



**Amory High School
1006 Sam Haskell Circle
Amory, Mississippi 38821**

**Policy Handbook
For Use of the
Etta Dozier Beauchamp
Auditorium**

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Welcome to the Amory High School, Etta Dozier Beauchamp Auditorium

This handbook has been compiled to be a useful resource for you and your organization as you proceed with planning your event or activity. Whether you are a group from within the school district, within the Amory community, or from the surrounding communities, all of the information you will need is contained on the pages that follow.

Management of the Amory High School, Etta Dozier Beauchamp Auditorium is the responsibility of a four-member operations team comprised of:

**Auditorium
Manager**

**High School
Principal**

Secretary to High School Principal

**Secretary to Amory School District
Superintendent**

This team is supported by the following critical personnel:

Head Custodians—The head custodians at Amory High School are responsible for coordinating all custodial services associated with auditorium events.

Night Custodians—Night custodians will serve as resource persons to the coordinators of auditorium events. The need for custodial overtime or additional custodial services is coordinated at the time of the signing of the Contract.

Technicians—A team of student technicians will be assigned to all events requiring technical support during the performance, e.g. lighting, sound, etc. The technicians will receive technical training through the Amory High School Auditorium management team. The technicians will be managed by the Auditorium Manager.

Overall Supervision— The auditorium manager serves as the supervisor of the auditorium operations team.

Scheduling and Application Policies

a. General Scheduling Rules

- All scheduling will adhere to the priority scale listed below.
- All Organizations must submit a fully completed Use of Amory School Facilities Form, which will be used to determine if space is available.
- Upon approval of the Use of Facility Form, a Contract will be issued by the Auditorium Manager.
- Organizations from all categories of the priority scale are encouraged to submit a Use of Amory School Facilities Form by June of the year preceding the actual date of the event.
- Applications will be accepted at an earlier date, but the yearly schedule for the use of the Auditorium will not be made by the Auditorium Manager until second week of June of the school year preceding the event.
- Applications throughout the school year will be accepted but must be received no later than one week prior to the desired date of the event. It will be the role of the building principal and the Auditorium Manager to schedule events according to the priority scale in an equitable manner based on the availability.
- Scheduling of events/activities throughout the school year for events during school hours is the responsibility of the building principal or his/her designee.
- Upon scheduling events/activities throughout the school year for events during school hours the building principal or his/her designee is required to communicate such events to the Auditorium Manager.
- Scheduling of events/activities throughout the school year for events after school hours or on weekends will be done through the application process and the Auditorium Manager. Availability will be determined using the aforementioned priority scale on a first come, first serve basis.
- Schedule updates for the auditorium will be made on the District Website (www.amoryschools.com) by the secretary or the Auditorium Manager. This will assist users in planning their schedule and serve as a vehicle for quality communications.

b. Use by Individuals

- Use of the Beauchamp Auditorium is for groups and organizations.
- Requests by individuals to use either space will be reviewed and granted at the discretion of the School Board.

c. Priority Scale

- The ability to schedule an event in the auditorium is based on the following priority scale:

<u>Priority</u>	<u>Category</u>
1 st	Secondary Staff and Students of Amory High School,
2 nd	All Other Amory Schools
3 rd	Organizations Affiliated with Amory Schools
4 th	Governmental Agencies
5 th	Amory Community Organizations
6 th	Non-Amory Organization
7 th	Individual Use with School Committee Approval

- **Once an organization has booked an event/activity and it has been appropriately confirmed, the respective auditorium is no longer available regardless of interest from other organizations with a higher priority level.**

d. Amory Schools and Affiliated Organizations (Priority 1-3)

- Amory High School has full use of the auditorium during school hours.
- Any User affiliated with the Amory Public Schools will be required to submit a Use of Facility Form no later than one week prior to the desired date of the event.
- If the desired date is available, Users will be notified by the Auditorium Manager and a contract will be issued.
- Certain fees may apply and be charged to the User. Fees will be made part of the Contract at the time of signing.

