

## School District 40 (New Westminister) Facility Rentals

### Codes of Conduct for use of NWSS Theatre

In addition to the terms outlined in the Rental License Agreement, there are some basic rules and codes of conduct that must be followed when renting our District's facilities, specific to each type of space. When using the NWSS Theatre (inclusive of the theatre, ticket booth, designated washrooms, black box/room #1216, and the dressing room), please ensure that the Event Supervisor, who is responsible for all participants while using the facility, organizes activities in such a way that they keep the following things in mind:

- It is the Event Supervisor's responsibility to ensure that the space is used for the intended purpose that was outlined in booking. Sports, parties, social gatherings, etc. are not allowed.
- Unless additional rental agreements have been made, there is no access to the dance studio or Grand Commons permitted, except in the case of an emergency evacuation. This needs to be strictly enforced, at risk of additional fees which may be applied at the District's discretion.
- Theatre equipment is to be operated only under the direction of the designated Technical Director, booked and paid for by the renter and from an approved list provided by the District.
- Use of outside equipment or additional rentals must be approved by the contracted Technical Director as being compatible with the systems in place.
- Only the Technical Director is allowed on the overhead lighting grid above the stage and theatre. All other individuals are prohibited.
- Food and beverages (other than water) are strictly prohibited inside the theatre.
- Pyrotechnics or flames of any kind are not allowed.
- The use of glitter, confetti or any other materials which would necessitate extraordinary cleaning are prohibited.
- The use of smoke (including in the cases of smudgings) must be approved by the District in advance of the rental.
- Supplies and resources located in the rented space are the property of the District and shall not be used, moved or removed. Any damage to items will be deducted from the damage deposit provided in advance by the renter.
- Drapery needs to be handled with extreme care and not touched directly. It should only be moved by using the proper pulls or systems in place.
- Any dents, markings or other damage to the floor, walls, drapery or other property within the theatre or any other connected spaces will be deducted from the damage deposit.
- Appropriate supervision of minors is required at all times in the rented space.
- Application of makeup and hairspray should be done in the dressing room or designated washrooms only, and can not be applied in the black box (rm #1216) or on the theatre stage.

- No decorations, signs, advertisements, etc. shall be placed in or fixed to any part of the rented space without the consent of the District.
- It is the renter's responsibility to return the rented space to the original state it was in at the commencement of the rental period.
- Improper use of facilities may lead to immediate termination of the rental license agreement and/or cancelation of future bookings.

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