

Guidelines for HHS Auditorium Use

These guidelines are followed by HHS students/staff and must be followed by all groups using the HHS Auditorium.

These apply to community groups as well as other schools/groups within Hastings Public Schools.

Custodial Staff

- Custodial staff will be present during any performance in the auditorium. Custodians are available to operate wheelchair lifts as needed.

Music Department Resources

- Risers, sound shell, and piano should be requested along with the use of the auditorium. Custodial staff will arrange these items to meet the needs of the group performing.
- **Do not use tape or any adhesive on the sound shell, piano, or risers.**

Lights & Sound

- High school personnel will **not** be provided to run sound/lights for rehearsals and performances and special lights/sound effects will not be provided without previously arranged and staff is compensated.
- Stage lights can be run from the touch panel backstage. Custodial staff can provide assistance.
- The sound system can be used only with the assistance of custodial staff.
- High school student and staff volunteers will not be provided for events.

Stage/Backstage

- **Only masking tape, painters tape, or specially designed floor tape may be used on the stage floor,** front of stage, railings, seats or any other auditorium surface. **No duct tape** may be used on the stage floor or any other surface in the auditorium. Duct tape causes damage to the stage floor, woodwork and other surfaces
- **Glitter may not be used anywhere in the HHS auditorium.**
- Do not tape or in any other way adhere things to the sound shell. The surface is delicate and previous use of tape has caused costly damage. .
- Any tape or signs posted anywhere in the auditorium or adjoining spaces should be removed.
- Props and scenery pieces belonging to HHS may not be used.
- **Do not raise or lower curtains, lights, or any part of the fly system (backstage ropes & pulleys). This system can be very dangerous if not operated appropriately and should only be used by trained personnel.**

Lobby

- Folding tables, chairs, and music stands for programs/concert information can be provided by the custodial staff upon advanced request. Please note that this is for lobby use and will not be made available to the performers.
- The box office is also available if requested in advance.

Additional Spaces

- Dressing rooms can be made available upon advanced request.
- The scene shop is not available to auditorium renters. Lumber, tools, furniture, and other scenery pieces should not be accessed by any outside groups.
- Classrooms are not included in the auditorium rental. Classrooms can be rented at an additional cost.