



Rules and Regulations for Use Of Oyster River High School Auditorium

Facility Rental Requirements:

1. Provide an active liability insurance certificate in the amount of \$1 million per occurrence (\$1 million aggregate) naming "Oyster River Cooperative School District" as additionally insured.
2. Provide Damage/Security Deposit of \$500 (check made payable to the "Oyster River Cooperative School District"). This deposit will be used to defray the cost to repair damage caused by the renting organization (beyond normal wear and tear) and/or cleaning of the auditorium and adjoining spaces. The check will be returned to the renter if no damage occurs and/or extra cleaning is not required. Renting organizations are expected to leave the auditorium in a clean and functional condition.
3. Fees - The auditorium is rented at rates established by the Oyster River School Board. In addition to this fee, the renting organization must pay for at least one custodian and/or ORCSD technician to be present when using the facility, for safety and security. (The number of custodians and/or technicians required will depend on expected crowd size and the technical needs of the event.)
4. Rental Checklist - Before the first use of the facility, the organization's contact person must accompany a member of the Facilities Services Staff to check the conditions therein.

The following are the rules and regulation for organization utilizing the Oyster River High School Auditorium.

1. Rental fees are established by the Oyster River School Board. These fees are as follows:
 - a. Oyster River Auditorium: Please see fee schedule for rates
 - b. Technical – At least one ORCSD authorized technical supervisor must be present during all use of the auditorium. The Technical Director for the auditorium will make the determination of the number and qualification of technicians required in addition to any technicians provided by the renting organization.
 - c. Custodial - Custodial coverage over and above the normal school staffing complement shall be charged at a rate of \$30 per hour per custodian, with a three hour minimum fee. The Facilities Services Office will make the determination if this coverage is required and, if so, how many custodians will be required.
 - d. Piano tuning fee is the responsibility of the renter. The piano tuner must be approved ahead of time by the ORHS Music Teacher.
2. The priority for use/rental of the auditorium is in the following order of preference:
 - a. Use for Oyster River Cooperative School District activities
 - b. Use for Oyster River Community activity
 - c. Use for educational, cultural, civic and/or governmental activity
 - d. All other acceptable uses.
3. Reservations are made on a school year basis. Preliminary reservations requests will be accepted Until June 1 for the following school year. The schedule will be confirmed during the first week in June, or after the school district calendar has been approved by the School Board .The schedule will be finalized in mid-June, after which additional reservation requests will be accepted and scheduled if the requested dates are available.
4. Typically for non-theatrical events the auditorium may only be reserved for the day of the event. For theatrical productions, the auditorium may be reserved for a period of one week concluding the night of the final performance. Exceptions to this will be considered depending on the nature of the event, and demand on the auditorium. All setup and breakdown of scenery and equipment must take place during the time the organization has reserved the auditorium (IE for a theatrical production the load in would be no earlier then one week before the final performance unless other arrangements have been made in advance through the Facilities Office).
5. The availability of auditorium equipment and systems for any particular use is subject to the approval and digression of the Technical Director.
6. Auditorium systems (stage rigging, lighting, audio & video) may only be operated by individuals approved by the Oyster River School District. The renting organization is responsible for naming these individuals and making arrangements to ensure they are present when the equipment is operated. Any fees for doing this are the sole responsibility of the renting organization. These individuals are in addition to the technician(s) required in (1b) above.
7. Liability insurance in the amount of \$1 million per occurrence (\$1 million aggregate) is required. A certificate must be issued naming the "Oyster River Cooperative School District" as additionally insured, prior to approval of the rental application.
8. The Rental Checklist must be completed by the renting organization and a member of the Facilities Services staff, both before the rental commences and after the rental is complete. The renting organization and their on-site representative are responsible, both organizationally and personally, for the repair of any damage caused as a result of the rental function.
9. A security deposit of \$500 (made payable to the "Oyster River Cooperative School District") must be provided prior to approval of the rental agreement. This

deposit will be used to defray the cost to repair damage caused by renting organization and/or for cleaning of the auditorium. For organizations using the auditorium for multiple dates, only one security deposit for the season should be submitted. If damage occurs or exceptional cleaning is required and monies from the security deposit are used to fund the repair/cleaning, the renting organization must replenish the full \$500 deposit before the next scheduled use of the auditorium. The balance of the security deposit will be returned to the renting organization after any billing for the event(s) has been paid to the Oyster River Cooperative School District or applied to the final billing. We reserve the right to make all repairs and all damages shall be reported to ORCSD.

10. All equipment, props, etc., owned by the renting organization must be removed from the premises the evening of the last performance, unless other arrangements have been made with the Facilities Services Office. Storage space in the auditorium is extremely limited and only available while the auditorium is reserved by the renting organization.

11. In compliance with state statutes, smoking is not permitted in any area of the High School or grounds.

12. Food, beverages and other items may be sold in the ticket booth/concession stand but are not permitted in the seating area. No alcoholic beverages are allowed on school property.

13. Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. Only personnel that are trained and approved by ORCSD staff to use audio, video, and/or lighting equipment will be authorized to use the auditoriums equipment. The auditorium Technical Director has absolute authority ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs.

14. Only gaffers or spike tapes, supplied by ORCSD, or Glow tape approved by the Technical Director shall be applied to the stage floor. No other tape (masking or duct) shall be used. Duct tape will not be allowed in the auditorium at any time.

15. Total occupants allowed in the auditorium has been established by the Durham Fire Department as ___to be determined ____? This amount shall not be exceeded. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those in attendance in the event of an emergency.

16. Custodian(s) assigned to cover the events(s) will be responsible for locking and unlocking the facility; security; and cleaning any debris left by the renting organization. If cleaning by the custodian is necessary, the renting organization will be charged for his/her time at the rate of \$30 per hour.

17. Technician(s) assigned to cover the event(s) will be responsible for turning house lights on and off; turning on and off all theatrical lighting and public address systems; and supervising all use of the facility and equipment.

18. The renting organization will be responsible for leaving the facility in at least the same condition of cleanliness as it was found and restoring the facility equipment and furniture to its original location.

19. Stage area is to be left clear.

20. Oyster River Cooperative School District reserves the right to remove or discard any items left behind at renter's expense.

21. Accommodations for hearing impaired is the responsibility of renting organization, the auditorium does have an assistive listening system which may be made available with advanced request to the Technical Director.

22. Supervision of Children as well as all attendees is the responsibility of the renter.

23. The auditorium is fully ADA compliant.

Acknowledgement of Conditions and Signature:

I have read the regulations concerning use of the Oyster River High School Auditorium and agree to comply with the conditions listed.

Name: Date: