

## Standard Operating Procedures (SOP) Use of a High School Auditorium

### Purpose:

This SOP is provided to create a safe and efficient work practice for all FCPS staff, departments, students, and related personnel with regard to usage of high school auditoriums by community user groups (CUG) and internal FCPS users (collectively referred to as "Users").

### Staff Assigned:

School-based high school Auditorium Facilitator (AF/coordinator of event), FCPS Staff Sound and Lighting Technician, FCPS Student Sound and Lighting Technician, FCPS Maintenance & Operations Department Electronic Building Systems (EBS) staff.

### Responsibilities:

The staff listed above are trained and authorized by AF to operate equipment found in the high school auditorium or related spaces. Users are not permitted to operate sound or light boards or to be in the A/V booth.

The AF is responsible for monitoring use, condition and periodic inspection of sound and theater lighting equipment and coordinating repairs with the EBS staff.

Whenever an Auditorium is requested on a use of facility request form, the User must complete and submit a *High School Auditorium Usage Agreement* form, even if there are no BAR and AAR requirements (see info directly below). **EXCEPTION:** FCPS staff requesting use of an Auditorium at their home school are not required to complete the Agreement form.

### Basic Auditorium Rental (BAR):

Basic Auditorium Rental (BAR) includes a white-washed lighted stage, microphone with the house sound turned on, projection screen, lectern/podium, and use of on-stage curtains. For internal FCPS users, it includes use of an FCPS laptop. A CUG may bring own laptop. BAR requires completion of a *High School Auditorium Usage Agreement* form which must be submitted to [facilities.uof@fcps.org](mailto:facilities.uof@fcps.org). This form is posted on the [Use of Facilities webpage](#).

### Advanced Auditorium Rental (AAR):

Advanced Auditorium Rental (AAR) is for a request with more specialized requirements than provided in BAR listed above. AAR requires completion of a *High School Auditorium Usage Agreement* form which must be submitted to [facilities.uof@fcps.org](mailto:facilities.uof@fcps.org). This form is posted on the [Use of Facilities webpage](#).

### Procedures:

1. All requests for use of a high school auditorium requires completion and approval by the school's use of facility site administrator of an online use of facility request form (see [Use of Facilities webpage](#)).
2. All request forms will be processed in accordance with the [Regulation 100-01](#) – Rental of FCPS Facilities.
3. A request for use of a high school auditorium may be denied if within two days of a major school event utilizing the auditorium.
4. If sound or lighting in auditorium is needed, on the request form, under Set-Up Requirements, User will check box for Performance Sound and Lighting. In the description box, User will enter either "BAR" (Basic Auditorium Rental) or "AAR" (Advanced Auditorium Rental) and/or other specific information. A *High School Auditorium Usage Agreement* form must be completed and emailed to [facilities.uof@fcps.org](mailto:facilities.uof@fcps.org). The Agreement will be uploaded to the use of facility request form.
5. Once the online schedule request form is submitted, the school's use of facilities site administrator and AF will receive an email notification of the request.
6. If BAR or AAR is indicated in description box and the Agreement form has not been received, the Use of Facilities (UOF) Coordinator will contact the requester to get the form completed. Once received, the UOF Coordinator will upload the Agreement form to the schedule request form for review of AF.
7. The AF will review the Agreement form and contact the User representative no later than 30 days prior to the event to finalize the Agreement and to clarify requested services and items to ensure the User understands what is provided.
8. In most cases, the AF will not schedule a technician for most BAR requests, unless there are special requirements. CUG will be notified if a technician is required.
9. All item and services to be provided will be noted on the *High School Auditorium Usage Agreement* form signed by both the User and the AF. The AF will send the fully executed Agreement form to the UOF Coordinator for uploading to the online schedule request form.
10. Depending on the scope of the event, the AF may assign one or more FCPS Staff and/or Student Sound and Lighting Technicians at the billable rate noted in [Regulation 100-01](#). The AF will notify the User of the number of technicians required for the event. These technicians are hired, trained and work at the direction and under the supervision of AF.

11. Should a technician not be required for an event, the AF will provide User with a cell phone number for contact should technical difficulties be experienced.
12. AF will provide User with guest WiFi-Fi log-in information and password prior to event.
13. The school administration is responsible for review and approval of all timesheets prepared by the FCPS staff member or FCPS Student Sound and Lighting Technician.
  - a. All technicians and custodians must submit a timesheet for services provided for the event. Time may not be volunteered or donated.
  - b. Payment may not be accepted by technician or custodian directly from the User group.
  - c. Timesheet coding:
    1. FCPS Teacher Sound/Lighting Technician: 66054-10-xxxx-099-14-00000
    2. Student Sound/Lighting Technician: 66089-10-xxxx-099-14-00000
    3. Indicate name of User in the description section of timesheet

A FCPS staff technician is paid the current teacher workshop rate, and the student technician is paid according to the current Non-Benefited salary chart maintained by Human Resources (chart available to FCPS staff only -- K:/FCPSForms/HRForms).

#### **Potential Fees for Use of Auditorium (in addition to facility fees)**

1. See FCPS [Regulation 100-01](#) Fee Table.
2. Sound and lighting support will require a minimum of three (3) hours per person per event. Additional hours may be required for aiming lights, writing light cues, or modifying lights as determined by AF.
3. AF will receive one (1) hour of compensation for coordination of a CUG event via a timesheet.
4. Depending on the day and time of the practice or event, a custodian may be required to support the event, and User will be assessed an hourly labor rate – See Fee Table in [Regulation 100-01](#).
5. Additional hours may be billed for returning the school lighting and/or sound to original state for school use.
6. User will be charged the hourly labor rate for each worker (student or FCPS staff). For example, if the event requires a student for sound, an FCPS staff member for lights, and an FCPS staff member for stage managing, the User will be charged an hourly labor rate per worker – See Fee Table in Regulation 100-01.

#### **Fingerprint and Hire Process for Student Sound and Lighting Technicians**

Information is found on the FCPS A-Z Manual (icon on desktop of FCPS computer) under Human Resources/Fingerprinting. School personnel should assist student in the hiring process.