

Guide to the SHS Performing Arts Center **Rental Information and Rules**

The Stanwood High School Performing Arts Center offers a 40 ' wide proscenium stage with a flexible apron/ modified orchestra pit and a house with about 520 seats (there is not an exact number of seats, due to wheel chair access chairs). It is equipped with full theatrical lighting and sound systems, a modified rigging/fly system, and a spacious lobby.

The Stanwood High School Performing Arts Center is, however, primarily a classroom. Over 150 students use the stage and back classrooms daily and they have preferred use to any outside group. At current, there is no management staff or technical staff available for the facility. All renters must consult with the drama instructor, before using the stage and any of the equipment. Visiting groups can use many of the back rooms, but there are limitations and expectations for how the rooms will be maintained.

Rules and Restrictions

1. Custodial staff must be requested and hired for all performance dates. They will be responsible for opening/closing and general cleanup of the facility.
2. Groups that require technical assistance may contract with a student (who is trained on the light and sound board) outside of this facility agreement. Contact Mr. Sims, the drama teacher, and he will provide a list of names.
3. Backstage rooms including the drama classroom (room 155); the choir classroom; practice rooms III, IV, V, and VI; and the pianos within them, may be used only with prior permission given by the drama and music teachers. The renter must understand that these are classrooms which are used daily. The rooms must have nothing left or stored in them by the renter. All persons who use the rooms must not disturb any equipment, white boards, books, or lessons left in the classrooms. Practice room I and II, the band classroom, instrument storage, offices, and costume storage are not available for use.
4. There is no food and drink allowed in the lobby or in the theatre. Special arrangements for concessions must be made in advance. Any food or beverage sold or consumed in the facility without prior permission may

result in the immediate termination of the contract. This includes gum, candy, soda, cast party cakes, and actors' dinners. Water is allowed backstage in the drama classroom only. All bottles must be disposed of by the end of the evening. Absolutely nothing is allowed on stage or in the house except certain props that must be cleared with the drama teacher, prior to the performance.

5. Lobby: Do not place any posters, cast photos, papers, or any sort of display materials on the lobby walls. You must bring in your own display boards or easels. The paint comes off quite easily and so tape, putty, or any form of adhesive is strictly forbidden. It is permitted to neatly and tastefully place posters on doors and windows.

6. By law, there is no smoking anywhere on school grounds and this includes the Stanwood High School Performing Arts Center. It is the renter's responsibility to ensure all cast members, guest speakers, technicians, and audience members adhere to this law.

7. All use of stage lights and sound equipment must be cleared with the drama teacher. Microphones, headsets, and other sound equipment will be checked out and must be stored at the end of each performance. The renter will pay the replacement costs for any equipment not returned or damaged. A qualified technician may only run the light board. A student from the tech theatre class or the drama teacher may be hired for the performances. Any other technicians must be cleared with the drama teacher. Any channels on the soundboard that are repatched must be returned to house "standard" and no changes can be made to a saved show on the light board.

8. No tools, flats, platforms, props, wood, costumes, books, painting or classroom supplies are included in the rental agreement. Any use of these items without prior permission may result in the termination of the contract or an additional rental fee.

9. No one will use the rigging or fly space without prior permission. Renters may adjust the curtains or bring down the movie screen; but they may not hang or attach anything to a batten or adjust the counterweights without prior permission.

10. No one will use the catwalks, change lights, or use the follow spot without prior permission.

-Rules 9 and 10 are made not only for the safety of the renters, but for the students who will use the theatre after the renters. Very recently one of our renters left a baton out of balance and as soon as a student took off the break, the baton came down. This will never happen again.

11. No one may screw stage braces, flats, or anything else into the stage floor.

12. Painting the stage floor is possible, but must be completely painted black at the end of your run (the formula is two gallons flat black to one gallon semi-gloss).

13. Additional fees may be charged to the renter for violation of the terms of this agreement or additional cleaning.

Stage Measurements:

Proscenium width.....39' 8''
proscenium height.....18'
stage left wing space.....14'
stage right wing space.....17'
stage depth w/o thrust.....34' 10''
stage depth with thrust at center..... 45' 6''
stage battens full up.....33' 2''
top of proscenium to battens full up.....15' 2''

light board: ECT Element
sound board: Mackie 24 channel mixer
CD/Tape player: Denon

(Renter)

(Principal)

(Student tech)

(Drama Teacher)