



# AUDITORIUM HANDBOOK

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## Auditorium Specifications

The auditoriums of the Paradise Valley School District are designed for a variety of uses, including meetings, films, instrumental and vocal concerts, dance, and full theatrical productions.

Because auditoriums are used by rental groups and the school district, it is the responsibility of these groups to know what services and equipment are available for use. Please read this handbook carefully to avoid misunderstandings. We encourage user groups with any questions to call and ask beforehand.

### Auditorium Event Safety Requirements

The following are required to insure a safe and enjoyable rental experience.

#### Audience Safety

- » Ushers are strongly suggested, but are not required. Users must provide their Ushers with any necessary flashlights. See below for a partial list of activities which are prohibited if you choose not to provide Ushers.
- » Audience members are prohibited from entering the House after the event has started unless you have Ushers with flashlights to help them to their seats.
- » Audience members are prohibited from moving inside the House unless you have Ushers with flashlights to help them to their destination.
- » Audience members are forbidden to stand or sit in the aisles during a performance.
- » Allow enough time during Intermission to allow everyone a chance to move about and return safely to their seats; otherwise, have Ushers with flashlights available to escort them.
- » Sell General Admission only, unless you have a House Crew to control the audience seating.
- » Do not block exit pathways from House Entrance to Lobby Exit. There must be a direct path between them.
- » Do not prop open Lobby Exit Doors.

#### Performer Safety

- » The only performers in the wings should be those who are about to make a stage entrance.
- » Once performers are done and have exited the stage they should be taken directly to the holding/dressing room area.
- » All child performers should be escorted to and from the stage area particularly after dark.
- » An adult should always be present in a dressing/holding area.
- » All cables should be taped down to the floor, with Gaffers tape, and appropriately marked.
- » No liquids except water, and no glass containers, are allowed in the wings or backstage.
- » There should be an adequate number of adults supervising events at all times.
- » All accidents must have a written report turned in to staff at the time of occurrence. Forms will be provided to the group.
- » Each group should bring an appropriate emergency kit.
- » All cleaning accidents need to be reported immediately so that clean-up may be handled in a speedy manner by trained staff.

## General Safety

- » The rental group should be familiar with all Fire and ADA codes appropriate to their usage.
- » Parking is allowed in approved areas only. This requirement applies to all user group employees, any volunteers, and all audience members.
- » Vehicles used for loading or unloading must be moved immediately after unloading; no exceptions.
- » All doors must remain unobstructed at all times. No doorways can be blocked.
- » No open flame or any propane or propane device is allowed anywhere on the property or in any building.
- » Moving trucks, trailers, RV's and similar vehicles or trailers may not be left on the property overnight. No-one can camp or remain on the property overnight.
- » Vehicles of any kind cannot be driven on pedestrian walkways without an escort.

## Contractual Information

Confirmation of use of school facilities cannot be granted until the following conditions are met:

1. Submission of a completed Auditorium Use Form signed by an individual who has the authority to enter into contracts on behalf of the renting organization. The Auditorium Use Form is the contract between the renter and the district. The information contained on both sides of the form constitutes the contract. The contract also includes the contents of the Auditorium Handbook that is available on the web at [www.pvschools.net/facilities](http://www.pvschools.net/facilities).
2. Submission of a completed Auditorium Equipment Request Form if such form is included in the initial mailing from Community Education that includes a cover letter, forms and other information pertinent to the rental.
3. Receipt by the Community Education Department of a non-refundable reservation fee of \$200.00, as well as a 50% deposit as specified on an "Estimate Charges" form.
4. Receipt by the Community Education Department of a Certificate of Liability Insurance identifying Paradise Valley Unified School District #69 as the Certificate Holder and stating that the Certificate Holder is additional insured on the renter's policy. It is the renter's responsibility to discuss the requirements of the Certificate of Liability Insurance with their insurance provider before issuance of the Certificate. The renter and its insurance provider agree that the Certificate of Liability Insurance provides coverage for all areas of district property that are accessible to the renter and its patrons, including facilities agreed to on the Auditorium Use Form, additional facilities that the renter requests to use during the actual rental, parking lots, walkways and/or areas to which access cannot be limited.

Upon receipt and approval of the requirements listed above, the renter will receive in the mail an approved copy of the Auditorium Use Form. This finalizes the rental agreement.

## Sound

Each auditorium is equipped with the following:

- \* Two (2) hand-held SM58 microphones with stands and 2 50-ft. XLR cables
- \* Two (2) stage monitors
- \* House speaker cluster
- \* Compact Disc Player (Music must be supplied on a CD, in CD-r or CD+r disc format, in traditional .cda file format. The CD players will not play DVDs or .mp3 files.)
- \* All PVSchools auditoriums are in the process of being upgraded to Behringer X 32-channel sound boards. Please call to check the upgrade status of the auditorium you are interested in renting.



All other sound equipment is to be supplied by the user group. Users may not disconnect existing and/or swap in another sound board; users can only patch into the existing system.

## Lighting

All auditoriums have a basic light hang that will provide general lighting. All auditoriums have a selection of basic lighting equipment. Spotlight is available upon request; please allow sufficient time to arrange for additional staffing. All auditoriums are controlled by an ETC Ion lighting console with 40 submasters.

### House Lighting Requirements

For all dance competition rentals the house lighting will not be lowered to less than 50%. For all other rental events the house lights will not be lowered to less than 30%.



Any specialized light hang is done as part of the user group's scheduled hours. The group is also responsible for restoring the original light hang.

## Seating

School	Main Floor	Pods (2)
North Canyon	946	152 ea.
Pinnacle	628	100 ea.
Horizon	1007	N/A
Paradise Valley	1012	N/A
Shadow Mountain	967	N/A

Any group that plans to sell reserved seats must make an appointment to check for themselves which seats may be missing, broken or mis-numbered at any auditorium. No additional seating can be added due to fire code.

## Stage Dimensions

### Horizon, Shadow Mountain, Paradise Valley

Proscenium: Width, 52 ft. Height, 20 ft. (Height at PVHS is 30 ft.)  
 Stage: Depth, 32 ft. Proscenium line to back wall  
 Apron: 10 ft. Proscenium line to orchestra pit wall at center line  
 Wings: Stage Right, 17 ft.; Stage Left, 21 ft.

### North Canyon

Proscenium: Width, 49 ft. 10 in. Height, 29 ft.  
 Stage: Depth, 38 ft. Proscenium line to back wall  
 Apron: 14 ft. 10 in. Proscenium line to orchestra pit wall at center line  
 Wings: Stage Right, 14 ft. 7 in.; Stage Left, 18 ft. 7 in.

### Pinnacle

Proscenium: Width, 46 ft. Height, 25 ft.  
 Stage: Depth, 41 ft. Proscenium line to back wall  
 Apron: 14 ft. Proscenium line to orchestra pit wall  
 Wings: Stage Right, 25 ft.; Stage Left, 25 ft.

