: BUILDING USE
Commercial, for-profit organizations/groups.	\$250 for use up to 3 hours.	\$25.00 per hour for each hour over 3 hours.
Non-Profit, governmental Organizations/groups	\$150 for use up to 3 hours.	\$15.00 per hour for each hour over 3 hours.
UIL One Act Play groups	\$250 for use up to 9 hours.	\$15.00 per hour for each hour over 3 hours.

TYPE OF ORGANIZATION	BASE FEE: BISD SUPERVISOR	HOURLY: TECHNICIANS
Commercial, for-profit organizations/groups.	\$100 for opening and closing facility as well as being on call.	\$15.00 per hour for services performed.
Non-Profit, governmental Organizations/groups	\$50 for opening and closing facility as well as being on call.	\$10.00 per hour for services performed.
UIL One Act Play groups	\$50 for opening and closing facility as well as being on call.	\$10.00 per hour for services performed.

## **Guidelines for use of the Brownwood High School Auditorium**

The Brownwood High School Auditorium features creative architecture and an elegant décor, which serves the students of Brownwood High School and our community well. The Auditorium, built in 1960 and totally renovated in 2007-2008, is fully air-conditioned and handicapped accessible. The Auditorium seats up to 625 including the balcony, has a nearly 1,000 square foot stage, computerized lighting system with electrical wench system, two large dressing rooms with full mirrors, restrooms with showers, large walk in costume and storage closet and modern Green room.

BHS Auditorium is a high demand school and community facility, which is reserved for a wide array of events. To reserve the facility, contact the Brownwood High School Principal's Office at (325) 646-9549, or by email at [mitchell.moore@brownwoodisd.org](mailto:mitchell.moore@brownwoodisd.org). You can also submit a request to the BHS Theatre Director Shannon Lee at (325) 646-9549 ext. 2501 or by email at [shannon.lee@brownwoodisd.org](mailto:shannon.lee@brownwoodisd.org).

Not only is the BHS Auditorium a high demand facility, but it is also a highly complex facility with sophisticated lighting and sound systems, intercom systems and stringent fire safety and ADA/504 requirements. ***Failure to follow the guidelines of the following pages could result in serious injury to facility users and audience members.*** In addition to the potential for injury, operation of the theatre's sophisticated lighting and sound equipment by untrained event organizers could result in damage to expensive equipment. **For these reasons, all users of the BHS Auditorium must utilize the services of Student Technical Specialists and Student House Managers trained by Theatre Faculty and made available through Shannon Lee, BHS Theatre Director.** (Waivers of the Student House Manager requirement may be requested when event organizers can provide trained theatre professionals who will be on site and in charge before, during and after performances. However, even in such cases, all fire safety and ADA/504 rules still must be adhered to.) Contact Shannon Lee to obtain the services of Student Technical Specialists and Student House Managers.

Sound, Lighting, and A/V in the BHS Auditorium must be provided by an approved Student Technical Specialist. Event Organizers should contact Shannon Lee to discuss specific A/V needs after the facility has been approved, but no later than five business days before the event.

The BHS Auditorium is cleaned by campus custodians daily Monday through Friday. However, weekend custodial support is not provided as a matter of course. Productions that extend over a weekend must complete

a contract for the Custodial Manager to have the auditorium cleaned between performances. Custodial support should be arranged at least five business days in advance.

Green Room furniture should not be moved. In addition, the halls, dressing rooms and other spaces should be straightened up and all debris, props, costumes, make up and trash removed at the conclusion of each production.

Organizers of external (non Community) events may be required to show proof of \$1,000,000 of liability insurance and \$500,000 damage to property insurance in order to rent the facility. Proof of insurance must be verified prior to confirmation of space.

In case of accidents, injuries, thefts or other emergencies, or if there are after-hours or weekend maintenance issues, contact Shannon Lee at (936) 355-7727. Mrs. Lee, BHS Theatre Director serves as Facilities Manager for the Auditorium. If there are maintenance issues, scheduling conflicts, or other concerns or issues related to the building, please contact Mitch Moore, Principal at (325) 646-9549.