e. Organizations and Individuals Not Affiliated with Amory Schools (Priority 4-7)

- Outside organizations will not have access to auditorium during school hours.
- Scheduling of events/activities after school hours (no outside organization use will take place before 2:30P.M. on any school day) or on weekends will be done through the application process and the Auditorium Manager. Availability will be determined using the aforementioned priority scale on a first come, first serve basis.
- Organizations not affiliated with Amory Public Schools must submit a Use of Facility Form no later than one week prior to the desired date of the event.
- If the desired date is available, Users will be notified by the Auditorium Manager and a Contract will be issued.
- Once the Contract has been executed and a deposit paid, the event will be confirmed.

Application Procedures

a. Deadline to Apply

- All applicants must complete an application form at least one (1) week prior to the desired date of their event.
- Upon approval of the application, a Contract will be issued and signed by the Auditorium Manager and the Main Contact in charge of the event. A copy of the

Contract will be provided to the organization holding the event, a copy will be filed with the Auditorium Manager and a copy will be sent to all members of the Operations Team.

b. Applications

- Applications can be obtained from the Amory School District Central Administration Office located at 124 North Main Street, Amory, MS or on the Amory School District website (www.amoryschools.com).
- To receive an application to reserve the Amory High School Beauchamp Auditorium or to submit a completed application, interested parties may also contact the Auditorium Manager Monday through Friday between the hours of 8:00 a.m. through 4:00 p.m. by calling 662-256-5753 or via e-mail sstockton@amoryschools.com.

c. Deposit

- Upon signing the Contract, a deposit of 25% of the expected fee(s) will be required for Priority 4-7 Groups. In the event the activity is canceled by the applicant less than 3 months prior to the event, the Amory Public Schools will retain the deposit.
- Deposit and other fees can be paid with check made out to Amory High School.

d. Walk Through

- The Auditorium Manager will conduct a pre-event walk through of the space in which the event is to be held to verify satisfaction of the condition of the facilities.
- A post-event walk through will take place to verify that the space is being left in acceptable condition. Final payment will be due upon the completion of the post event walk through.

e. Reservation Confirmation

- No reservation for the use of the facility will be confirmed until a Contract has been signed and, when applicable, a deposit of 25% of total fees has been received by the Auditorium Manager.
- Delays in signing of the contract and payment of the deposit can result in an auditorium being booked by another group.

Technical Operations and Procedures

a. Technical Consultation

- The Auditorium Manager is available for consultation with all Users to facilitate the planning and execution of any and all technical needs.
- Technical consultations may be subject to a fee. Said fee will be made part of the Contract at time of signing.

b. Technical Equipment

- All technical equipment is available for use under the guidance and supervision of the Auditorium Manager or his/her designee.
- Use of lighting, sound and other technical equipment is the sole responsibility of the Auditorium Manager and will be made part of the Contract at the time of signing.
- Users are not permitted to use technical equipment without the permission and/or supervision of the Auditorium Manager.
- No equipment belonging to Amory High School may be used unless stated in the Contract.
- Groups and organizations wishing to bring in their own lighting and sound equipment may do so only with the express written consent of the Auditorium Manager.

c. Technicians

- Student Technicians will be assigned to all events when necessary.
- Student Technicians are supervised by the Technical Director.
- It is the policy of Amory Public Schools to maintain a high standard of professionalism. Therefore, no untrained or under qualified Technicians will be assigned to an event.
- A lighting or sound professional may be brought in at the User's expense, with prior approval from the Auditorium Manager

d. Custodial Support

- A school custodian must be on duty in the school for each event.
- Users shall be responsible for any and all custodial fees associated with each event.
- The Custodian assigned to an event will be the main contact with the User for any and all issues that may arise.
- Custodial fees will be made part of the Contract at the time of signing.

e. Curtain Requirements

- Curtains shall not be used, removed or altered by the User without the permission and/or supervision of the Technical Director.

