

SVVSD USE RULES FOR AUDITORIUM

The St. Vrain Valley School District supports the use of its facilities by members of the various communities which it serves, and considers all users as partners in the care and upkeep of these facilities. The following rules have been established to protect school property and ensure that facilities will be used in the appropriate manner.

1. Park in designated areas only. Users and spectators must not park in the fire lanes, on adjacent private property, or in posted "no parking" areas.
2. **Do not prop doors open!** This is a safety and security concern for all event participants and school property. Door Schedule will be confirmed and finalized based on show times. Doors that are scheduled to remain open will need to have an adult at the door. If you are unable to access the building please call; **720-453-0459**.
3. Arrive and leave on time. Additional time beyond what is approved on the contract is not permitted. The custodians are required to clean areas used each evening and secure the building before leaving.
4. Respect school property. Leave school property in the condition that it was found. If tables were rearranged for your use, return the room to its original configuration when done.
5. Smoking, alcohol or substances normally considered to be controlled are not allowed on school district property. This includes the parking lot.
6. Be respectful of custodians. Custodians are not responsible for set up, but can aid non-district groups.

Auditorium Rules

1. Emergency exits and aisles must remain unobstructed at all times. This includes no placement of equipment, chairs, strollers, or wheelchairs in these areas. Accessible seating is available.
2. No food or drinks are allowed in the auditorium. Water is permitted
3. Glitter is not allowed in the auditorium or any rented spaces. Confetti cannons are not permitted. Streamer cannons are permitted but will need to be cleaned up by community members. If not cleaned up additional custodial charges will be assessed.
4. The use of candles, incense, or any form of open flame is **strictly prohibited** on school property. Unauthorized use of open flame can be cause of cancellation on contract without refund.
5. Fog machines may be used only with a 30 days' notice. Events using fog machines require a designated district staff member to be on site for fire watch during all times the machine is in operation. Please budget accordingly for:
 - A district fire watch technician to be present (\$40-50/HR)
 - An additional 4 hours of billable time per day to cover building disarm/arm procedures. (\$50 - 70/HR)
6. Do not move or relocate any auditorium equipment without notifying and receiving approval from the auditorium technician or staff.
7. Tap dancing is not allowed in hallways. It is permitted only on carpeted areas and inside the auditorium.

Inappropriate behavior or language of participants/spectators will not be tolerated on school grounds.

Emergencies

1. In case of fire, tornado, lightning strikes, or a medical emergency, pull the fire alarm. Then call 911 and explain the emergency. Send someone outside to direct emergency personnel to the situation.
2. If a security or fire alarm is activated inadvertently, you must evacuate the building and call Facility Management immediately at **(303) 589-2739**. **Do not call 911!** You may re-enter the building after an 'ALL CLEAR' is given by District Administration or by First Responders.

Cancellation of Approved Facility Use by A Group

Facility users must notify the Facility Use Department and or the Auditorium Specialist via email if a cancellation is required. Cancellation fee will be assessed if notice is given less than **45 business days** prior to the scheduled activity. This fee will include the cost to rent the requested areas. Building supervisor and/or custodian fees paid in advance may not be refunded or credited to groups who cancel at the last minute.

Cancellation of Approved Facility Use by The District

Facility use cancelled because of weather or an emergency closing of schools may be rescheduled with no additional cost. **School functions may cause a change or cancellation of a user group.** The Facility Use Office will give as much notice as possible for a change or cancellation. In the event that a school is closed during the day due to inclement weather or an emergency, all evening activities are automatically cancelled.

For Contract questions, please call **Luana Campos** at 303-682-7433

For Auditorium Spec questions, call **David Dean** at 720-453-0459