



**PERFORMING
ARTS CENTERS
FACILITY USE GUIDELINES
INTERNAL USAGE**



MISSION STATEMENT

Waukee Community Schools is a rapidly growing and increasingly diverse school district. We believe every individual's unique background and culture enhance our schools. By focusing on the joy of learning and growth for everyone, we create a dynamic work environment for our staff while engaging our students, families, and the community through innovative educational experiences.

VISION STATEMENT

Inspiring learners who feel valued, challenged, and prepared to embrace tomorrow's opportunities.

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WAUKEE COMMUNITY SCHOOL

DISTRICT FACILITY USE GUIDELINES

The Waukeee Performing Arts Centers are owned and operated by the Waukeee Community School District (the District). The District recognizes the uniqueness of the Performing Arts Centers compared to a traditional school space. Because of this, the information provided below is specific to the Waukeee Performing Arts Centers only as well as their unique support spaces. The Waukeee Performing Arts Centers operate within the general guidelines outlined in the District’s Facility Use Guidelines; however, exceptions will be included in this document.

The District’s Performing Arts Centers are District facilities and available to serve Waukeee CSD students and staff. While housed within school buildings, these facilities are uniquely supported by specialized personnel and follow equally specialized guidance for their use in alignment with District curricular requirements, staffing and operations practices, and appropriate safety and security measures.

Defining Terms

Waukeee CSD Performing Arts programs include Band, General Music, Speech, Theatre Arts, and Vocal Music programs.

- **Curricular:** Those activities that are part of curriculum. Participation is typically required for enrolled students and may be used as an assessment tool.
- **Co-Curricular:** Those activities that are outside of curriculum but usually complement the regular curriculum. Participation is voluntary, but is only available to those academically-eligible students enrolled in related curricular courses.
- **Extracurricular:** Those school-based activities that are not tied to curriculum. Participation is voluntary and available to all academically-eligible students.

PERFORMING ARTS CENTERS

The Waukeee Performing Arts Centers are defined as the Waukeee Northwest High School Auditorium, Waukeee Northwest High School Black Box Theater, Waukeee High School Auditorium, and Prairieview School Theatre Arts Center. Access to some facilities may be guided by a school’s feeder system.

Black Box Theater, Waukeee Northwest High School

This 2,400 square foot flexible “black box” space allows for unique configurations of both staging and seating.

SEATING CAPACITY: approx. 160

As a result of the portable riser system and loose seating, the occupancy load can vary between 160-350 depending on the use of the room (with the former number for productions using half the space for a stage and the latter simply being a space to house persons in the space). Audience sizes of under 200 are recommended with “comfortable performance occupancy” falling around 160.

UNIQUE AMENITIES

Flexible seating and staging configurations including proscenium, thrust, theater-in-the-round, alley, and arena options. 100 feet of pipe and drape is also available to section off “backstage” areas as needed.

CURRICULAR USAGE

The Black Box Theater space itself is a unique curricular tool for specialized classes. Priority for school-day use will be given to classes that demonstrate the highest need to utilize the unique amenities of this lab space, and may be assigned as a curricular classroom. Extracurricular activities are asked to ensure the space is available for potential curricular use during the day; curricular classes are asked to protect any semi-permanent set-ups that may be installed in this space temporarily for extracurricular activities.

RESERVATION CONSIDERATIONS

The Black Box Theater is a unique, one-of-its-kind space for the District. Use of the space is open to all staff and students regardless of feeder. Priority for school-day use will be given to classes or activities that demonstrate the highest need to utilize the unique amenities of this lab spaces.

The Black Box is served by the same support spaces as the Waukeee Northwest High School Auditorium, including linked technical booths (lights and sound) and a shared wall. Those reserving the Black Box should also check the use of the Waukeee Northwest High School Auditorium in case of noise bleed or audience traffic.

The Black Box Theater must be reserved through Events Manager regardless of curricular or extracurricular usage. A request for use without following the facility reservation process should not be expected to be honored.

If reserving the Black Box Theater, these other spaces may also need to be reserved:

- Commons for events with audiences
- Adjacent classroom for dressing room and holding area

SUGGESTED USES OF THE BLACK BOX THEATER

The District usage of the space includes but is not limited to the following:

- Staged Readings
- Improv Shows
- Musical Theatre Cabarets
- Thespian Festival Cabarets
- Music Recitals or Solo / Ensemble Festival
- Small to medium group meetings

LOAD-IN AND INSTALL INFORMATION

The Black Box Theater is located on the third floor of Waukee Northwest High School (the public enters through the main entrance on the second floor). There is not a large freight elevator, so large items will need to be carried through the Commons and up the Commons staircase. The loading dock is a floor below at the back of the Scene Shop.

The Black Box Theater has a concrete floor, disallowing semi-permanent installs or painted flooring.

Theatre Arts Center, Prairieview School

This thrust stage is a unique theatrical performing space with an audience on three sides of the stage. The wing includes an attached scene shop, attached make-up and dressing rooms, a full light booth and sound booth, and an accessible lighting grid. The adjacent Green Room is equipped with adaptable seating, a sink, and storage.

SEATING CAPACITY: 404

UNIQUE AMENITIES

Wing includes make-up room, two large dressing rooms, scene shop, and District theatrical scenic and costuming storage; tension stretch wire grid; adjacent Green Room as a holding space

CURRICULAR USAGE

The Theatre Arts Center and the adjacent Green Room and scene shop spaces are unique curricular tools for specialized classes. Priority for school-day use will be given to classes that demonstrate the highest need to utilize the unique amenities of these lab spaces, and may be assigned as curricular classrooms. Extracurricular activities are asked to ensure the space is available for potential curricular use during the day; curricular classes

are asked to protect any semi-permanent set-ups that may exist in these spaces for extracurricular activities.

RESERVATION CONSIDERATIONS

The Theatre Arts Center is a unique, one-of-its-kind space for the District. Use of the space is open to all staff and students regardless of feeder. Priority for school-day use will be given to classes or activities that demonstrate the highest need to utilize the unique amenities of this lab space.

The Theatre Arts Center and the Theatre Arts Center Lobby must be reserved through Events Manager regardless of curricular or extracurricular usage. A request for use without following the facility reservation process should not be expected to be honored.

The public restrooms in the Theatre Arts Lobby are regularly locked and are not used or cleaned outside of reserved events. When making a reservation, make a note in "Custodial Tasks" that the lobby bathrooms need to be cleaned before and between each performance.

If reserving the Theatre Arts Center, these other spaces may also need to be reserved:

- Green Room
- Theatre Arts Center Lobby

SUGGESTED USES OF THE THEATRE ARTS CENTER

The District usage of the space includes but is not limited to the following:

- 6th-12th grade theatrical mainstage productions
- Guest speakers and large group meetings

LOAD-IN AND INSTALL INFORMATION

The Theatre Arts Center has a loading dock on the west side of the building that allows for direct load into the attached Scene Shop.

Auditorium, Waukee Northwest High School

The Waukee Northwest High School auditorium is a traditional proscenium performance space with the highest capacity for seating of any venue in the District.

SEATING CAPACITY: 1,013

UNIQUE AMENITIES

Pit orchestra with pit monitors, tall fly space, semi-permanent Wenger Maestro acoustical shells, balcony seating, adjacent dressing rooms, back-of-house storage

CURRICULAR USAGE

The Auditorium is a frequently trafficked, multi-purpose facility. The nearby Scene Shop is a unique curricular tool for specialized classes. For each space, priority for school-day use will be given to classes or activities that demonstrate the highest need to utilize the unique amenities of these lab spaces. Extracurricular activities are asked to ensure the space is available for potential curricular use during the day particularly in front of the grand drapes (main curtain) but it is acknowledged that the physical set-up of the space may not always make this possible.

Curricular classes are asked to protect and accommodate any semi-permanent set-ups that may exist in these spaces for extracurricular activities, primarily theatrical scenic installations.

RESERVATION CONSIDERATIONS

Priority access for the Waukee Northwest High School Auditorium is given to events sponsored by Waukee Northwest feeder schools. Due to the seating capacity, there may be events – particularly those featuring a large number of participants from both feeder systems – that are best served by its unique size on a case-by-case basis.

The Waukee Northwest High School Auditorium must be reserved through Events Manager regardless of curricular or extracurricular usage. A request for use without following the facility reservation process should not be expected to be honored.

