

Auditorium Use Policy:

The use of the Pike County High School Auditorium is prioritized by the following:

Board of Education: The Board of Education has the exclusive right to use the building in any manner that is needed to provide public information, large meetings, or events that promote Pike County Schools. This is providing that any event preplanned and on the Facility Calendar can be moved in a reasonable manner.

Pike County Schools: This consists of the Central Office, Transportation, Pre-K, Primary, Middle, Ninth Grade Academy, Zebulon High School, and Pike County High School. The listed schools and their affiliates have priority over any outside Entity when scheduling events throughout the year. When scheduling an event, it will be a first come first served calendar. If there is something scheduled that coincides with another need it must be worked out among the entities and then conveyed to the Facilities Department on how it will be handled.

Outside School Requests: Outside school requests will be evaluated by the Facilities Department to see if the request is feasible. If it is deemed to be a feasible request the facilities department will forward the request to the board for approval.

- ALL EVENTS MUST BE REQUESTED THRU THE FACILITIES DEPARTMENT VIA A FACILITY REQUEST FORM THAT IS LOCATED ON THE WEB SITE UNDER THE FACILITIES PAGE.

Auditorium Use Rules:

- Any school that plans to have a production will have the performance nights scheduled if no conflicting school related activities interfere with those dates.
- All performances will have a two-week window before the performance to use to install props and orchestrate lighting and sound.
- The back portion of the Auditorium is used for educational learning, so it is essential that the hallways remain clear of any props, ladders, or equipment to maintain a fire escape route that meets the requirements of the State Fire Marshalls Office.
- Any materials used in the two-week tech practices must be kept on the stage inside of the double doors leading to the educational space.
- When the event has concluded all materials used in the production and performance must be discarded, removed, or stored within a three-day window. This allows other entities to have behind-stage access for their events.
- If Audio or lighting is needed for an event and there is not a trained person from that entity or group, they will be required to pay a system trained person to handle the audio visuals for that event. A check or cash must be available for each night's event. The cost will be determined for the event at an hourly rate of \$25.00 an hour.

- It is the responsibility of the leader of the entity using the facility to ensure that all lights are off inside the building and the doors are secured before leaving the Auditorium.
- Any damage to the equipment or the building will need to be repaired out of the funds collected as admission.
- There will be a \$250.00 fee assessed if the building is not left in the condition and timelines detailed above.
- All keys must be returned the day after the event.