## Battens

Please call a few days before your event to confirm what is open and available. Battens are used by various school performances, and availability can and often does change with little notice.

### Horizon & Shadow Mountain

- Electric: One (1) house position with thirty (30) double circuits  
Three (3) stage positions with a variety of single and double circuits  
A variety of floor pocket electrical positions at the back and sides of stage
- One (1) projection screen 16 ft. x 16 ft.
- Orchestra Shell: Three (3) ceiling panels
- Three (3) empty battens at rear of stage

### North Canyon

- Electric: One (1) house position with thirty-five (35) double circuits  
Three (3) stage positions with a variety of single circuits  
A variety of floor pocket electrical positions at the back and sides of stage
- One (1) projection screen 16 ft. x 16 ft.
- Orchestra Shell: Five (5) ceiling panels
- Seven (7) empty battens: 3 at rear, 2 center stage, 2 in front

### Pinnacle

- Electric: One (1) house position with thirty (30) single circuits  
Four (4) stage positions with a variety of single circuits  
A variety of floor pocket electrical positions at the back and sides of stage
- One (1) rear-projection screen (no projector is available)
- Orchestra Shell: Three (3) ceiling, nine (9) wall panels
- Eight (8) empty battens: 2 at rear, 4 center stage, 2 in front

### Paradise Valley

- Electric: Three (3) house position with triple circuits  
Seven (7) stage positions, of which six (6) are permanently hung. One is triple circuited.  
Six (6) electrical positions at the back of stage
- One (1) projection screen, 16ft. x 16 ft.
- Orchestra Shell: Three (3) ceiling panels
- Two (2) empty battens downstage

## Support Space

All auditorium rentals will include use of the following areas: lobby, lobby restrooms, box office, orchestra pit, scene shop, make-up room, two (2) backstage restrooms, parking lots, and pedestrian access to and from parking areas.



All hanging and removal of scenery and positioning of orchestra shells is done during the user group's scheduled hours. If the use of a concert shell or the orchestra pit is desired, please make the request far enough in advance to allow for additional staffing. Please also allow time on the day of the event for the shell to be assembled or the pit covers to be removed during the user group's rental time.

## Stage Draperies

Each auditorium has a main drape; they are pulled by hand. Each auditorium has a selection of legs and borders for masking and a cyclorama and scrim. Horizon, Shadow Mountain, and Paradise Valley have one black traveler; North Canyon and Pinnacle have two. In general, draperies, except the main drape, are movable; the draperies at North Canyon are not.



Draperies are to be moved during the user group's scheduled hours. The user group is also responsible for the restoration of the original hang.

## Miscellaneous

- » All groups are encouraged to schedule a walk-through of the facilities to be rented. DO NOT VISIT THE SITE WITHOUT ARRANGING IT THROUGH THE COMMUNITY EDUCATION OFFICE.
- » Each auditorium has a concert piano available.
- » A Clear Com system is available for communication on head sets between the stage and the technical suite. The Clear Com system must be requested in advance, as the system is not on-site, and availability must be confirmed. We supply three head sets, belt packs, and cables.
- » Each auditorium has a speaker's lectern.
- » Each auditorium has five (5) tables and thirty (30) chairs. Extra tables and chairs are the responsibility of the renter to procure.
- » If use of the orchestra pit is desired, it must be requested in advance.

## Parking

- » HHS & PVHS: 500 spaces on east and west side of campus
- » PHS: 500 spaces on east, 300 on west side of campus
- » SMHS: 500 spaces east, west and south side of campus
- » NCHS: 500 spaces in front, 400 spaces in other areas

Parking lots are included in the rental package and are covered under renter's Certificate of Liability Insurance. However, parking must be shared with, and may be limited by, other events occurring at the same site.



Any type or quantity of equipment beyond what is specified in this information must be supplied by the user group. When filling in the auditorium questionnaire, please do not request equipment not listed nor ask for more of listed equipment than is specified. Community Education is not responsible for supplying equipment not listed or more than the specified quantity of equipment listed in this handbook.

## Restrictions



The following restrictions apply to all user groups. Violation may result in the cancellation of use or refusal to let group reuse facility.

## Food and Drink

### NOTICE CONCERNING FOOD & DRINK IN THE AUDITORIUM & PERFORMING ARTS CLASSROOMS:

Because the district has spent several million dollars renovating four of the five auditoriums, please honor the following policy on food and drinks. Working together cooperatively we can ensure that the prohibition of food and drink can be implemented effectively and with as little cost as possible.

**THE POLICY:** No food or beverages, other than water in plastic bottles with lids or caps, may be taken into the lobby or house areas of the auditoriums or into the choir, band and drama rooms. At the renter's discretion, people participating in the program/performance may have refreshments in the auditorium scene shop, make-up and dressing areas, but not in classrooms that are being used as dressing rooms by the rental group. The District custodian assigned to work the event will put anything found in classrooms into the trash whether finished or not. The renter must ensure that food and beverages that are taken into the backstage areas will not be taken into the house or lobby by participants. Otherwise, food and drinks will have to be eliminated throughout the building.

**IMPLEMENTATION:** All groups using an auditorium or the performing arts classrooms must have monitors who will be responsible for enforcing this food and drink policy. Each organization will be allowed to provide their own monitors. The monitors should be positioned at the outside entrances to the lobby and backstage so they can inform people that they must finish their food and drink items before entering. In addition, monitors will periodically survey the house area during performances and ask anyone who has food or drink to step outside. If a person is uncooperative, the monitor will inform the organization's representative who is in charge and who will ensure the offending person complies with this policy. If an organization needs assistance in providing the monitors, they should contact the Community Education Liaison, Auditorium Manager or Auditorium Lead Custodian for suggestions.

**VIOLATIONS:** The District custodian or technician assigned to each event will report violations of this policy to the appropriate employee of the Community Education Department. The organization's contact will be notified of the complaint, and the organization will receive a warning of noncompliance. Upon having a second complaint, the organization will no longer be allowed to rent an auditorium in the District.

**SECURITY:** A uniformed police officer will be contracted by Community Education and the charges billed back to the group. The officer will provide security of the participants, patrons, parking lots and buildings. The officer will help enforce the state laws regulating weapons, alcohol and tobacco products on school property. The officer may also be asked to become involved in enforcing the food and drink policy.

## Tools and Consumables

Hand tools, power tools, construction supplies, etc., are to be supplied by the user groups. No use of school property or equipment beyond what has been specified is allowed. Any equipment or other items left after a group is finished for later pick up or left as a result of a split in days of usage is left at the user's risk.

## Pyrotechnics

No use of open flame, flash or concussion equipment or supplies, or chemical foggers is allowed. For use of dry ice foggers, please contact the Community Education Event Specialist at 602-449-2217 for details. Additional fees will apply.