e. Stage Tape

- Tape used to mark on and off stage areas shall be industry standard theatrical gaffers, spike, and glow tape only.
- Masking and duct tape are not permitted.
- At the conclusion of the event it is the responsibility of the User to remove all tape.
- If your group does not have the proper tape, it can be provided to you for an additional fee. Said fee will be made part of the Contract at time of signing.

f. Sets and Scenery

- No sets or scenery shall be left on stage during the week without the written approval of the Auditorium Manager.
- Sets and Scenery shall be constructed in such a way that they are not nailed or otherwise tacked to the stage deck.
- No sets or scenery shall be placed downstage of the proscenium wall without prior written approval.

g. Open Flame and Pyrotechnics

- The use of open flame is strictly prohibited.
- The use of pyrotechnics is strictly prohibited.

House and Facility Rules

a. Condition of Facility

- At the conclusion of the event it will be the responsibility of the User to return the facility to its original condition as stipulated in the Contract.
- Failure to do so may result in additional custodial overtime and other fees to be paid by the User.

b. Smoking, Alcoholic Beverages, and Drugs

- Smoking and alcoholic beverages are not permitted in the auditorium or on school property at any time for any reason.
- All Amory Public School grounds and facilities are Drug Free Zones. Drugs are strictly prohibited.

c. Police Presence

- When the Auditorium Manager determines that it is necessary to have police presence, the user shall be responsible for providing the appropriate police supervision, as well as any detail fees associated with such supervision.
- Arrangements for the use of police supervision will be made by the User in direct communication with the Amory Police Department (662-256-2676).
- Written notification of the agreement between the User and the Amory Police Department will be submitted to the Auditorium Manager three days prior to the event.

d. Fire Department Expectations

- Decorations, set materials, etc. may be subject to regulations set by the Amory Fire Department.
- If there is a need for Fire Department review, it will be stipulated in the Contract.
- Failure to comply with fire regulations will result in immediate termination of the event.

e. Capacities

- Beauchamp Auditorium Maximum Capacity: 750
- Established capacities shall not be exceeded under any circumstances.

f. Food and Drink

- Food and drink are not allowed in the auditorium under any circumstances. The consumption of food and drink is allowed in the lobby only.
- Serving and the sale of food at the Beauchamp Auditorium will be confined to the lobby, when available.
- All clean-up of food and drink is the responsibility of the User.
- The consumption of food and drink by performers and technicians is confined to the dressing room areas only. No food or drink is allowed backstage.

g. Photography and Video

- The taking of photographs and video footage is up to the discretion of the User.
- It is the sole responsibility of the User to publicly announce and enforce the desired policy.

h. Cell Phones

- It is the responsibility of the User to insure that all cell phones are turned off or placed on an inaudible setting inside the auditorium building.
- The use of cell phones will be permitted only in the lobby or parking lot.

i. Use of Other School Space

- The User does not have access to other parts of the Amory High School facilities unless otherwise stated in the Contract.

j. Time Limitations

- Scheduled use of auditorium shall not extend beyond 11:00 p.m. without permission detailed in the Contract.

k. Sales/Displays/Exhibits/Sponsorship

- Nothing will be sold, given away, displayed or exhibited without permission as stated in the Contract.
- The user accepts full responsibility for collection and safety of all cash generated by event receipts.
- Events sponsored by Businesses other than the User must be approved by the Auditorium Manager. Specific details regarding the sponsor and the sponsorship agreement will be required.

l. Computer and Internet Access

- Users are not permitted to connect personal computers to the Amory Public School Network, including the Internet.
- Any and all computers in the Beauchamp Auditorium are to be used by authorized personnel only.

m. Care for Auditorium Seats

- No tape will be placed on auditorium seats for any reason.