If reserving the Waukee Northwest High School Auditorium, these other spaces may also need to be reserved:

- Commons for events with audiences
- Scene Shop for overflow scenery
- Adjacent classroom for dressing room and holding area

SUGGESTED USES OF THE WAUKEE NORTHWEST HIGH SCHOOL AUDITORIUM

The District usage of the space includes but is not limited to the following:

- 3rd-12th grade music concerts, with first priority given to Waukee Northwest feeder curricular concerts
- Musical Theatre Productions
- Large assemblies
- Guest speakers and large group meetings

LOAD-IN AND INSTALL INFORMATION

The Scene Shop is across the hall from the Auditorium; there is a loading dock at the back of the Scene Shop.

Auditorium, Waukee High School

The Waukee High School auditorium is a traditional proscenium performance space with the second-highest capacity for seating of any venue in the District.

SEATING CAPACITY: 616; 40 seats are removed if a pit orchestra is needed

UNIQUE AMENITIES

Attached Scene Shop, wide proscenium, small formal dressing rooms, District women’s costuming and lumber inventories

CURRICULAR USAGE

The Auditorium is a frequently trafficked, multi-purpose facility. The nearby Scene Shop is a unique curricular tool for specialized classes. For each space, priority for school-day use will be given to classes or activities that demonstrate the highest need to utilize the unique amenities of these lab spaces. Extracurricular activities are asked to ensure the space is available for potential curricular use during the day particularly in front of the grand drapes (main curtain) but it is acknowledged that the physical set-up of the space may not always make this possible.

Curricular classes are asked to protect and accommodate any semi-permanent set-ups that may exist in these spaces for extracurricular activities, primarily theatrical scenic installations.

RESERVATION CONSIDERATIONS

Priority access for the Waukee High School Auditorium is given to events sponsored by Waukee High School feeder schools.

The Waukee High School Auditorium must be reserved through Events Manager regardless of curricular or extracurricular usage. A request for use without following the facility reservation process should not be expected to be honored.

If reserving the Waukee High School Auditorium, these other spaces may also need to be reserved:

- Commons for events with audiences
- Scene Shop to ensure no noise bleeds into the Auditorium during a performance
- Adjacent classroom for dressing room and holding area

SUGGESTED USES OF THE WAUKEE HIGH SCHOOL AUDITORIUM

The District usage of the space includes but is not limited to the following:

- 3rd-12th grade music concerts, with first priority given to Waukee High School feeder curricular concerts
- Musical Theatre Productions
- Large assemblies
- Guest speakers and large group meetings

LOAD-IN AND INSTALL INFORMATION

The Scene Shop is attached to the Auditorium; there is a loading dock at the back of the Scene Shop.

RESERVATION GUIDELINES FOR PERFORMING ARTS CENTERS

The District's Performing Arts Centers are District facilities and available to serve Waukee CSD students and staff. While housed within school buildings, these facilities are uniquely supported by specialized personnel and follow equally specialized guidance for their use in alignment with District curricular requirements, staffing and operations practices, and safety and security policies.

Facility usage requests should be submitted **at least two weeks prior** to the date requested. It is expected that reservations reflect accurate dates and times and include tasks that align with the event to ensure appropriate support staff are assigned to the event. This includes Performing Arts Center Managers and several Operations and Custodial staff members. Accurate reservations also ensure staff and students are appropriately accounted for in the event of an emergency.

Reservation Process - Calendar

When creating the annual calendar for performing arts events, it is desirable to also consider the calendar of events for spaces elsewhere in the building when possible (including but not limited to parent/teacher conferences, activity calendars, and athletic calendars). Impacts of such considerations include fewer significant conflicts for student participants, more accessible parking for spectators, and more control of traffic within the building.

All District facilities will be closed and not available for use on legal holidays observed by District staff. If a holiday falls on a Saturday, the District observance of that holiday will be on the preceding Friday. If a holiday falls on a Sunday, the following Monday will be the day of observance. The following is a list of the legal holidays

observed by the District on which all facilities will be closed. Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day.

Staff are encouraged to also consider inclusive world holiday calendars when selecting dates for events in order to promote inclusion and belonging for all student and family participants.