## Power

Electrical power is available only through standard wall sockets and theatrical circuits (110, 20 amp\*). No group may access power by tapping circuit breakers or dimmers. Portable generators may be allowed with prior permission.

## Restrictions (continued)

### Tape

Any tape used to mark the stage must be provided by the user group, and must be removed prior to a group vacating the building. Colored electrical tape or theatrical spiking tape only. Marley floors may be secured with tape manufactured for that purpose.

### Custodial Supplies

Adequate supplies will be provided. It is the user group's responsibility to insure that these supplies are not wasted. Wasteful use of custodial supplies may result in extra charges, a request that the group supply their own, or supplies being checked in and out as they are needed.

### Support Services

An auditorium technician and custodian will be provided during a user group's scheduled hours. Community Education will determine the number of technicians and custodians needed after a pre-production meeting with the user group. A custodian will also clean the facility between and after a group's use. Personnel must be provided the equivalent of one 30 minute and two 15 minute breaks in an 8.5 hour day.

### Accidents

All damage and injuries are to be reported to the auditorium technician immediately. Failure to report may result in refusal of facility use.

### Smoking and Alcohol

All campuses are designated non-smoking, non-drinking facilities. Use of tobacco and alcohol is forbidden anywhere on school property.

### Lost and Found

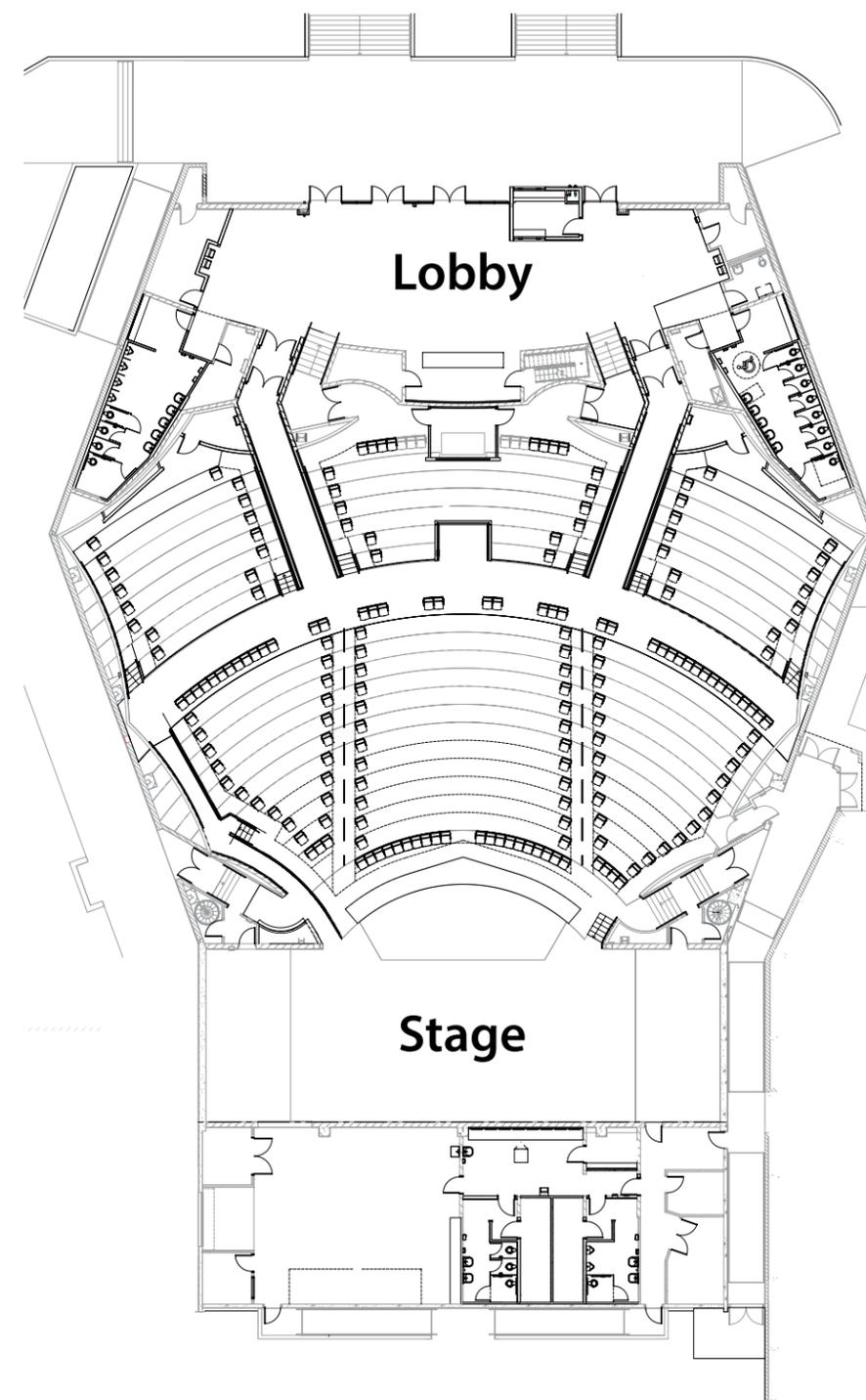
All lost and found items will be taken to Community Education. Contact the Event Specialist at (602) 449-2217.

