

GUIDELINES FOR USE OF CROOKER THEATER

The use of Crooker Theater is guided by the following rules and regulations:

- * The use of the theater will be approved by the Superintendent, in consultation with the High School Principal or designee in accordance with current School Board procedure.
- * All programs shall be planned so as not to interfere with the regular school day.
- * The supervisor in charge of the activity shall be present before the activity is due to start and shall remain until all have left the premises.
- * The organization using the facility shall be responsible for moving its equipment into and out of the theater.
- * School authorities must have access to the theater at all times.
- * No smoking is allowed in any part of the High School or on school grounds.
- * The use of alcohol and drugs is prohibited; individuals under the influence will be removed from the premises.
- * Food and beverages are not allowed in any part of the theater, either during rehearsals or during performances.
- * Each approved activity shall be restricted to that area for which permission is granted.
- * Each approved activity shall not extend beyond the hours outlined in the request.
- * In the absence of administrative personnel, the custodian is charged with the responsibility of the facility.
- * No changes may be made in any areas of the theater unless authorized and supervised by the High School Principal or designee. These areas are specific: lighting, P.A. system, drapery set-ups, electronic equipment, light dimmers and control board, light sources, piano, and heating/air conditioning equipment.

- * Movement of pianos to or from the stage must be authorized by the High School Principal or designee. Extreme caution must be used in rolling them to and from the wings.
- * No school property or equipment is to be altered or removed from the premises.
- * No alteration may be made to the sound, lighting or electrical system without permission.
- * Nothing may be nailed or screwed into the theater's stage floor without prior permission from the school principal or his/her designee.
- * No painting of sets is allowed on the stage floor or in the theater.
- * No signs or posters should be adhered to finished surfaces of the theater.
- * All groups using the facility and/or rooms adjacent to the theater will be responsible for returning the rooms to their original condition.
- * All groups will be held responsible for the removal of any equipment, stage props, or other materials not belonging to the theater immediately following the use of the facility.
- * The School Department reserves all concession rights unless prior agreement is made with the Superintendent or designee.
- * All non-school organizations shall assume financial responsibility for any damage done to the building or its contents during said organization's use.
- * Failure to abide by these rules may result in the revocation of future use of this facility.
- * No reservation will be honored until an application is returned and approved by the Superintendent and a non-refundable deposit of 25% of the required fee is paid.

Fee Schedules and Insurance Requirements

The Brunswick School Board reserves the right to establish user fees and to set requirements for insurance coverage. Due to special circumstances surrounding request of profit and non-profit organizations, the Superintendent, in consultation with the High School Principal, may waive or modify fees.

- I. Non-profit Organizations and Activities Within the Brunswick School District:
 - * \$20.00 per hour for each custodian needed
 - * \$20.00 per hour for heat or AC
 - * \$20.00 per hour for stage lighting
 - * \$20.00 per hour for the sound system
 - * \$20.00 per hour for lighting or sound technician
 - * \$100.00 piano fee (includes tuning)
 - * Security (Brunswick Police) - if deemed necessary by the Superintendent or High School Principal

- II. Other Non-profit Organizations and Activities
 - * \$350.00 rental fee or waiver (admission charging)
 - * \$100.00 rental fee or waiver (free admission)
 - * \$20.00 per hour for each custodian needed
 - * \$20.00 per hour for heat or AC
 - * \$20.00 per hour for stage lighting
 - * \$20.00 per hour for the sound system
 - * \$20.00 per hour for lighting or sound technician
 - * \$100.00 piano fee (includes tuning)
 - * Security (Brunswick Police) - if deemed necessary by the Superintendent or high School Principal
 - * \$50.00 per hour rehearsal fee for nonprofits
 - * \$70.00 per hour rehearsal fee for profits

- III. For-Profit: Individuals or Groups
 - * \$450.00 rental fee
 - * \$20.00 per hour for each custodian needed
 - * \$20.00 per hour for heat or AC
 - * \$20.00 per hour for stage lighting
 - * \$20.00 per hour for the sound system
 - * \$20.00 per hour for lighting or sound technician
 - * \$100.00 piano fee (includes tuning)
 - * Security (Brunswick Police) - if deemed necessary by the Superintendent or High School Principal

- IV. Proof of Insurance

Any non-school organization must have a combined insurance bond of \$1 million for liability and damage.

Revised: 10/14/09