



# NFHS Auditorium Guidelines

## Fee Schedule

- Your fees will include:
  - a **Site Manager** who is a Forsyth County Schools employee responsible for the building.
  - a **Student Technician** who will assist with running the event and maintain any and all equipment belonging to the School. If you have custom lighting and/or sound needs, a second technician may be necessary.
  - a **Custodian** who will be responsible for cleaning during and after the event.
- All of these representatives will be paid for ACTUAL time used. This may mean additional fees are incurred above and beyond the rental quote.

## Equipment Guidelines

- We are not able to adjust any of our lighting plot/fixtures.
- We are not able to add any extra lighting or spotlights or remove any lighting.
  - Student Technicians will run lights and sound for your event. If a part of your show requires specific lighting, additional rehearsal and set up time may be required and additional facility fees will be incurred.
- You can use our built in house speakers:
  - Two wireless microphones are available for use.
  - You are responsible for providing your own device for sound that is able to connect to a standard 3.5mm audio cord.
  - A video projector is available for use. You are responsible for providing your own computer with HDMI access to hook up to our projector.
- Any and all set pieces/decorations must be brought to the venue and must be taken away from the event.
- All set pieces/decorations must be free standing. We are not able to hang any banners or materials above our stage.
- One backstage dressing room will be made available for your event upon request. Additional backstage needs will need to be addressed with the Theater Director and Site Supervisor during the site walkthrough.

## Student Technician Breaks

The student technicians working the event must have appropriate breaks:

- Shifts that are 8 hours or longer will have a 30-minute break within the first 3 hours and last 3 hours and an unpaid 1-hour food break in the middle for technicians.
- Shifts that are between 5-7 hours will have two 30-minute breaks built into the schedule.

## Food/Beverages

- Food and beverages are strictly prohibited in the auditorium. Additional spaces, such as our cafeteria, will need to be rented for any events involving the consumption of food.

## Parking

- The Red Lot across from the theater should be used for parking. Vehicles may pull into the crosswalk area for unloading and loading purposes.