### Miscellaneous

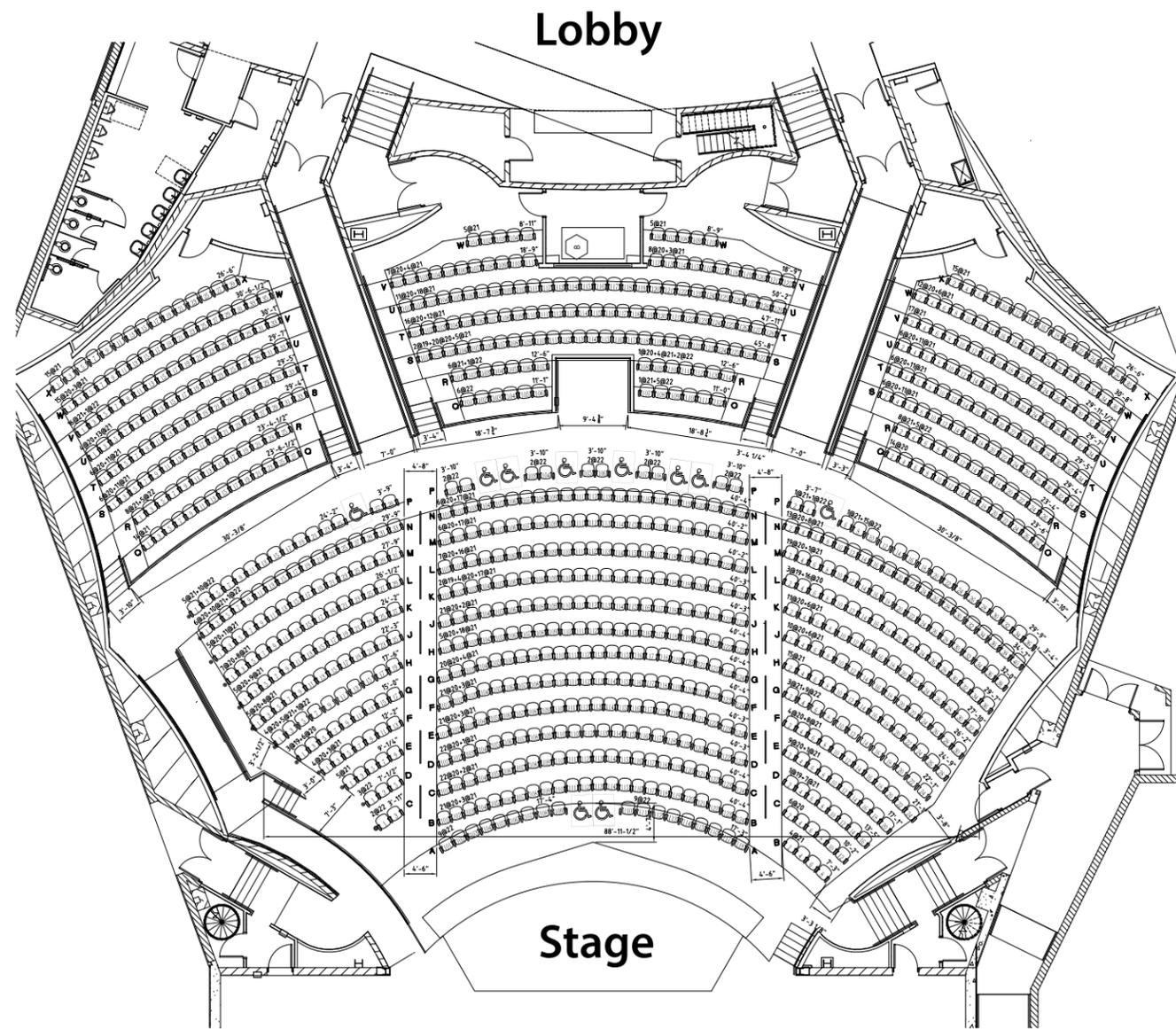
It is the group's responsibility to make sure that there are no helium balloons or silly string brought into and/or used in the Auditorium building. Horizon's auditorium lobby features a 42" TV screen that can show a single camera feed from the stage. Shadow Mountain's auditorium lobby will feature a similar screen after the remodel is complete.

There are no district services available after hours on week days or at any time on weekends. Plumbing, power, electrical, air or any other problems that occur during these times cannot be corrected until the next business day. In such an event, the user group has three options: move to another site (if available), continue at the damaged facility realizing the problem may not be corrected during their use, or cancel the event. At no time is a user group allowed to bring in its own repair personnel.

