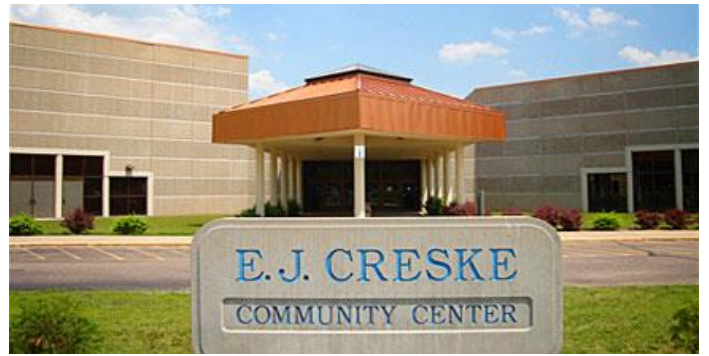


# CRESKE COMMUNITY CENTER

## AUDITORIUM RULES AND

### POLICIES



The Creske Community Center Auditorium is made available to public, private, and non-profit organizations on an equal, non-discriminatory basis. First priority for use of the Creske Community Center Auditorium shall be for activities related to Mosinee School District business.

To ensure maximum benefits for the community, the following policies have been established:

#### **I. RESERVING THE AUDITORIUM**

- A.** Facilities are reserved on a first-come, first serve basis.
- B.** All specific facility set-up requirements should be submitted in writing via the Auditorium Request Form no later than 3 weeks in advance.
  - i.** This MUST be submitted electronically via e-mail to [Auditoriumstaff@mosineeschools.org](mailto:Auditoriumstaff@mosineeschools.org)
  - ii.** Separate reservations must be made for each event.
- C.** You can download an auditorium request form at <http://www.mosineeschools.org/community/creske.cfm>, or by e-mailing [Auditoriumstaff@mosineeschools.org](mailto:Auditoriumstaff@mosineeschools.org)
- D.** The user should report every date and time you wish to be present in the auditorium on the auditorium request form for your event. An Auditorium Staff Member must be present at all times to ensure the safety and security of the people and equipment in the auditorium.
- E.** The auditorium can not be blacked out (i.e. reserved for your use only the entire day weather or not you will be using it) for more than **14** days before the final performance.
  - i.** This means that the stage must be free of unmovable scenery and equipment to accommodate other events.
  - ii.** Your schedule should still be itemized into time slots showing when you plan to use the stage for rehearsal and setup even if the auditorium is blacked out for your performance.

## **II. BEFORE YOUR EVENT**

- A.** Any electronic media (*PowerPoint's, websites, music, etc.*) should be submitted to [auditoriumstaff@mosineeschools.org](mailto:auditoriumstaff@mosineeschools.org) at least one week before the event to ensure compatibility with our system.
- B.** A meeting should be scheduled in the auditorium request form for shows requiring sophisticated lighting or sound/music schemes.
  - i.** This meeting should be scheduled at least 1 week before the required usage of the technology; including rehearsal.

## **III. SETTING UP YOUR EVENT**

- A.** No material of any kind (e.g., signs, decorations, posters, etc.) shall be tacked, posted or fastened to walls or woodwork on the premises.
- B.** The Community Center will provide special tape for use on the stage floor and other auditorium equipment. Please do not use duct tape anywhere in the auditorium.
- C.** The auditorium will provide signs to block off sections of seating, masking tape should not be used.

## **IV. DURING YOUR EVENT**

- A.** Only personnel authorized by the Auditorium Staff may operate any technology in the Auditorium including, but not limited too, the lighting system, the sound system, and the fly system.
- B.** No food or drink besides water is permitted inside the House.

## **V. AFTER YOUR EVENT**

- A.** Each user shall be responsible for leaving all areas and equipment clean and in good order. Any damage to the auditorium, equipment or facilities is the responsibility of the user and their organization.
  - i.** The user has the option to schedule an inspection of the facility before and after the event.
  - ii.** The auditorium will be inspected and inventoried by an auditorium staff member before and after all large productions to ensure proper clean-up.
  - iii.** If the facility is not returned to good order:
    - 1.** If the user is an employee of the Mosinee School District, their supervisor will be contacted for possible disciplinary action.
    - 2.** If the user is not an employee of the Mosinee School District, they will be billed for the man hours it takes to complete the clean-up.
- B.** Removal of the scenery, set or equipment from the auditorium must be accomplished immediately following the final performance unless specific arrangements are made in advance with the Auditorium Staff.

## **VI. OTHER POLICIES**

**A.** The privilege of using the auditoriums may be rescinded for reasons of (but not limited to) disregard of the rules, creation of a disturbance, or willful damage to the building or facilities.

### **B. RECORDING POLICIES**

**i.** The Auditorium staff will provide a camera to record the event and burn it onto a DVD at the request of the user.

**ii.** The Auditorium Staff can set the camera to cover the whole stage, and press record before the start of the event. The Auditorium Staff is not responsible for operating the camera during an event.

**iii.** If the user would like the camera to be operated by a person, the user is required to supply that person.

**C.** In the event that the school is closed for holiday or severe weather, the Auditorium will also be closed.

**D.** The Auditorium Staff must be notified of cancelations at least 24 hours before the scheduled event.

**i.** If the user does not show up to a scheduled event, they will be contacted via e-mail to clarify their schedule immediately.

**1.** If the user can not be contacted, the event may be removed from the calendar to accommodate other community events.

**ii.** Accuracy of scheduling in your auditorium request form is important.

**1.** You may change and update your request form any time up to one week before the event/rehearsal by submitting a new one.

## **CRESKE COMMUNITY CENTER AUDITORIUM'S MISSION STATEMENT**

To provide a platform for members of the Mosinee community to participate in local civic engagement, educational opportunities, community outreach, theater, music, and dance; to create a quality, enjoyable, and accessible space for the entire Mosinee Community.



The Auditorium Staff Appreciates Your  
Support and Co-operation

Thank You