

# Hanover Park High School

## Theater Usage Policies and Agreement Form

- 1) The Hanover Park High School Theater shall maintain a NEUTRAL state when not in use
  - a. Every piece of construction equipment shall remain in its designated storage area
  - b. Every chair/rack/stand shall be placed in a designated holding area
  - c. All lights and curtains will be replaced to their original set position
  - d. The stage shall remain black without screws, tape, markings etc. Any tape, screws, etc., must be removed when complete.
- 2) All Theater equipment shall be the responsibility of the supervising employee from the district.
- 3) Any and all equipment used for a production, presentation or any other theater usage shall be made known to the Theater Manager
- 4) Any and all defective equipment must be made known to the Theater Manager as soon as the defect is found. (i.e. Flashing blue light on dimmer, blown bulbs, broken microphone, defective stands, torn curtain, etc.)
- 5) Following a production, all sets must be completely torn down including ANY AND ALL stage, gaffers, duct tape used
- 6) All props must have an appropriate, APPROVED storing place by the Theater Manager. NOTE: Wing and Fly Space is not considered a storage place for props and/or furniture
- 7) Following all presentations, any and all incidental prop materials must be removed from the theater if it does not have an appropriate storage space within designated storage areas within 3 days.
- 8) The theater in its entirety must be replaced to its NEUTRAL state following any presentation or production within 3 days.
- 9) If you have any questions, please contact the Hanover Park High School Theater Manager at [jspina@hpreg.org](mailto:jspina@hpreg.org)

# Hanover Park High School Theater Usage Request Form

Note: All requests for theater usage must be made at least 1-2 weeks in advance of your intended use. Please review the attached theater usage policies before signing your request for usage. Return to Joe Spina.

ALL THEATER USES MUST HAVE AN ACCOMPANYING SIGNED THEATER REQUEST FORM IN ORDER TO OFFICIALLY SCHEDULE YOUR EVENT.

Name: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Dates Needed: \_\_\_\_\_

Times Needed (including set up and tear down):

\_\_\_\_\_

Description of event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Needs (Check as Many as Needed):

☐

Sound Equipment

☐

Lighting Board

☐

Projector

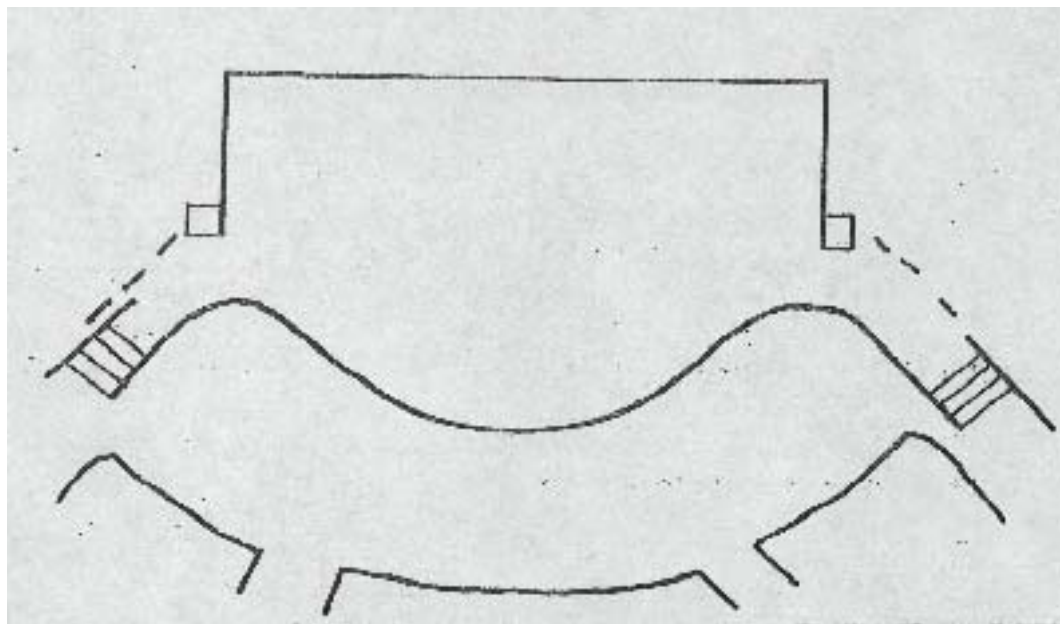
Sound/Lighting Equipment Needs (Specify # of Microphones, Wired or Wireless, Lighting Changes in room etc.) (Indicate whether rented or school owned): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Furniture Needs (Chairs, Tables, Lecture Podium, Screen): \_\_\_\_\_

Indicate Arrangement of any equipment needed on the blueprint below:



I have read, understand and assume the responsibilities and policies accompanied with using the theater. I understand the theater will maintain a neutral state before and immediately following my planned event. Any questions, concerns or issues will immediately be handled with the HPHS Theater Manager.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Requester Date Submitted

☐ Approved ☐ Denied

\_\_\_\_\_  
Theater Manager

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Calendar