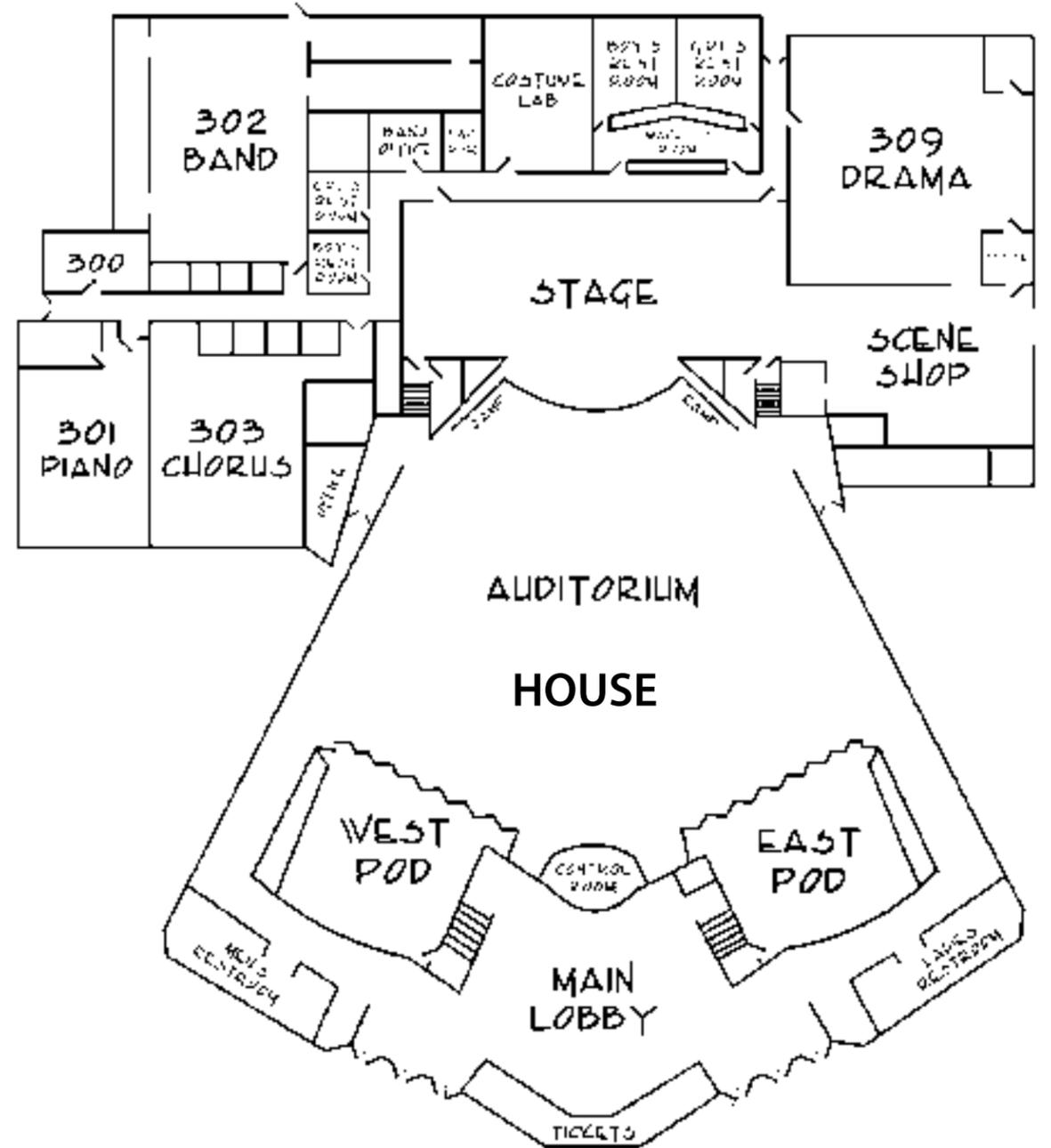
## Horizon High School Auditorium



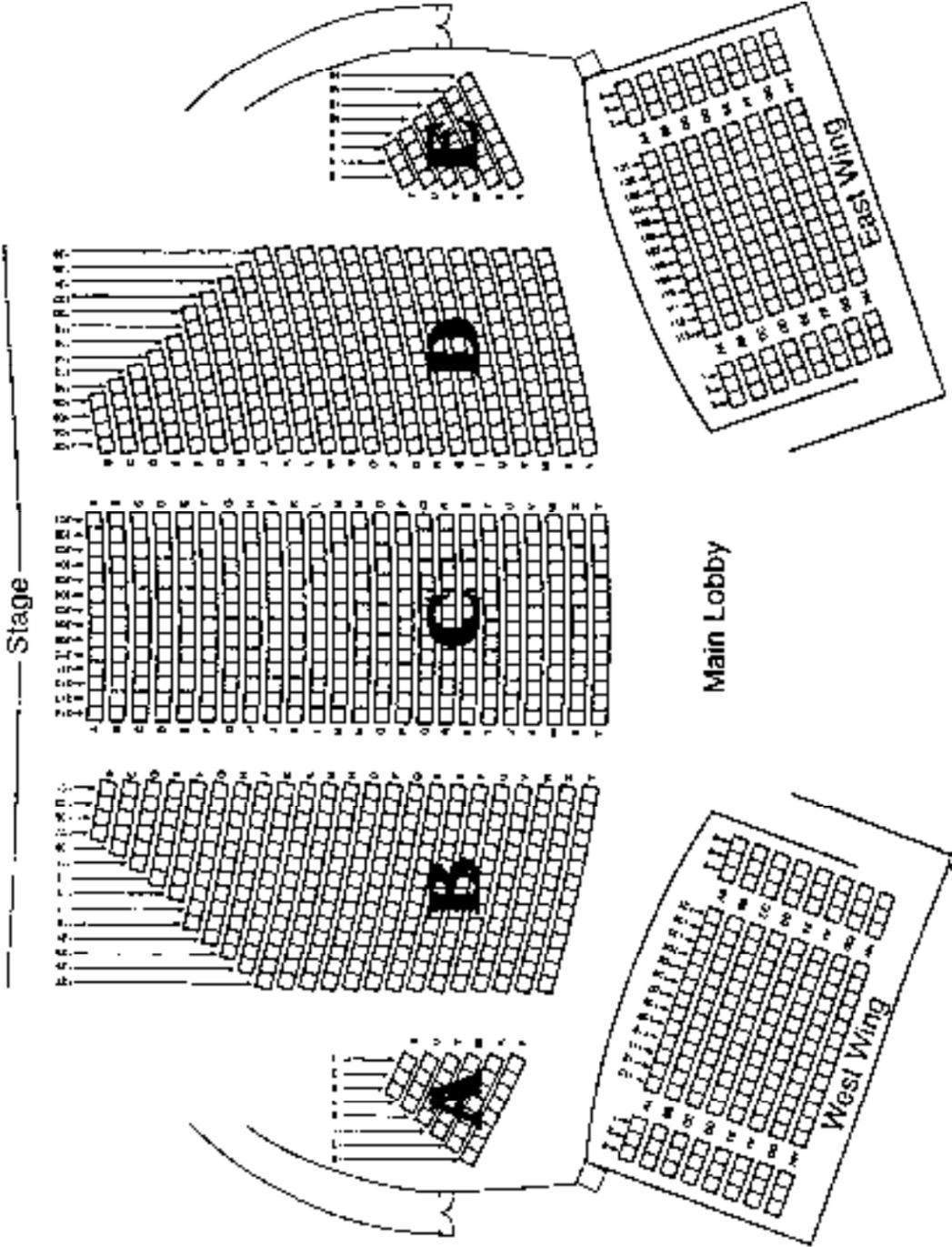
# Horizon High School Seating Chart



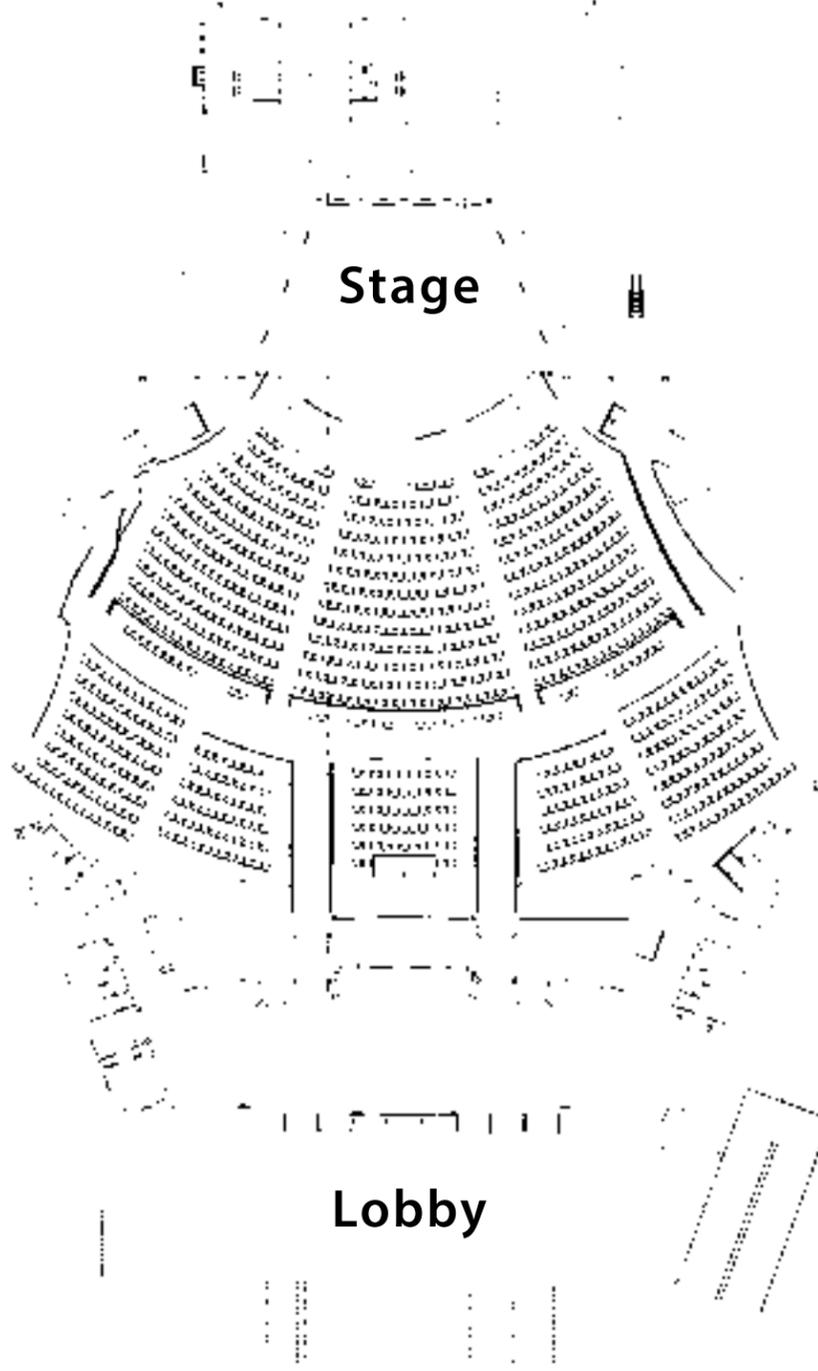