Supervision

a. Presence of User

- The designated User, i.e. the individual signing the Contract, is responsible for supervising the event participants and must be present at all times. This includes supervision of performance participants and audience members.

b. Adult Supervision

- There must be one adult supervisor assigned and present for every twenty children at the elementary and middle school level.
- There must be one adult supervisor assigned and present for every forty students at the high school level.
- Dressing Room Monitor: One adult monitor is required for each dressing room area in those instances where school-aged children are using the facility.

c. End of Event Supervision

- At least one adult supervisor is required to stay at the facility until all students have left the facility and existing school grounds.

d. Ushers

- Amory School District will provide Users with student ushers.
- There must be 1-2 ushers at each door to the auditorium to hand out programs and enforce all auditorium policies.
- If Student ushers are not available it is the responsibility of the User to provide them.
- At the end of the performance, the user's designee and the ushers will be responsible for returning the facility to its original condition.

Insurance

a. Indemnification

- The User hereby releases, acquits, discharges, and covenants to hold harmless the Committee, its successors, officers, employees, servants and agents, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses, and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which it may now or hereafter have resulting from personal injuries and/or any harm to person(s) participating in or attending a specific event performed at the Amory High School Etta Dozier Beauchamp Auditorium.

FURTHERMORE, the User agrees to protect the Committee its successors, officers, employees, servants and agents against any claim for damages, compensation or otherwise on the part of the User or its members growing out of or resulting from injury to the User, its members or any guests in connection with its/their participation in or attendance at any events performed at the Amory High School Etta Dozier Beauchamp auditorium, and to INDEMNIFY, reimburse or make good to the Committee its successors, officers, employees, servants and agents any loss or damage of costs, including attorney's fees, the Committee or its representatives may have to pay if any litigation arises from the User or its' members' intentional, grossly negligent, or reckless acts or omissions while participating in any events at the Amory High School Etta Dozier Beauchamp Auditorium.

b. Insurance Requirements

- Each organization using the auditorium must provide the Amory Public Schools with a written copy of a policy of liability insurance in the amount of one million dollars (\$1,000,000.00).
- The Town of Amory and the Amory School Board, as well as their officers, employees and agents shall be named as an additional insured.

Miscellaneous

a. Inventory

- All Users will be given a copy of the inventory of all spaces being used.
- The User will be charged for any equipment or materials missing from the auditorium following rental.
- Inventory will be taken at the end of all rental periods.
- The User noted on the Contract will be contacted within two days of rental if equipment or materials are missing.

b. Inclement Weather and Cancellation Policy

- On those occasions when school is cancelled due to inclement weather or other emergency conditions, the Etta Dozier Beauchamp Auditorium may not be available.
- The Auditorium Manager, based on a consultation with the Amory School District Superintendent, will communicate with the User regarding the status of event.
- Information regarding the status of the event will also be posted on the Internet (www.amoryschools.com) and by contacting the Auditorium Manager.
- The Auditorium Manager has the right to cancel any performance or use of the auditorium whenever such cancellation is deemed necessary prior to or during a performance.

In the event that the applicant cancels the event less than 3 months prior to the scheduled event, the Amory Public Schools retains the 25% deposit for that event.

- In the event that the Amory Public Schools cancels the event due to inclement weather and an acceptable alternate date is not available, the Amory Public Schools will return any collected monies to the applicant including 25% deposit.

c. Right of Refusal

- The Amory Public Schools, through the Auditorium Manager reserves the right to deny use of the Etta Dozier Beauchamp Auditorium based upon evidence of content not in compliance with policies of the Amory School Committee.

d. Copyright Laws

- The parties understand and agree that it shall be the User's sole responsibility to procure and otherwise obtain appropriate approvals, including but not limited to all proper licenses, to allow the User to put on its events. The User shall be solely responsible for complying with any copyright, trademark, patent or other intellectual property requirements as a pre-condition to performing any events. The User specifically agrees to waive and forever release the Committee, its successors, officers, employees, servants and agents from any and all actions causes of action, claims, demands, damages, costs on account of, or in any way growing out of, directly or indirectly, all claims resulting from the User's procurement or compliance with, or lack thereof, any copyright, trademark, patent or other intellectual property issues, including but not limited to any statutory or common law requirements. The User agrees to indemnify the Committee, its successors, officers, employees, servants and agents from any loss or damage or costs, including attorney's fees, for all claims resulting from the User's procurement or compliance with, or lack thereof, of any copyright, trademark, patent or other intellectual property issues, including but not limited to any statutory or common law requirements.

