Welcome to ISD 728. Our mission is to educate, inspire & empower our diverse learners to shape their futures, to accomplish their dreams, and to contribute positively to our local and global communities.

Rules & Procedures for Auditorium Use
Please note these rules & procedures for this use.
You are responsible for ensuring these guidelines are met.

BE RESPONSIBLE:
• The individual named on the permit, and the group in whose name the permit is issued, are jointly responsible for the use of the facility.
• The individual named on the permit, and the group whose name the permit is issued, are jointly required to assume full responsibility for personal injury of any participants or spectators.
• Competent adult supervision (21 years or older) must be provided by the group during the entire use.
• The group supervisor will be held responsible for compliance with rules, general behavior and safety.

BE RESPECTFUL:
• Provide your own supplies (markers, paper, etc.)
• No food or drink is allowed in the auditorium. Please post volunteers from your organization at each aisle entrance into the auditorium to enforce this school district policy.
• Do not disturb set pieces, equipment, etc., if you need something moved, please ask the technical director on-site if that is possible.

PLAN AHEAD:
• Advance arrangements for audio-visual equipment, microphone, light/sound boards, or additional space must be made by completing the technical equipment request form and having the request approved by the tech director.
• Use is limited to auditorium, dressing rooms, ticket booth, concession stand, foyer area in front of auditorium, nearest drinking fountains and restrooms. If you need additional spaces, please contact the facilities scheduler at least 10 days prior to event.
• Please notify the facility scheduler if you plan to sell concessions or have refreshments. Any concessions equipment required must be obtained or arranged by the hosting organization. All miscellaneous equipment needed (such as extension cords, soap, spoons, etc.) must be provided by the hosting organization. Depending on items being sold, you may require a food license.

STAFFING AND LIGHT/SOUND BOARD USE:
• Submit a technical equipment request form. You will receive a link to that form after confirmation of usage. The technical director or the auditorium manager will review the form and contact you regarding your needs if there are questions or concerns.
• Only ISD 728 personnel will be authorized to work sound or light boards & theatre rigging systems. Required staffing will be assigned by the technical director.
• An “exit inspection” at the close of your use will be conducted by the tech director to assure that the facility and adjacent areas are returned to proper order and to identify any damage or loss and assign responsibility for restitution.

FEES:
• Group will be responsible for the following fees, if applicable (estimate of costs available upon request): Facility Rental, Equipment, Building Supervisor, Custodian, Light & Sound Technicians, Technical Director and/or Auditorium Manager.

CANCELLATION: Notify the facilities scheduler of any cancellations at least 10 business days prior to scheduled use or a facilities or staffing charges may be assessed.