



Thank you for choosing Lincoln Public Schools auditoriums for your event needs. For proper maintenance of our facilities and equipment, we ask that you adhere to the following guidelines. (Updated 1/2022)

Equipment provided in the standard Auditorium rental rate

- General Stage Set-up/Equipment (Basic lighting washes, curtains, etc.)
- (1) Wireless Microphone - Handheld or Lapel (Additional microphones cost extra.)
- House Public Address (PA)/Sound System
- In-House Lectern/Podium, Projector & Screen

Please note: All equipment must be included in the Archibus Reservation as a Resource Request.

Equipment NOT provided in the standard rental (additional cost if available)

- Computers to use in presenting
 - Adaptors/dongles to hook into the projector/sound system (an HDMI cable is provided)
 - Contact the Theatre Tech at your desired location for your electronic needs.
 - Follow Spot/Spotlights (Available for \$15 per day + Student Worker each day)
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Capacity/Attendance

- Every audience member must be in a seat.
 - The Fire Marshall will not tolerate any overflow into the aisles or added chairs.
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LPS Labor/Services

ALL events utilizing an auditorium require a LPS Theater Technician present
For audiences of 250 or greater an Assistant Theater Technician may be hired
LPS Student Workers may be hired as needed to run facility equipment
Minimum of one Custodial Staff will be scheduled during your reservation – charge on weekends
(Please refer to the LPS Facility Use Rate Sheet for the current rates for staff.)

- All LPS Equipment must be operated by an LPS Employee
 - An LPS Theater Technician can provide you a tentative labor schedule upon request.
 - Labor costs include all setup time and time spent returning the auditorium to normal operating conditions afterwards.
 - Changes to the standard setup (lighting/sound/rigging, etc.) will incur additional costs.
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Prohibited Items

- Loose glitter, sequins, feathers, beads, gems or like items on costumes, scenery, etc. Failure to comply will result in assessment for additional cleaning fees.
 - Food or Liquids (with the exception of water ONLY in a spill-proof container)
 - Smoke/Haze/Fog Devices, Bubble Machines, Confetti Cannons, Open Flames, etc.
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Lincoln Public Schools reserves the right to decline future reservations and/or assess additional fees if failure to comply with these rules occurs.

For additional information go to the LPS Archibus page

<https://home.lps.org/operations/archibus/>