

# **Santiam High School Auditorium Preliminary Use Policy**

In addition to the general policies outlined in Santiam Canyon School District's application form for use of school buildings and grounds, the Santiam High School Auditorium policies for use include:

No food or drink is allowed in the auditorium, stage or backstage areas.

The main stage curtain (grand drape) shall be properly operated by using the pull cord at the west end of the curtain. *Do not handle the curtains or pull curtains open or closed by hand.* No attachments *of any kind* to the stage curtains are allowed. Attachments to the walls or stage apron must be approved beforehand.

Due care must be exercised using the stage curtains. Any costs incurred for repair of damages will be assessed to the individual or organization requesting use of the facility.

The following systems require training from or operation by a qualified Santiam Canyon School District staff member:

- Stage Lighting**
- Public address or Sound System**
- Retractable Movie Screen**

Damages or injury caused by unauthorized use of these systems is the responsibility of the individual or organization requesting use of the facility.

Any additional systems or equipment supplied by the individual or organization requesting use of the facility must be approved by the school district beforehand. Damages or injury caused by the use of unauthorized systems or equipment is the responsibility of the individual or organization requesting use of the facility.