Reservation Priorities

Facility reservations for our Performing Arts Centers are accepted each Spring in the following order within each feeder system:

1. High School Performances; High School Clinics **with audiences**; performance set-up for High School theatrical events only (including technical and dress rehearsals due to semi-permanent set installation and a change to light installation and focus)
2. 6th-9th Grade Performances; 6th-9th Grade Clinics **with audiences**; performance set-up for 6th-9th Grade theatrical events only (including technical and dress rehearsals due to semi-permanent set installation and a change to light installation and focus)
3. Elementary Performances, same-day rehearsals, and participant staging/holding spaces
4. High School Performing Arts Events such as awards nights, auditions, rehearsals, recordings, and meetings
5. K-9th Grade Performing Arts Events such as awards nights, auditions, rehearsals, recordings, and meetings

When two eligible parties request the same space and date within the Spring reservation window, priority may be given to curricular events over co-curricular and extracurricular events.

As an outcome of a large and continuously growing District with an increasing number of events to accommodate each year, and in recognition of the fact that the Performing Arts Centers are the preferred facilities for many K-12 events and activities, District staff may be asked to demonstrate flexibility around the location of rehearsals, meetings, auditions, and other events.

Reservation Length

Some events are in need of extended reservations to allow for the semi-permanent installation of scenic and

other technical elements as well as the re-hang and re-focus of lights. Lights must then be restored to the neutral plot in order to appropriately support the needs of concerts and meetings in the space.

THEATRICAL PRODUCTIONS

Plays may hold a minimum continuous reservation of two weeks (14 days) immediately prior to the production dates plus dates of performance. Reservation titles should include the phrase "SET ON STAGE".

Musicals may hold a minimum continuous reservation of three weeks (21 days) immediately prior to the production dates plus dates of performance. Reservation titles should include the phrase "SET ON STAGE".

Strike for theatrical productions should occur within 24 hours of the final performance.

Reservation periods for theatrical productions may be extended only after the rest of the District has completed the Spring school calendar and facility reservation request process, but the stage must be able to be cleared until the 14 or 21 day period begins.

ELEMENTARY MUSIC CONCERTS

Kindergarteners do not share a formal performance; rather, teachers schedule informances in their home building.

1st and 2nd Grade Music Concerts will be scheduled in the home school's gymnasium. Pending roster sizes, 1st and 2nd Grade Music Concerts may be split into two smaller groups to accommodate audience seating needs.

3rd, 4th, and 5th Grade Music Concerts will be scheduled in their feeder's High School Auditorium. Efforts should be made to maximize time in the space and to most efficiently utilize the specialized set-up of risers, sound shells, sound equipment, and other items. Elementary staff are strongly encouraged to collaborate within the team to schedule two events per evening and on adjacent dates to the extent possible. Suggested event start times are 6:00 pm and 7:15 pm.

Music concerts will also reserve an adjacent classroom as a holding area prior to the start of the concert for a maximum period of one hour (such as 5:00-5:59 pm prior to a 6:00 pm concert). Due to the configurations of buildings, proximity of classrooms, and availability of risers or platforms for lining up, this will likely be one of the Vocal Music classrooms.

6th-9th GRADE MUSIC CONCERTS

Concert reservations may include a same-day rehearsal on the stage space. To the extent possible, doubling events on the same evening and scheduling similar events on adjacent nights allows for calendar efficiency and maximizes use of the facilities.

HIGH SCHOOL MUSIC CONCERTS

Concert reservations will include a same-day rehearsal on the stage space and may also rehearse the prior school day. Directors and sponsors should be prepared to strike concert set-up between the rehearsal day(s) and the performance day to allow the space to be used for other rehearsals and events unless explicitly invited to leave it up. Please work with Performing Arts Center Managers to determine best practices for your event.

Reservation periods for concert rehearsals may be extended only after the rest of the District has completed the Spring school calendar and facility reservation request process.

BLANKET RESERVATIONS

Blanket and standing reservations are strongly discouraged. Accurate and specific reservations that identify when students and staff are using the District facility are necessary for safety and security measures and crisis management, as well as accurate staffing calendars for support personnel such as Performing Arts Center Managers and Custodians.

Please make sure that any and each reservation accurately reflects the tasks and support needed, such as lights and sound or A/V support, custodial support, or other set-up. A series of inaccurate requests may result in the rest of a series being canceled and the requestor will be asked to re-input needs as individual requests with accurate requests.

