

**Auburn School District Theatre(s)**  
**TECHNICAL POLICIES (4-4-2011)**

**(Auburn Performing Arts Center, Auburn Riverside Theatre or Theatre @ Auburn Mountainview)**

T:\Auburn PAC\A.S.D. THEATRES\ADMINISTRATIVE INFO\POLICIES-PROCEDURES

**Full Lighting System**

- Any Alterations to our Repertory Plot must be approved by the Center’s management and changes made by our Staff only. *(Our venues have a limited inventory of additional lighting instruments that the Renter may use with prior approval.)*
- If the Renter requires the Center to be “Show Ready” upon their arrival, a **minimum** charge of 4 hours per Staff member will be assessed in order to complete the required preparations.
- Any additional equipment required (outside our inventory) must first be approved by Management and be fully compatible with the Center’s equipment. Said equipment will be at the Renter’s own arrangement and expense. Renter is also responsible for immediate pick up and return of rented equipment at end of strike. *(Safety cables must accompany all rented lighting instruments and are required on all overhead instruments.)*
- Renter is responsible for providing their own color gels (outside our basic inventory), gobos, gaff or spike tape, batteries, and other expendables.

**Sound System**

- Each Center’s Sound System is adequately equipped to handle public address, some audio reinforcement and playback of prerecorded material. Playback equipment includes CD’s and DVD’s. **Our system is not concert-ready. We do NOT provide a separate monitor system.**
- The theatres also stock a number of mics and wireless gear. A complete amenity list can be sent to you per your request and can also be found online.
- No alterations or additions to our Sound System will be allowed.
- If the Renter determines the Center’s sound system is not up to their shows’ demands, the Renter, at their own expense and arrangement-- and with prior approval from Management-- may hire a reliable Sound Company to provide sound and operation for the Renter’s show. Said Sound Company will be bound by Center rules and policies.
- During sound heavy performances an SPL Meter will be used, with C weighting, slow response, measured from the center of the downstairs back aisle, and will monitor a level of no more than 105 DB SPL. **If, after more than one verbal request, you are found in violation of this policy, the Center reserves the right to shut down your performance.**
- The Center provides Windows-based PC with Power Point and DVD capabilities. A pre-hung fixed LCD projector is available for your use. **Requests for Internet Access must be pre-approved as the Auburn School District has a protective Firewall and certain sites may not be accessible.**
- Recording of all events are strictly for archival purposes and shall only occur with permission and consent from all performers and artists— and must comply with all state and federal copyright laws. A copy of consent must be filed with our Managing Director. Renter will be held fully responsible for any violations.
- **We do not provide professional recording capabilities nor do we provide blank CD’s or DVD’s.**

**TV / Videographer / Photographers**

- It is the Renter’s own responsibility to contact and hire responsible parties and notify Center Management in advance. They will be held accountable to the Centers’ Rules and Regulations.
- TV and/or Video people must NOT block fire lanes, handicapped seating, or interfere with the audience, performers, or stage hands in the performance of their duties. Violators may be asked to leave the Center.
- If SOUND FEEDS are necessary, arrangements with the Center’s Management must be made at least one week prior to the event. **NO LAST MINUTE REQUESTS WILL BE ACCOMMODATED.**

**I have read and discussed these policies and procedures with the Center’s Management:**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_