

Updated January 18, 2022

TRI-COUNTY SCHOOL CORPORATION

AUDITORIUM RULES AND REGULATIONS

All parties, including any Tri-County school organizations, interested in using the auditorium must submit an **APPLICATION FOR USE OF TRI-COUNTY SCHOOL FACILITY**. The application must be submitted to either the building principal (or designee).

The Application for Use of Tri-County School Facility can be found at the Tri-County School Corporation website, www.trico.k12.in.us.

1. The Tri-County staff will check events and dates requested for conflicts, appropriateness of events, and the ability to meet the needs of the events. The auditorium may be rented during the times the building principal or designee determines it is available. The use of the facility shall be denied when such use would interfere with necessary repairs or general maintenance.
2. All activities, excluding school-sponsor activities or eligible organizations as stated in the Application for Use of Tri-County School Facility, will be charged at the overtime rate for supervision and janitorial services from entry to departure, as well as any other personnel deemed necessary by the school.
3. Fees for custodians or additional personnel should be paid directly to the individual performing the services.
4. Any damages will be charged based on an estimate of repair and/or replacement from the Tri-County Maintenance Director.
5. The eligible organization must present evidence of the purchase of organizational liability insurance.

ADDITIONAL AUDITORIUM REQUIREMENTS

1. A Tri-County staff member must be on duty throughout each and every auditorium event. The Tri-County staff member is required to be present as event supervisor at all times while the facility is in use.
2. NO FOOD OR BEVERAGES, EXCEPT WATER, ARE ALLOWED.
3. The facility must be left in a clean and orderly condition. The eligible organization will be required to pay additional cleaning charges if the facility is not left in a clean and orderly condition, as determined by the Tri-County Maintenance Director and/or the Tri-County Director of Custodial Services.

4. Smoking is not allowed on school property. The eligible organization renting the auditorium is expected to enforce this rule.
5. No alcoholic beverages, firearms, or illegal drugs of any kind shall be allowed on school property.
6. Any disorderly conduct shall result in immediate cancellation of the event. The eligible organization will be charged the full estimated total, even if the event is canceled. All groups must have adequate supervision.
7. All district equipment (i.e. rigging, lights, sound) shall be operated only by Tri-County personnel.
8. Only the areas and equipment contracted for use are to be used. Unusual equipment requests must be submitted in writing and approved by the Tri-County staff before the event is scheduled.
9. Band and/or choir room(s) and all material and/or equipment may not be used without prior permission, if available.
10. State and local fire regulations must be adhered to and enforced by the eligible organization.
11. All materials brought in by or for the eligible organization, including sets, props, and decorations, must be removed from the auditorium property by the end of the contract.
12. Tri-County personnel may enforce any additional regulations, which may be deemed necessary to protect district property, promote safety, or expedite the rental procedure in specific cases.

All of these regulations, as well as policies listed in the Application for Use of Tri-County Facility, shall be incorporated by reference in the Application for Use of Tri-County Facility. Any auditorium policy, rule, or regulation that conflicts with another district policy, rule, or regulation supersedes the conflicting district policy, rule, or regulation.