Set Up and Tear Down

When reservation requests include A/V tasks, Performing Arts Center Management will set up and provide support including lighting, sound amplification, projection systems, and video streaming.

For other regular needs including acoustical shells and risers, facility requesters should be prepared to lead the set up and tear down of their events in order to assure the space is cleared and available for the next reservation. Performing Arts Center Management will assist with this as practical and as their availability allows.

Facility Use Request Approvals

A person requesting use of District facilities will request this through Events Manager. The request must include accurate dates, times including set-up and tear-down, and related tasks such as A/V needs, unlocked doors, and custodial assistance.

Upon receipt of the request form, the Community Education Department will note the date received and will review the request to confirm availability, that the request is in line with the District's reservation priorities, and the appropriateness of facility to meet the request (including personnel and equipment, if applicable).

When the above has been determined allowable, the request will be approved.

Scheduling Conflicts

If two events seek to utilize the same facility on the same date and time, event sponsors are encouraged to work through their event's designated contact (Activities Director, Building Administrator, and/or Related Arts Curriculum Facilitator) to determine the best means of sharing the space or to determine different dates.

Solutions to conflicts may be generated on a by-case basis. However, note that the following variables may be considered:

- Classification of the event as curricular versus co-curricular or extracurricular
- The ability to hold the event in an alternative facility or on an alternative date
- Whether the request correctly followed the communicated reservation process
- And, when all other variables are equal, the timing of the request (first-come, first-serve) so long as original requests were made within the communicated timeline for its event category.

Notification of Change or Cancellation

If reservations need to be changed or canceled, this should be done in EventManager as soon as the requester becomes aware of the change so that appropriate support staffing calendars can be adjusted.

If an event needs to be changed or canceled with less than 48 hours notice for reasons other than a District closure (such as for inclement weather), the requester should edit EventManager as soon as possible AND do the following:

- Phone the Director of Operations Garry Pickard
- Email the Facility Scheduler Karen Norton

- Email the Performing Arts Center Managers David Van Alstyne (Waukee Northwest feeder) or Alex Snodgrass (Waukee feeder)

The District reserves the right to cancel any requests submitted after the two week deadline. The District also reserves the right to cancel or postpone any activity, including school and school related activities, due to conflict, disregard of policies, or uncontrollable circumstances.

ADDITIONAL FACILITY USE POLICIES

Allowable Signage / Decorations

Signs and/or decorations will not be allowed to be attached or hung on the walls or ceilings unless pre-approved materials are used and approved by the Performing Arts Center Managers, who has final approval for signs and decorations.

Painter's tape is the approved adhesive. Nails, hooks, tacks, screws, bolts, and Command Hooks may not be used on any surface, wall, floor, or furnishings. Helium balloons, confetti, glitter, fog machines, candles, and bubble machines will not be permitted.

All decorations must be cleaned up and removed at the end of an event.

Performing Arts Center Managers will collaborate with Theatrical Directors on allowable exceptions necessary for the installation and removal of theatrical sets.

Alternative Dressing Facilities

Individual black dressing tents and costume Z-racks are available for use backstage and in alternative locations. These can be used by students who desire additional privacy. At least one tent should also be set up in each gendered dressing room.

Audio / Video

Projectors and screens, microphones, and other audio/video are available for use. Audio and video monitors are installed in various locations convenient for staff and student participants, including backstage, dressing rooms, and the orchestra pit. In some buildings, it is also possible to stream a live feed to the Commons or lobby.

For an accurate listing of the audio/video in each space, please schedule a walkthrough with the Performing Arts Center Manager.

District Theatrical Storage

The District maintains a large storage of inventory accessible to Performing Arts programs. These include the following:

- Furniture Stock
- Prop Storage
- Wig and Accessory Storage
- Shoe Storage
- Soft Goods Storage (fabric goods, blankets, curtains)
- Faux Plant Storage
- Costume Storage

The Performing Arts Center Managers maintain the storage spaces and inventories and reserve the right to weed the stock areas for the District.

All pulled items except costumes should be returned during Strike, which must occur within the 24 hours after the close of a production.

Pulled costumes must be appropriately laundered and returned to District Costume Storage within 10 days of the close of a production.

