

## **CHS Auditorium and Performing Arts Wing**

### **Fire, Life Safety and Facility Use Policies and Guidelines**

1. A Facility Request must be made and submitted to the rental agent for the Canton Public Schools and Town of Canton for all use of the auditorium and performing arts wing. The request must then be approved by Derek Folan, Principal. Events directly related to instruction receive priority in scheduling.
2. In addition to paying for custodial fees parties renting the performing arts facilities are responsible for keeping the areas as neat and clean as possible during the event and are also responsible for any damage to the equipment or facility.

The following items **are not** acceptable for use at Canton High School

- a. latex balloons
  - b. make up with glitter or glitter costumes. It is suggested that metallic paint, plastic, mylar or vinyl metallic-look substances or fabrics be used instead.
  - c. “silly string”, confetti or glitter to be thrown
  - d. live plants or animals
  - e. food or drink in the auditorium or back stage. Water bottles may be used for individual consumption but must be disposed of properly and all spills must be promptly wiped up.
3. No alterations may be made to the facility or its equipment e.g. carpentry, painting, electrical or plumbing including alteration of flats, removal, alteration or replacement of curtains, focusing of lighting or alteration of sound equipment.
  4. All materials used in the construction used in the construction of sets and/or scenery that is brought in must comply with present fire and life safety regulations. All lumber used must be fire retardant and/or painted with in

tumescent paint. All fabric must be noncombustible or be maintained flame resistant. A certificate of compliance and/or printed evidence of compliance (e.g. original purchase label) must be available, and all events are subject to inspection by the building and or fire safety inspectors for the Town of Canton. Failure to comply with local regulations could result in the event being cancelled and permission for future events denied.

5. One dressing room will be designated by the high school in addition to the auditorium.
6. There are no storage areas for materials, sets, or costumes for groups renting this facility. It is recommended that those renting the facility plan accordingly.
7. The hallways around the auditorium must remain clear.
  - a. Do not block any emergency exits at any time.
  - b. All exit areas from the stage to the hallways must remain clear.
  - c. All signs for exits must be visible at all times.
8. The School Department has set the following guidelines:
  - a. Organizations may use their own sound system that uses only an electrical outlet. However, Canton High School stage lighting and sound systems must be controlled by qualified technicians approved by the Canton School Department.
  - b. When Canton School Department provides a qualified technician to an organization using the Canton High School sound system and/or stage lighting an hourly rate of \$35/hour will be charged.
  - c. Organizations may use only auditorium lighting and microphone without a qualified technician charge.