Wellesley Public Schools

Learning • Caring • Innovating

WELLESLEY MIDDLE SCHOOL FACILITY USE ADDENDUM

In addition to the requirements set forth in the Master Terms, the renter is responsible for complying with the following additional terms and conditions if renting space at the Wellesley Middle School.

A. **Food and Drink:** Food and drink will only be permitted in the cafeteria. Only water will be permitted in the gymnasium.

B. **Occupancy Capacities:** The high school has the following occupancy capacities:
   a. Auditorium: 836 seats, plus 10 wheelchair spaces
   b. Auditorium stage: 63' wide by 30' deep (38'4" by 16'3" high proscenium) with no fly space, all stage rigging dead hug – no moveable sets
   c. Gymnasium A: 7,000 sq. ft. – 1 main basketball court or 2 full size cross-courts
   d. Gymnasium A Bleacher Seating: 400-500 seats with room for wheelchairs
   e. Gymnasium B: 4,800 sq. ft. – 1 main basketball court or 2 full size cross-courts
   f. Gymnasium B Bleacher Seating: No bleacher seating or room to sit
   g. Cafeteria: 7,400 sq. ft. – 400 seat capacity

C. **Auditorium Requirements:** An Auditorium House Manager is required for rental in this space. The equipment that may be used includes: speaker system, video projection system, clear-com communications system, microphone systems, assisted listening system, complete theatre lighting system, complete theatre hoist and rigging system, and control room. The rental of the auditorium shall include the following ancillary spaces: and restrooms. Classrooms can be rented if additional space is needed. Designated Representatives must submit details of proposed auditorium use (dance, play, show, meeting, etc.) on the Application. Equipment must be set up and removed within the rental period. Under no circumstances shall the renter nail materials into the stage or use open flames or pyrotechnics. All materials used in the auditorium shall be flame retardant. Renters are solely responsible for seeking required permission from the Wellesley Fire Department as necessary for stage performances.

D. **Gymnasium Requirements:** A Gymnasium House Manager is required for rental in this space when use of projection or wireless microphone systems is requested. The equipment that may be used includes: Speaker system with microphone, bleachers, chairs, tables, scoreboard, and scoreboard controller. Hardball sports and floor hockey are prohibited. No tape shall be added to the floor.

E. **Cafeteria Requirements:** A Cafeteria House Manager is required for rental in this space when use of projection or wireless microphone systems is requested. Renters, participants, and attendees are not allowed to use the cafeteria kitchen or kitchen equipment unless such use has been noted and approved on the Application.

F. **Prohibited Rental Space:** The Fitness Center, Dance Studio, Wrestling Rooms, Wood Shop, Maker Space, Art Rooms, Photography Rooms, and Locker Rooms are not available for rent.