Occasionally, It may be absolutely necessary to modify BHS Auditorium's equipment or structure in some way. In such cases, specific needs must be identified in writing and approved by all BISD parties involved in such a decision.

### **BHS Auditorium: Fire Safety/ADA/504 Requirements:**

Exceptions to Fire Safety/ADA/504 requirements must be approved by BISD and by the Technical Director for the Theatre.

### **Stage Area:**

- The stage must be clear of all trash, debris, furniture, equipment and set pieces not being used in the current production.
- No candles or pyrotechnics are allowed on stage unless otherwise approved by Local Fire and Health Officials and the Technical Director for the Theatre.
- Stage lighting and electrical work must be supervised by a theatre professional or an approved theatre student.
- All spike tape must be pulled up off the stage floor before leaving.
- All personal property should be removed from the Auditorium, Dressing Rooms and Green Room after the conclusion of productions.

### **BHS Auditorium Equipment:**

- BHS Auditorium lighting must be operated by an approved theatre professional (upon approval) or by the services of trained Student Technical Specialists obtained through BHS Theatre Director Shannon Lee.
- Sound must be operated by an approved A/V professional (upon approval) or by the services of trained Student Technical Specialists obtained through BHS Theatre Director Shannon Lee.

### **Dressing Rooms:**

- All costumes, make up and other personal items and equipment must be removed from the Dressing Rooms. Hair dryers, curling irons, irons and other equipment must be unplugged except while in use.
- The Dressing Rooms must be kept clean during performances and returned to a clean condition at the conclusion of performances.
- It should be understood that the dressing rooms are accessible by a variety of people, so they are not safe places to leave personal items.

### **Auditorium Seating Area:**

- Pianos, speakers and other equipment must be kept out of the aisles on the front and sides of the auditorium, when the auditorium is occupied by patrons.
- No audio/visual cables or extension chords are allowed on the floor of the auditorium while occupied by patrons.
- No A/V equipment will be allowed in the handicapped seating area at the rear of the auditorium.
- All aisles and doorways must remain clear at all times. These areas must not be blocked in any manner.
- No folding tables or chairs are allowed in aisles or doorways.
- NO candles or “Christmas Tree” type lights are allowed without the prior knowledge of the Theatre Department, and only then with proper safety and fire restraining procedures in place.

**Lobby:**

- Tables or Booths for ticket sales or literature distribution are allowed in the student center. The box office for ticket sales should be set up in an approved area of the student center.
- All doors and exit doors will remain unlocked prior to and during a performance.
- No electrical cables or extension cords are allowed on the floor without proper restraints placed over them.
- No candles, flower arrangements, or other decorations will be allowed to hinder or block access to exits. This applies to all areas except the stage area.
- All unused programs and other handouts should be removed from the theatre or placed in the trash at the conclusion of events.

**ADA/504 Compliance:**

- All flyers, posters, mail-outs, invitations, ect., should announce that disability accommodations are available and give the name and number of the event organizer who will be responsible for providing the accommodations. Posters should state that a 24 hour notice is required for accommodations.
- Handicapped seating areas for wheelchairs and wide seating areas must remain open.
- Assistive listening devices are available for use by hearing impaired individuals who request them within a minimum 24 hour notice as stated on performance flyers or posters. Please contact the Technical Director for Theatre or your Student House Manager to access the listening devices.

**Important Contact Information:**

- Kevin Gabaree, BISD Assistant Superintendent  
Phone: (325) 643-5644
- Mitch Moore, BHS Principal  
Phone: (325) 646-9549
- Shannon Lee, BHS Theatre Director  
Phone: (325) 646-9549 ext 2501 or (936) 355-7727 cell
- Donnetta Shelton, BHS Assistant Theatre Director  
Phone: (325) 646-9549 or (325) 998-1153