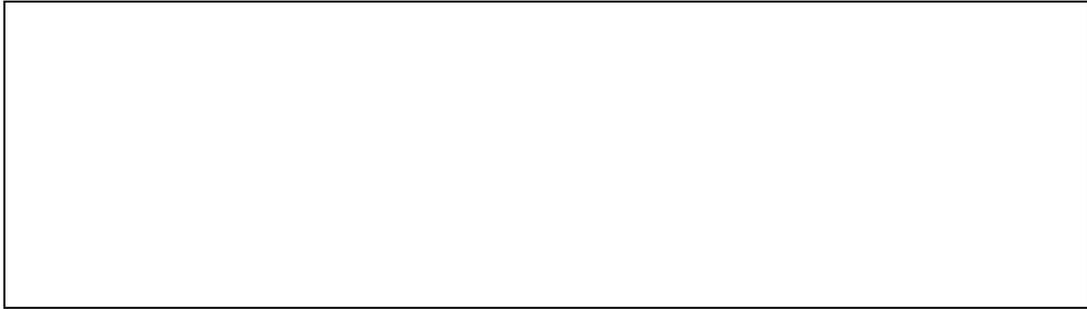




**Clean-up Policy:**

**Trash must be taken to the dumpster located behind the building, next to the back entrance. The dumpster lid must be closed once trash has been deposited. Any damage or uncleanliness in the building will incur an additional fee that will be recovered by the Liberty County School District after accessing such damage and/or cleanup. In signing the application for usage, the signer agrees to all policies and rules listed in this application packet. The Liberty County Board of Education reserves the right to make changes to the policies concerning the center usage at any time without written notification.**

**In the box below, indicate set-up design for stage requested:**



## **RULES FOR CENTER USE**

1. Food and/or beverages are not allowed on the property during any events without written approval by the Superintendent or his/her designee. If permission is given, all food must be confined to the banquet and reception areas at all times.
2. Smoking and alcoholic beverages are not allowed on School District property.
3. In order to avoid damage to the facility and its furnishings, the person who signs the request form must be present at all times.
4. Do not attach anything to the stage curtains or auditorium walls.
5. Users of the center are expected to remove any papers, paraphernalia, props or equipment belonging to the reserving party immediately following the conclusion of scheduled event.
6. Users of the center are expected to leave the center in a reasonably clean condition.
7. Do not allow participants to hang on or play with the stage curtains.
8. If curtain arrangements need adjusting, a Liberty County School System employee must assist in the adjustments.
9. Lights, air conditioners and/or heaters should be turned off immediately after use.
10. No tap shoes in the auditorium. They can only be worn on stage if not damaging to the floor.
11. All props and/or equipment should have casters of felt to prevent marring the floor.
12. All sound and technical operation must be handled by a School District representative or a person who is approved by the District.
13. No fog machines allowed.
14. The Liberty County Board of Education and/or security officers are not responsible for and will not provide child care for any event. Event coordinators must provide adequate adult supervision for any event where children may be present.
15. No product or application of any kind (other than felt or cloth to protect stage floor) shall be applied to the stage floor for any reason.
16. All School District equipment, props, or property in the auditorium shall not be moved or removed from its original placement without permission of the LCSS.
17. Future use of the auditorium will be based upon adherence to all rules.
18. The facility may be used a maximum of four times per fiscal year.

**SCHEULING THE LIBERTY COUNTY BOARD OF  
EDUCATION PERFORMING ARTS CENTER  
AUDITORIUM**

1. The Liberty County School District shall have first priority in scheduling and setting up programs in the auditorium.
2. The completed application, deposit, and payment for all services must be received in the office of the Performing Arts Center within five business days of notification of approval. Failure to submit all required fees and deposits will result in the cancellation of the application. Regardless of the provisions set forth herein, the Board of Education, Superintendent, and or designee, reserves the right to refuse the use of facilities to any individual or group.
3. Approval for practices and special requirements should be discussed and approved in writing when you request the auditorium.
4. All damages to the auditorium will be the responsibility of the person who signs for its use.
5. The requestor must agree to abide by the rules for use.