# North Canyon High School Auditorium



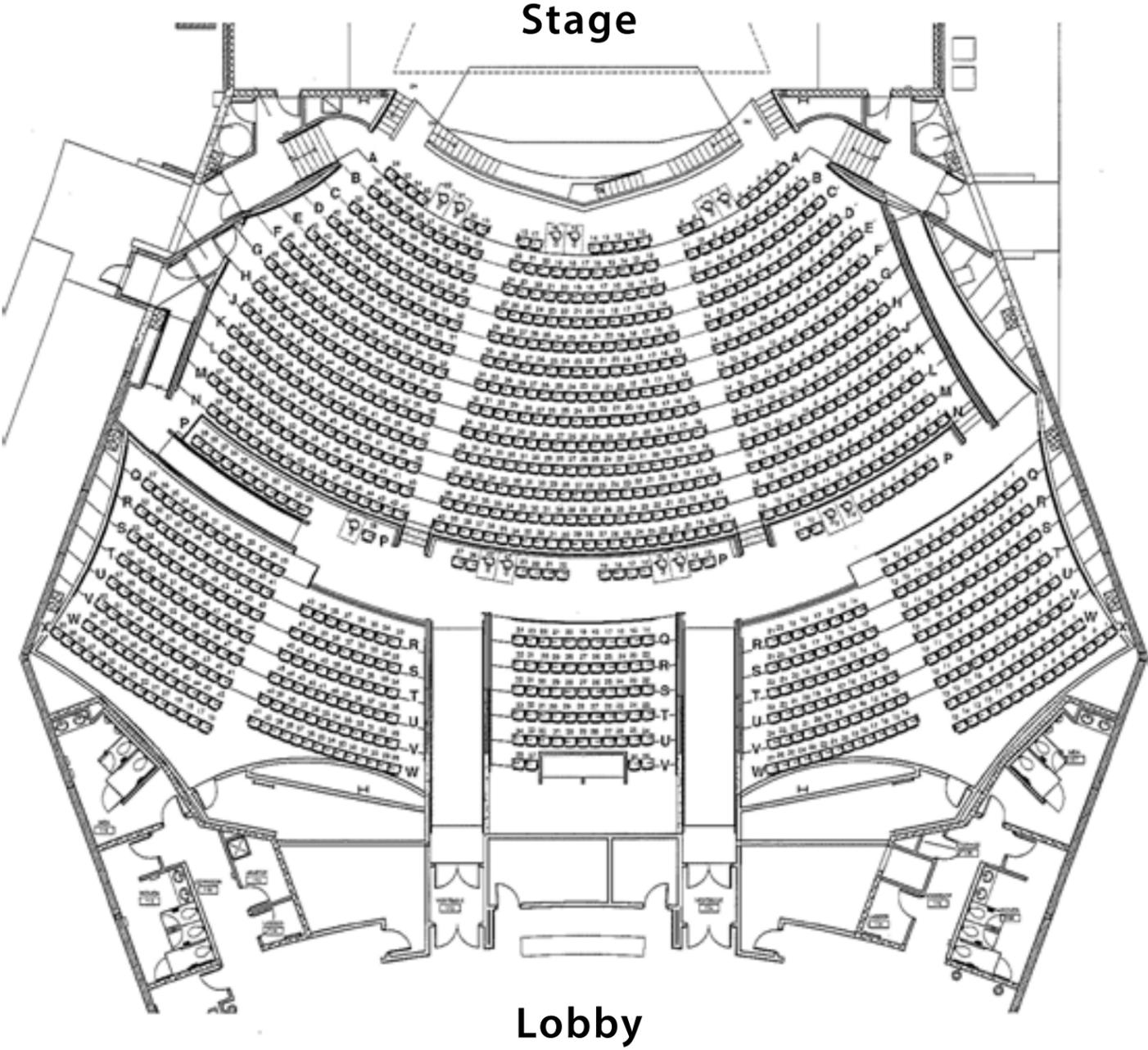
# North Canyon High School Seating Chart



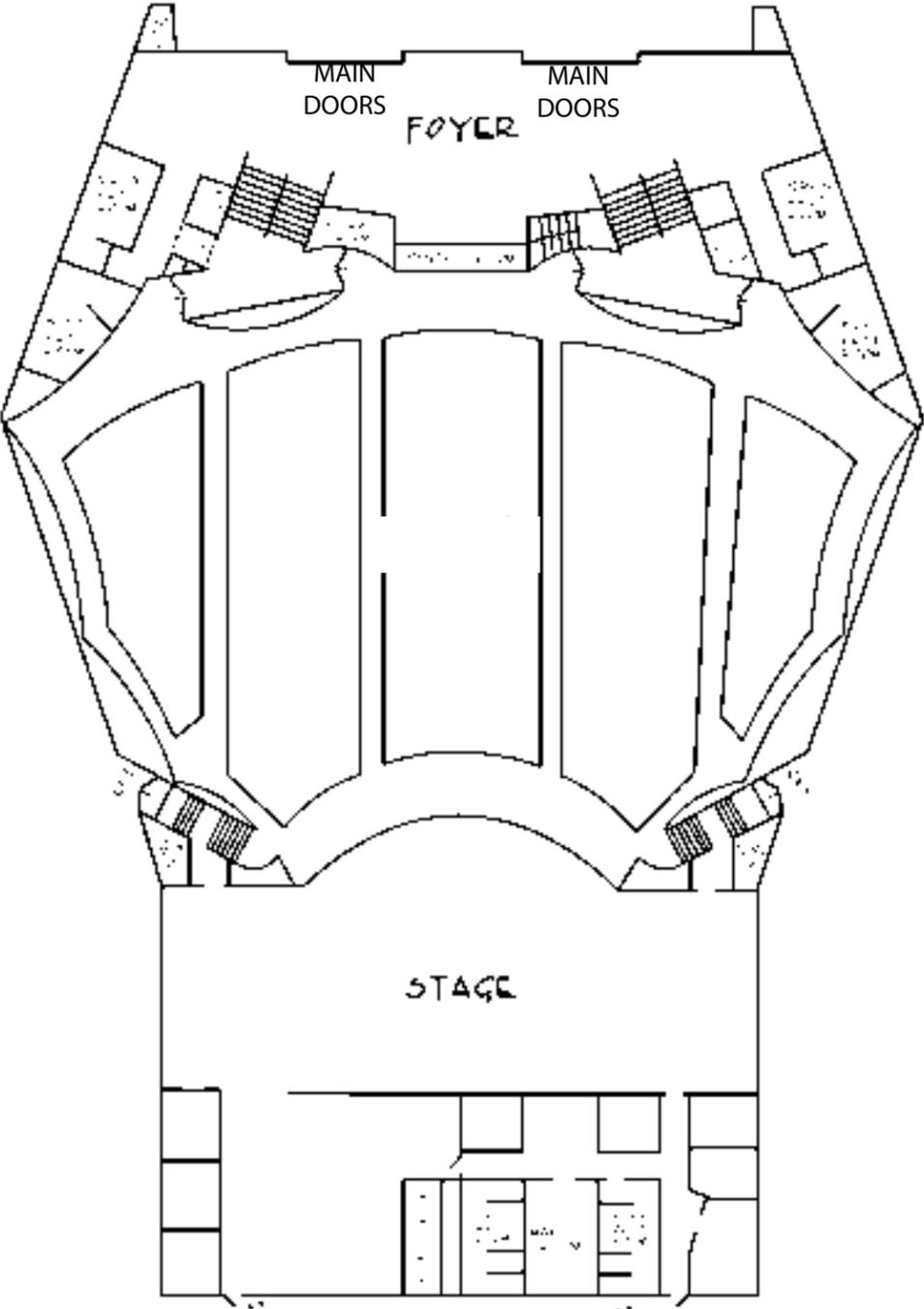
# Paradise Valley High School Auditorium