Please let the Performing Arts Center Managers know if updated infrastructure like hangers, tubs, labels, or shelving are needed.

Food, Beverages, and Substances

Water, contained in water bottles, is welcome anywhere in a Performing Arts Center. Other beverages and food are permitted in designated areas only, and not permitted on the stage, backstage, in dressing rooms, or in the Green Room. Chewing gum is discouraged in all areas.

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, other controlled substances, or look-alike substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances by students while on District property or on property within the jurisdiction of the District.

The Board also prohibits the distribution, dispensing, manufacturing, possession, or use of e-cigarettes, vaping paraphernalia, like objects, and look-alikes; regardless of the substance inside, by students while on District property or on property within the jurisdiction of the District. (Board Policy 1004.1-R(1))

This substance-free environment requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored events. Persons failing to abide by this request may be asked to leave the District premises immediately. (Board Policy 1003.7)

Overnight Use

Overnight stays are not permitted in District facilities.

Supervision

Students may **NOT** access any Performing Arts facilities without the supervision of District staff.

Students may **NOT** utilize the Scene Shop, Light Booth, Sound Booth, catwalks, or tension wire grids without the explicit approval of the Performing Arts Center Manager **and** the supervision of trained and qualified staff.

Weapons and Theatrical Props

Weapons and dangerous objects and their look-alikes are not permitted in facilities per Board Policy 0502.10. These include, but are not limited to, clubs, nunchucks, brass knuckles, knives regardless of blade length, stun guns, BB and pellet guns, toy guns used or displayed as real guns, and unloaded guns.

Authorized persons may be permitted to use look-alikes for educational purposes. Theatrical use prop weapons must be stored in a locked weapons cabinet and may only be accessed by authorized personnel. Use of a theatrical prop “lookalike” weapon is confined to the performance space. These must be checked out immediately prior to performance use and checked in immediately after; weapons cabinets must remain locked. Unauthorized personnel are not permitted to hold or use theatrical prop “look-alike” weapons.

SECURITY PROCEDURES

The District values the safety and security of its students, staff, and visitors. In order to maintain a safe and secure environment, these procedures have been established to provide guidance and information to those working in District buildings and facilities.

Door Propping

Propping, for the purposes of this document, is the use of an object to prevent a door from closing or latching. Objects can range from manufactured door stops, magnets placed over latching mechanisms, bricks, rocks, chairs, pencils, weights, etc. Keying open or “dogging down” doors is also considered propping. Propping doors increases the risk of potential harm or uninvited guests as

it prevents the electronic lockdown functions of our door access system from securing the building in the case of an emergency.

Exterior doors must never be propped open. Any students or staff members that are observed propping exterior doors will be subject to disciplinary action up to and including termination.

Door stops must not be used as they are a violation of fire code. Any door stops found in a building will be confiscated. If they are personalized door stops, they will be given to the rightful owner to take home. If a personalized door stop is found more than once, it will be confiscated.

Door stops should never be placed at the top of the door. If door stops are used at the top of the door, this breaks the door mechanism and initiates a service call.

No exterior door should be manually unlocked and unattended. If a door is keyed open, the staff member must monitor that door until it is back in a locked position. Manually unlocking a door and leaving it unattended presents a safety risk and will result in disciplinary action up to and including termination.

ADA compliant (handicap accessible) doors should not be put in the "hold open" position and left unattended. They should remain in the "auto" position to ensure proper functioning.

School Year Door Access Time

In order to maintain a safe and secure environment, exterior doors are to remain locked 24 hours a day unless electronically scheduled open. These times for door openings have been set with building bell schedules in mind and with feedback from building staff.

It is highly recommended a staff member is actively monitoring the Athletics and Fine Arts Doors of each High School during open times. An adult staff member at these doors will highly discourage propping or vandalism.

Special Event Door Requests

Any event beyond the normal daily schedule will need to be requested through Event Manager and are either approved or denied by the Community Ed Department based on space availability. If a request is approved, the Operations Department then schedules the door opened for the time requested.

No door will be scheduled open without staff members present.

All public should come through main doors for events.

If an event ends early, someone must call Operations staff to return the door to a locked position.

If an event is canceled in advance, Operations staff should be notified to remove the scheduled event.

