

This page required only if your group is requesting the use of the PGMS Auditorium

PGMS Auditorium Use

Performing Arts Center

DO NOT:

- **Change the configuration of the lighting or sound equipment without a district-approved technician doing the work. See below.**
- **Add any sound and/or lighting equipment without express permission. See below**
- Access crawl spaces above auditorium nor change electrical system in any way.
- Allow any food, beverages, or gum in the auditorium.
- Paint projects inside the building.
- Put tape of any kind on any surface including the floor.
- Move curtains from their tracks without express permission.
- Put any nails, screws, or other fastening device into any walls, floors, curtains, etc.
- Allow any spectators to use the balcony without express permission.
- Allow students, adults, or audience members to use any parts of the school that are not expressly requested in the facilities use permit.

DO:

- **Consult with Head of Maintenance for specific electrical/ lighting needs at least one week in advance of your event and note it on the front of the form on the Special Arrangements line.**
- Coordinate stage use with PGMS instrumental music teacher.
- Stage must be cleared after use in accordance with conference with custodian and music teacher.
- Remember that the stage area is used daily for a classroom for PGMS music students.
- Make sure that all of your special needs are requested in the use permit (see attached form).
- Clean all areas in auditorium of trash, programs, sets, props, etc. after the show.
- Store props, sets, etc. only in the area designated by the custodian.
- Strike the set totally after the show.
- Leave pianos, seats, music stands and curtains where they were before you came.
- Make note of any problems that you encounter before the show and report it to the district before you start your program.

Special Requests

ITEM	REASON	COST	APPROVED/ DENIED