

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedure for Policy #8120 (Community)
Regarding Application Procedures for In-House Use of
the Calvert County Auditorium Facilities**

1. Individual school principals are to directly contact the high school personnel responsible for facility use to schedule any events. It is advisable to make this request in writing, and principals may use the attached In-House Auditorium Utilization Request Form. Please give specific dates and times.
2. No later than two weeks before the school scheduled event, the school principal or a designee must call the high school personnel in order to give a list of technical needs for lights and sound.
3. After receiving the list of technical needs, the high school personnel will assign a technician to assist with the rehearsal and performance. Every effort should be made to assign the same technician to handle both the rehearsal and the performance.
4. Principals are to coordinate the use of equipment (chairs, podium, lectern, piano, etc.) with the high school personnel.
5. Use of choral risers, band risers, and/or acoustical panels must be communicated with the high school personnel.
6. If the school principal needs equipment transported from his/her school to the high school auditorium, the principal must submit a work order to the Maintenance Department. If an individual school has a large amount of props to move, the principal should consider bringing along a building services worker from his/her school to help with the moving. Pianos will not be moved between schools.

Community #8120.3

Procedures Written: 8/12/1976

Procedures Revised: 6/1/1976; 10/8/1987; 5/14/1998; 1/13/2005; 7/18/2008; 7/5/2011; 7/31/14;
12/10/18

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IN-HOUSE AUDITORIUM UTILIZATION REQUEST

DATE OF APPLICATION: _____

SCHOOL SPONSORING ACTIVITY: _____

CLUB/ACTIVITY/GROUP/ORGANIZATION: _____

PERSON IN CHARGE OF ACTIVITY: _____

PURPOSE: _____

INCLUSIVE DATE(S) BUILDING REQUESTED: _____

TIME BUILDING IS TO BE OPENED: _____

TIME BUILDING IS TO BE CLOSED: _____

SPECIFIC AREA(S) TO BE USED:

BACK STAGE AND STORAGE: _____ DATE: _____ TIMES: _____

PARTIAL STAGE ONLY: _____ DATE: _____ TIMES: _____

FULL STAGE ONLY: _____ DATE: _____ TIMES: _____

DRESSING ROOMS: _____ DATE: _____ TIMES: _____

AUDITORIUM ONLY: _____ DATE: _____ TIMES: _____

STAGING EQUIPMENT NEEDED: _____

EQUIPMENT SPONSORING ORGANIZATION WILL BE BRINGING: _____

ADMINISTRATOR WHO WILL BE PRESENT AT ACTIVITY: _____

CLEAN-UP ARRANGEMENTS: _____

COMMENTS: _____

APPROVED: _____

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