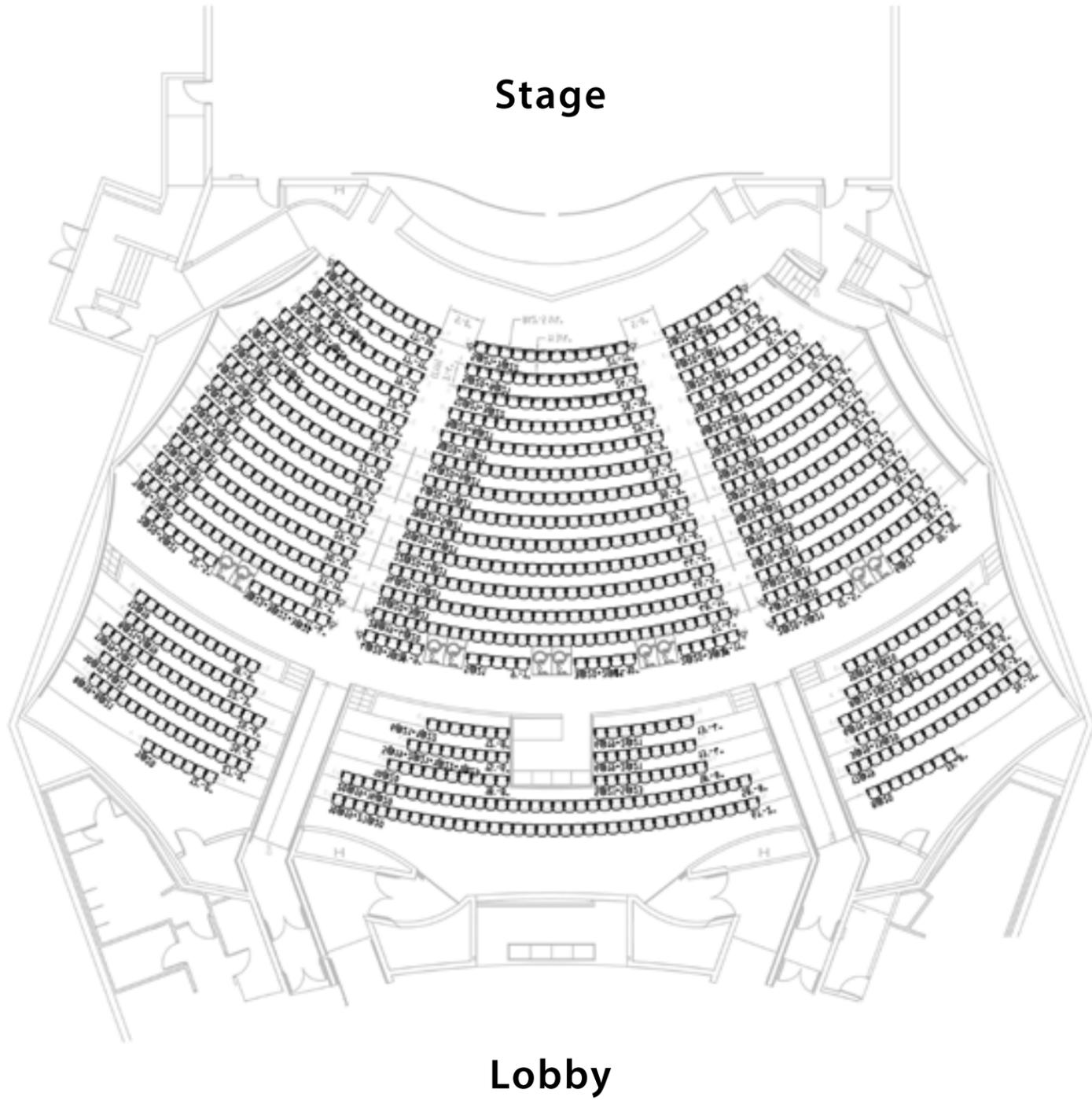
# Paradise Valley High School Seating Chart



