





## Walled Lake Consolidated Schools

Operations Department  
46740 West Pontiac Trail  
Walled lake, MI 48390  
Phone (248) 956-3060  
Fax (248) 956-3078

### Regulations for Auditorium Use

1. Every event (rehearsal, and performance) must fill out a building use request.  
(For rehearsal please fill out one form and attach a calendar with all dates and times)
2. Request must be submitted to the main office of the building being requested 2 weeks prior to the event. Request is not approved until a signed permit is returned to the applicant.
3. Every request must be accompanied by a TR-1 form (technical requirements). Any changes in technical requirements must be made in writing no later than 48 hours before the event.
4. All events must end no later than 10:30pm.
5. Request for cancellation must be made no later than 48 hours before event in writing to the schools office or Community Education office.
6. Every group must follow "Rules Concerning use of School Facilities" located on the back of all building request forms.
7. Ushers are required to monitor the house-minimum one person per door. Auditorium personnel will conduct a meeting with all ushers ten minutes before the house will open.

### Other Stage Rules

1. Only authorized tape (gaff tape, spike tape) may be used on the stage floor!  
(Colored contact paper shapes may also be used if they are removed as soon as the event is concluded)
2. ALL cables must be taped down in an aisle way or between seat rows.
3. If no crew is present for an event or rehearsal, the director is **REQUIRED** to lock the theatre and turn off all lights (except designated ghost light) at the conclusion of auditorium use. *(This applies to in-building use only)*
4. Only authorized persons will be allowed in the technical booth.
5. Any and all changes to lighting and sound system must be authorized and approved by the auditorium manager.
6. Confetti is prohibited: Streamers may be used with the approval of the auditorium manager and must be cleaned up at the conclusion of the event.
7. Pyrotechnics are prohibited.
8. Props and set pieces housed at the school belong to the drama department and may not be used without their written permission.
9. Any set pieces, props, or costumes for your event must be removed unless auditorium manager grants permission for it to remain onsite. The auditorium manager, custodians, staff, and the school are not liable for damages to the items that are left.
10. Curtains: May only be operated by an authorized person. Tape or pins may not be used to hold up decorations.
11. NO Food or Drink is allowed in the auditorium, dressing rooms, or booth. Water in a closed bottle may be in the dressing rooms or backstage.

Please Initial: \_\_\_\_\_ Date: \_\_\_\_\_