e. Communications of Expectations

- The User is responsible for making an audible announcement not more than ten minutes before each performance notifying the occupants of the location of the exits in the event of an emergency.
- An example of an appropriate announcement appears below:

Can I please have your attention? In accordance with the Mississippi State Fire Marshal's Office, we ask you to take this time to locate exits to be used in the case of fire alarm activation or other emergency. Remember, the closest exits may be behind you. At this time, please take a moment to turn off cell phones and other electronic devices. Also, you are reminded that food or drinks are limited to the lobby area only. Thank you, and enjoy the show.

f. Failure to Comply

- Failure to comply with any and all rules and regulations detailed herein will result in the forfeiture of Deposit and the right to access either auditorium for future events.

Rental Charges

a. Explanation of Fees

- Users renting the Beauchamp Auditorium may be assessed certain fees such as those associated with the cost of the time required to prepare the facility for use and clean up, technical consultation, support of the technical requirements of the event, custodial services, administration etc. These fees shall be in addition to the hourly rental charges and will be made part of the Contract at signing.

b. Fee Payment

- The fee for use is due in the following installments:
 - o 25% due at time of signing the Contract
 - o 75% due at the final walk-through
- Charges billed to the User are due on the dates specified in the Contract.
- Failure to pay fees within thirty days and/or not meeting other components of the Contract may result in grounds for denying future use of the facility.

**FEE SCHEDULE FOR AMORY HIGH SCHOOL
ETTA DOZIER BEAUCHAMP AUDITORIUM**

Other Groups and Organizations	NON-PROFIT ORGANIZATION	FOR-PROFIT ORGANIZATION
SPACE REQUIREMENTS	(HOURLY RATE)	(HOURLY RATE)
BEAUCHAMP AUDITORIUM	\$75.00	\$100.00
SERVICE REQUIREMENTS		
STAGE SETUP/PREP.	\$40.00	\$40.00
CUSTODIAL SERVICES (MONDAY - SATURDAY)	\$30.00	\$30.00
CUSTODIAL SERVICES (SUNDAY AND HOLIDAYS)	\$40.00	\$40.00
CONSULTATION WITH TECHNICAL DIRECTOR	\$40.00	\$40.00
USHERS (PER USHER; MINIMUM 5)	\$8.00	\$8.00
USE OF TECHNICIANS (PER TECHNICIAN)	\$12.00	\$12.00
Other Groups and Organizations	NON-PROFIT ORGANIZATION	FOR-PROFIT ORGANIZATION
SPACE REQUIREMENTS	(HOURLY RATE)	(HOURLY RATE)
AUDITORIUM	\$100.00	\$125.00
SERVICE REQUIREMENTS		
STAGE SETUP/PREP.	\$40.00	\$40.00
CUSTODIAL SERVICES (MONDAY - SATURDAY)	\$30.00	\$30.00
CUSTODIAL SERVICES (SUNDAY AND HOLIDAYS)	\$40.00	\$40.00
CONSULTATION WITH TECHNICAL DIRECTOR	\$40.00	\$40.00
USHERS (PER USHER)	\$8.00	\$8.00
USE OF TECHNICIANS (PER TECHNICIAN)	\$12.00	\$12.00

Emergency and Contact Information

In case of a life or death emergency CALL 911 immediately.

For non-emergency issues or for questions, comments, or concerns please contact:

Steve Stockton 662-305-5827
Auditorium Manager sstockton@amory.k12.ms.us