When creating a request in Event Manager, the "Electronic Door Access" task must be clicked in order for the request to be sent to Operations.

In the description of the event request, be sure to include the following information:

- The door to be unlocked. Door numbers are on all exterior doors. There are white stickers with red letters above the door on the inside and outside frames. This is the door number you should indicate in your request.
- The time the door should be unlocked and the time it should be locked.
- If the event is a spectator event (athletic competition, music concert, parent/teacher conferences, team meal, etc.), those doors are considered to be "monitored" as staff is present in the building and expecting people entering and exiting. The doors will be scheduled open for the entire time requested.
- If the event is a non-spectator event (meeting, practice, rehearsal, open gyms, weightlifting, etc.), those doors are considered unmonitored as staff is usually away from the door in a classroom or practice space. In this case, the door is scheduled to open for 30 minutes (typically 20 minutes before the event begins and 10 minutes after for late arrivals). **Doors cannot be unlocked for the full duration of a rehearsal in compliance with the District's Safety and Security Plan.**
- Door access events are scheduled weekly every Tuesday at 8:00am. Late requests will not be scheduled unless given approval by the Director of Operations.
- Door requests need to come from:
 - Activities Secretaries and ADs
 - Community Ed Department
 - Building admin or secretaries
 - Event reservation requesters

If door requests are not requested in this manner or if information is incomplete, the door will not be scheduled.

Key Fobs and Badges

Staff members are issued key fobs to allow them access to buildings during their scheduled work hours.

Keys and fobs are the responsibility of the staff to which they are assigned. They are not to be given to anyone else, including other staff, students, family members, or friends. If it is found that staff members are “loaning” keys and fobs, this will result in disciplinary action for the staff member and the person in possession of the key or fob.

If a staff member no longer needs the key or fob, it must be returned to Operations or HR. It should not be given to another staff member even if that staff member is taking over the same position and/or job functions.

Fobs can be requested by Human Resources during New Hire Orientations.

Fob access is determined by the nature of the staff member’s duties. Access is not given to other buildings, doors within buildings, or extended time frames that are not part of a staff member’s assigned job functions.

All District staff will be given a District-issued employee badge. They must clearly display their identification badge at all times while on duty.

Lost key fobs must be reported to Operations immediately to have functionality disabled. Replacement cost for a lost key fob is \$10.

Door Keys

Staff members may be issued door keys to allow them access to buildings based on their assigned duties.

Staff in need of keys may request these from Building Administration or Activities Directors, who will in turn collaborate with Performing Arts Center Managers to gain necessary access.

Once keys are ready to be picked up, keyholders will receive an email notification to alert them that they are ready for pick up. Keys must be picked up by the keyholders, and a photo ID must be presented. Other employees cannot pick up keys that are not assigned to them even if that person is a direct report or a coworker with the same job functions.

Keys may be picked up at the District Operations Building.

Keys must be returned to Operations or HR when they are no longer needed. All keys are the responsibility of the keyholders. Any returned keys will be subject to replacement fees. Replacement cost for a lost key is \$250.

Activities keys are **NOT** to be given or issued to another individual or building administrator even if that staff member is taking over the same position or has the same job functions. Those keys must be returned to Operations for proper documentation and to avoid assignment of fees.

DAMAGES AND MAINTENANCE

Performing Arts Center Managers should be alerted if items or equipment break or are damaged.

“Any person found willfully damaging or defacing property belonging to the District shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender.” (Board Policy 1004.1-R(1))

The building supervisor, Performing Arts Center Manager, or Activities Director should take photographs of any damages resulting from the use of a facility with notations made detailing the date, time, location, and the amount of repair. The building administrator and Maintenance Department should be notified.

Please ensure custodial tasks are requested in the initial reservation to ensure proper clean-up of the venues; facilities should be clean and available for new events at the close of the reserved time.

EMERGENCY PROCEDURES

“The Superintendent shall have the authority to close or delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. He / She shall make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision.”

WEATHER RELATED CLOSINGS/CANCELLATIONS:

- If school is canceled, facility reservations will be canceled as well.
- If school is let out early, facility reservations will be canceled as well.

- If school is held but PM activities are canceled, facility reservations will be canceled as well.

The District reserves the right to conduct fire and tornado drills in all facilities without notice to participants.