



Davie County High School

AUDITORIUM

Rules and Regulations

This document has been designed to help ensure that events run safely and smoothly. Many of the guidelines and regulations discussed below will be common sense to most readers. The guidelines focus on the safety and the security of both the people using the auditorium and the auditorium equipment.

1. No food, drinks, gum, or candy are allowed on stage or in the auditorium house.
2. Students may not be left unsupervised in the auditorium.
3. Students and adults must sit in Auditorium seats properly. Placing feet on the backs of Auditorium seats is prohibited.
4. The only marks on the auditorium floor or walls should be made with spike tape, chalk, or glow tape that is removed at the end of the show. Gaffer's tape may be used to secure electrical wires on the stage floor. Absolutely no double sided tape, masking tape, duct tape, etc. will be allowed.
5. There is no painting allowed in the auditorium.
6. Hiring of the venue does not include use of the pianos or tuning costs. A baby grand piano or upright, electric piano are available and may be rented at an additional cost.
7. If dressing room space is required, it must be arranged through the Auditorium Use Form.
8. A list of all technical and equipment requirements shall be submitted via the Auditorium Use Form to the Davie High School Auditorium Manager no later than 30 days prior to load-in and are subject to School approval. Equipment availability is subject to change.
9. A list of painting effects/techniques and materials applied to the Davie High School stage shall be submitted in writing no later than 30 days prior to load-in and are subject to approval by the Davie High School Auditorium Director.
10. Davie High School provides a clean stage floor painted in standard black flat latex. Renters modifying the floor surface, on purpose or accidentally, are responsible for the cost of returning the stage floor to its original state.

11. A list of special effects or performance elements which are potentially damaging to the Auditorium, its stage, soft-goods, flooring or equipment (such as drumming on floor, throwing of any kind of material, and the dragging of heavy scenery) shall be submitted in writing to the Auditorium Director no later than 30 days prior to load-in and is subject to approval by the Auditorium Director.
12. Renters are responsible for the cost of repairing any damage to the surface of the stage floor including but not limited to gauges, chips, built up paint globs, deep scrapes, drilled holes and raised screw holes caused by renter.
13. Safe working practices are to be observed at all times.
14. A list of all form of scenery on or over the stage shall be submitted in writing to the Auditorium Director no later than 30 days prior to load-in and are subject to approval by the Auditorium Director.
15. Use of Davie High School Auditorium property and equipment is not permitted without previous consent by the Auditorium Director.
16. Access to aisles or doorways in the auditorium may not be blocked as it is a safety issue and in violation of fire code.
17. If audience movement is anticipated during the program, house lighting should remain no darker than 80%.
18. The use of flame in any form in Auditorium is not permitted.
19. Changes to rehearsal schedules must be reported to and approved by the Davie High School Auditorium Manager one week prior to such change and may result in additional staffing charges.
20. Davie High School Auditorium staff have the right to inspect any and all scenery or props used onstage. All pieces shall be built and/or rigged safely. All wooden and fabric surfaces shall be flame-proofed. Pieces not meeting these requirements will not be allowed on stage.
21. If the performance is being videotaped, all videotaping personnel shall arrive at least one hour prior to start of the performance. Whenever possible, cameras should be operated on batteries. When this is not possible, all extension cords shall be taped down so as not to interfere with audience traffic. Camera positions shall be behind the last row of chairs, unless previously approved by the Auditorium Manager.
22. Davie High School is not responsible for any props or scenery left on the premises during the term of the rental.
23. The costs of removing all property of the renter are the responsibility of the renter. A hauling

fee shall be assessed should Davie High School staff be required to clear these items from the stage and dispose of them.

24. All make-up application is restricted to the dressing room areas. Make-up or any other damage to furniture or other equipment will be charged to renting organization.
25. Auditorium approved dance floors are required for all events involving tap dancing or clogging. Dance floors are highly recommended for all dance performances.
26. It is the responsibility of the renting organization to sweep and mop the stage and wings at the conclusion of an event. The final condition of the floor must be approved by the maintenance staff; in the event the condition of the floor is deemed unsatisfactory, it will be redone by a school maintenance crew at an additional hourly expense.
27. All performances will be preceded by an announcement that contains emergency exit information.
28. Flash photography during a performance is not allowed. Non-flash photography during a performance may be allowed with the prior consent of the rental organization and the Auditorium management. Photography and videotaping of any kind during rehearsals may be allowed with the prior consent of the rental organization and the Auditorium management.
29. All microphone and sound requirements must be submitted to the Auditorium Manager via the Auditorium Use Form.
30. The use of the Light Board and Sound Board, as well as other auditorium technology, is limited only to those Davie High Staff members or students that have received proper training.
31. The Auditorium is designed to seat 750 people only. Audience members may not sit on the stage, or in the aisles, or on the steps. Neither may they add chairs to the level area at the back of the Auditorium as this obstructs the fire exits.
32. There are house light control stations located at each of the exits in the Auditorium. These control stations operate using a single on/off button. There is a slight delay when lights are turned on.
33. The stage screen may be used, but must be raised and lowered by Davie High School staff. Arrangements for this must be made in advance.
34. The stage curtains shall remain hanging in place during your technical load-in and run of your show. In order to avoid damage to the curtains, they must be fully opened when moving scenery and other equipment.
35. When it is necessary to open the Black Box wall, this will be done by Davie High School Auditorium staff only.