

Frederick County Public School High School Auditorium Usage Guidelines and Frequently Asked Questions

Thank you for your interest in using the auditorium at an FCPS high school. The first step is to complete a use of facility request form via the online scheduling program found on the [FCPS Use of Facilities webpage](#). Be sure to also read the Use of High School Auditorium Standard Operating Procedures and complete the High School Auditorium Agreement form (found on webpage). The Agreement form must be completed by all requesting use of an Auditorium except for FCPS staff who are requesting use at their home school.

Please read the following for specific details on use of a high school auditorium. A high school Auditorium Facilitator (AF) at the school will be assigned to your request and will be in contact at least thirty (30) days prior to your event to discuss your needs and estimate the technician labor costs. Please review these guidelines and complete the *High School Auditorium Usage Agreement* form which must be executed by User and the AF.

Basic Auditorium Rental (BAR)* may include the items listed below. Check the Performance Lights & Sound box on the request form and type “BAR” in description box. Complete the *High School Auditorium Usage Agreement* form and email to facilities.uof@fcps.org

- Projector screen
- On-stage curtains
- Laptop (available for internal FCPS events only)
- One (1) microphone
- Basic light plot
 - All stage lights on full, house lights on
 - All stage lights on full, house lights off
 - All stage lights off, house lights on
 - Stage and house lights set for projector screen viewing

****In most cases, a BAR request will not require use of a technician. However, AF will notify CUG if a technician is required, which will incur an hourly labor charge at the rate shown on Fee Table in Regulation 100-01. This cost will be added to your invoice for the facility fee and/or custodian fee.***

Advanced Auditorium Rental (AAR)** may include the items listed below. Check the Performance Lights & Sound box on the request form and type “AAR” in description box. Complete the *High School Auditorium Usage Agreement* form and email to facilities.uof@fcps.org

- Additional microphones
- Sound board
- Spot lights
- Lighting controls for on-stage lights
- Upright piano***
- Grand piano***
- Stage risers
- Stage “shells”
- Dance floor – (For dance recitals only. Available only at GTJHS, LHS and UHS; requires two-hours of labor cost for set-up and take-down, invoiced to User.)
- Other on-stage equipment needs

*****Will require service of stage, lighting and/or sound technician(s) at the hourly rate shown on Fee Table in Regulation 100-01. Charges for technicians will include pre-event hours (set-up), event hours and post-event (clean-up) hours. This cost will be added to the invoice for the facility fee and/or custodian fee.***

****** Requires a professional tuning prior to your event at a cost of \$120 to be scheduled by AF; User will be invoiced.***

NOTE: The only people allowed access into the stage booth and the auditorium equipment area are authorized and trained FCPS personnel. Community user groups may not hire outside technicians that have not been approved by the AF. Access to the A/V booth is not permissible by community user groups under any circumstance.

Please complete the *Frederick County Public School Auditorium Usage Agreement* form and email it to facilities.uof@fcps.org with a subject line of “Completed HS Auditorium Usage Agreement Form”. After the form is received, it will be uploaded to your Schedule ID request form in SchoolDude FSDirect for review and final completion by AF. If any questions, please email facilities.uof@fcps.org.

**Frederick County Public School
High School Auditorium Usage Frequently Asked Questions (FAQ)**

1. *My group would like to have control over the volume of the microphone; will we need to hire a technician?*

- Yes. Only a recognized FCPS sound technician is allowed access to the sound board before, during, and after your performance.

2. *My group would like the lights to turn on and off during certain songs or moments in our show; will we need to hire a technician?*

- Yes. For anything more than turning the entire stage lights on and off, you will need to hire a lighting technician that is recognized by FCPS as a qualified lighting technician and possibly a sound technician.

3. *Is there a grand piano available for us to use?*

- Yes. Use of the grand piano and/or upright piano will require a professional tuning prior to your event which will be scheduled by the high school Auditorium Facilitator (AF). The cost for tuning is \$120 per piano for which you will be invoiced.

4. *Can we plug in a CD player or MP3 player to the sound system? Our group uses pre-recorded music for some things.*

- Yes. You will be able to plug in one (1) CD player or MP3 player to the sound system. The person operating the media player will not have a full view of the stage. If the media needs to run from the sound booth, a sound technician will be required. Only a recognized FCPS sound technician is permitted to work the sound board at an FCPS high school.

5. *May we bring in our own sound technician and lighting technician to save on the cost of the rental?*

- No. Only a person trained and paid for by FCPS to be a sound, lighting, or stage technician is permitted to work with the more complex equipment within FCPS. Only these individuals may use any of the equipment beyond the basic rental components described above.

6. *How are technicians paid for services?*

- A technician(s) hired for a community user group's event is paid by FCPS on a time sheet. The community user group will be invoiced by FCPS to reimburse for the service fee paid to the technician. Do not pay a technician(s) directly.

7. *Are elementary or middle schools charged for technician services or custodian services in conjunction with use of a high school auditorium?*

- FCPS staff members at the elementary or middle school level can be trained by the AF to serve in the role of the stage, lighting and/or sound technician(s) in order to alleviate a technician service charge to the school. If the auditorium event is after normal custodian weekday hours at the high school or on a weekend, then custodian labor charges will be incurred by the school.