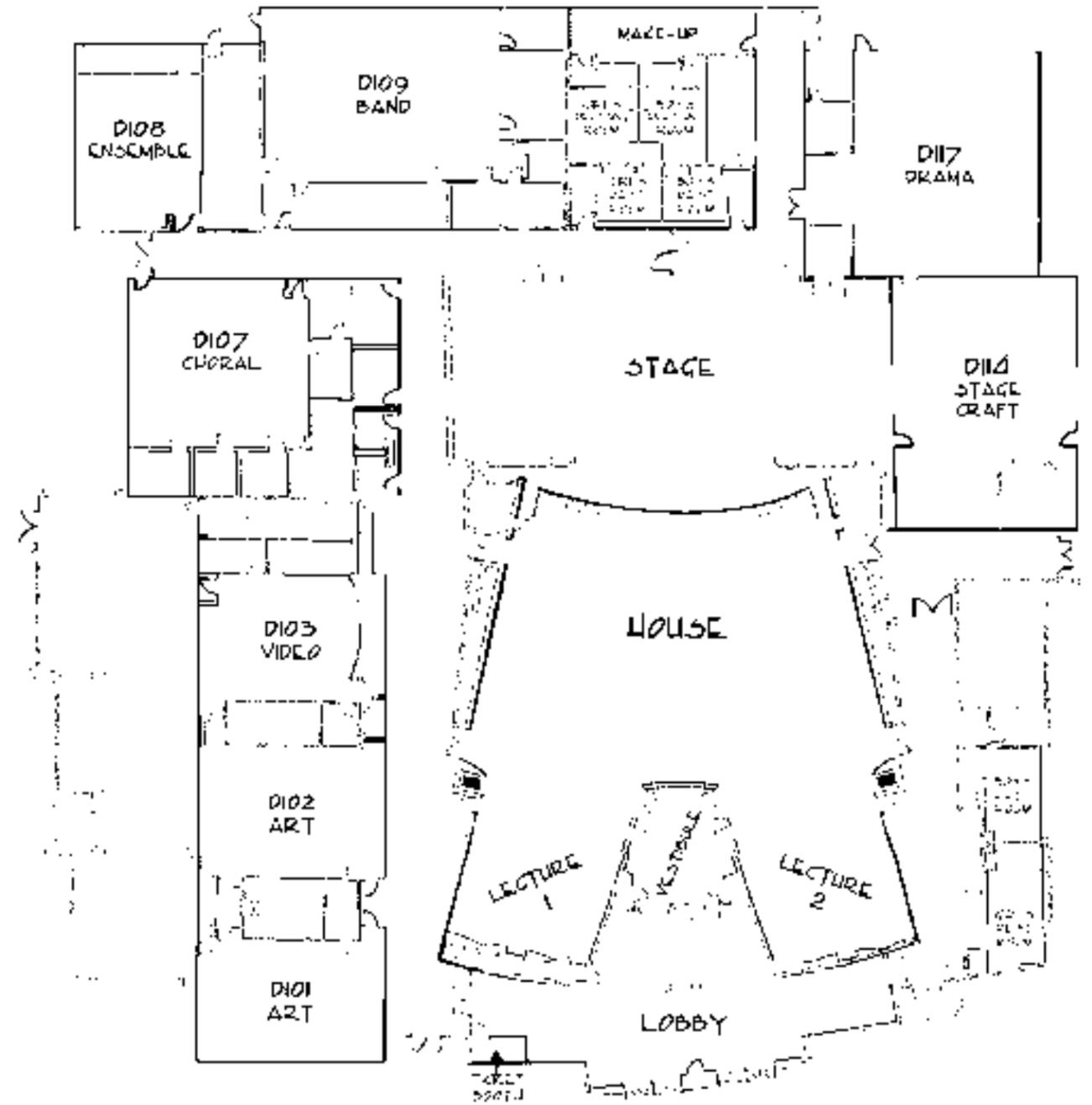
# Shadow Mountain High School Auditorium



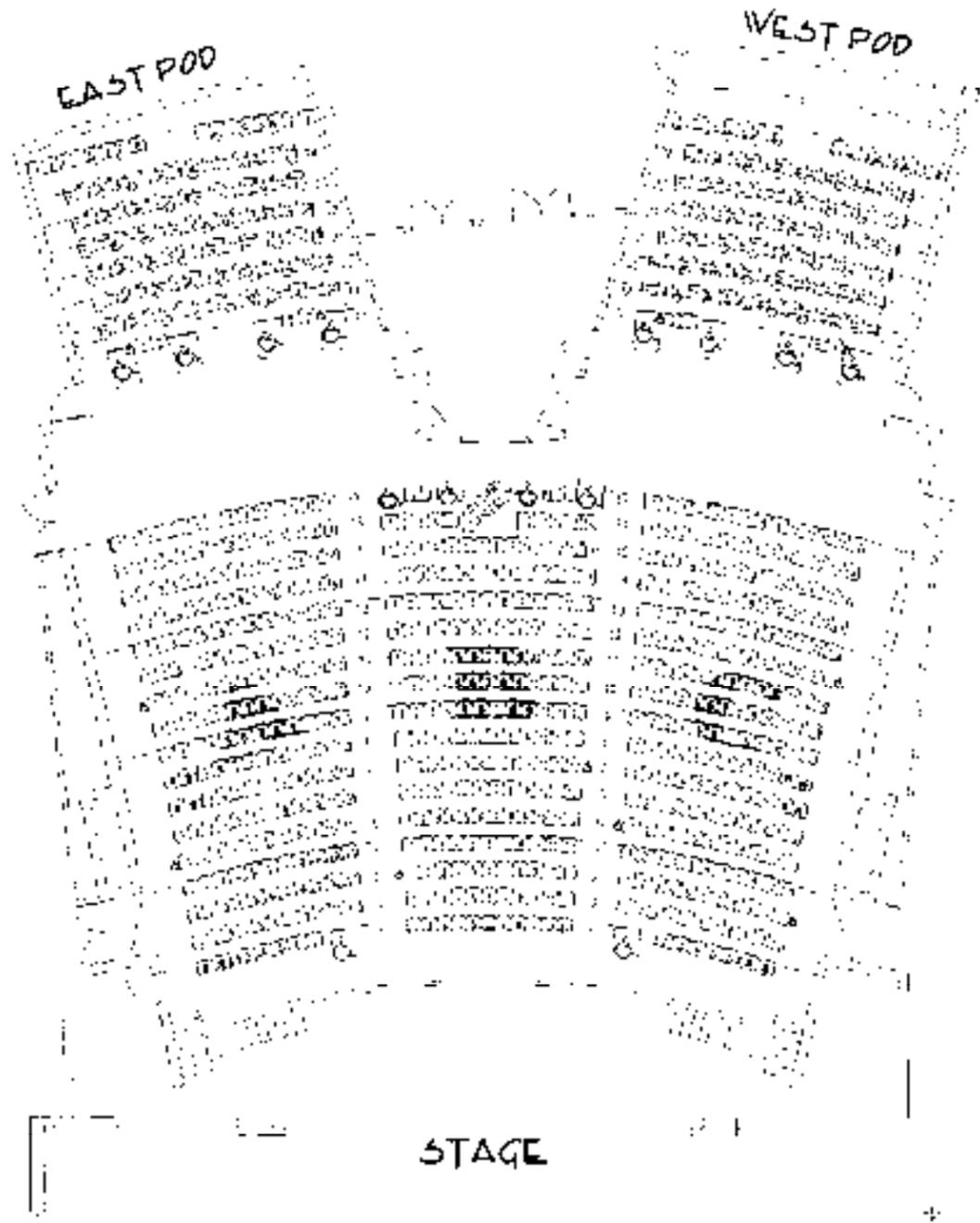
# Shadow Mountain High School Seating Chart



# Pinnacle High School Auditorium



# Pinnacle High School Seating Chart



# Map of High Schools

