



Auditorium and Technical Services Policies

GENERAL RULES AND GUIDELINES

ARRIVAL

Performances normally open doors one hour prior to the performance or event. **Plan on arriving at least 30 minutes prior to the performance.** You will want to allow yourself plenty of time to get to the event, find parking, and use the restroom before the event begins.

ANIMALS

Service animals are permitted at our facilities. Must show supporting documents to facility staff.

CELL PHONE & CAMERA USAGE

El Monte Union High School District theater staff asks that you turn off or silence all noise-making electronics, text-messaging devices and cell phones during the performance. Taking pictures and video recording is prohibited inside the theatre.

DRESS CODE

El Monte Union High School District has no formal dress code for the public, and we encourage you to wear whatever makes you feel comfortable. As types of performances vary, there is no standard dress code for patrons, though shirt and shoes are required at all times. However, please note that chains and spiked jewelry are not permitted inside the theatre. When in doubt, business casual is always appropriate. In addition, please consider the effects of strong perfumes and colognes on those seated around you.

FOOD & BEVERAGE

Food & beverages is NOT permitted inside the theatre during any event. If provided, you may drink and eat outside the auditorium when concessions are available.

LATE SEATING

Late seating is at the discretion of the catering party and may not be possible for some performances. If you arrive late, a staff member or manager will seat you at the earliest appropriate time during the performance, usually at the end of a scene or piece. Out of respect for the performers and other audience members, you will be asked to wait in the lobby with a staff member until the appropriate seating break. If you need to leave a performance early, we ask that you leave at a point in the performance when moving around would be a minimal disturbance to those around you, such as during applause.

LOST & FOUND

The Auditorium Technical department oversees and manages any items left behind. Items considered "lost & found" will be kept secured in our Management office for up to 30 days. If you have lost an item in one of the District Auditoriums, please call 626-444-9005 extension 2895.

LOUD TALKING & DISRUPTIONS DURING PERFORMANCES

Disruptions are not tolerated. If anyone disturbs the audience or interferes with the performance, the patron will be required to leave the facility.

SECURITY

The following items are not permitted at El Monte Union High School Facilities. Bag checks are randomly conducted, and any guest attempting to enter the facility with such items will be asked to return that item to their vehicle.

- Outside food & beverage.
- Any type of weapon or item that can be used as a weapon (including pocket knives, chains and spiked jewelry.)
- Laser pointers or any other item that may be considered disruptive to the performers or other audience members.

SMOKING

Smoking is strictly prohibited throughout District campus site(s).

MATERIALS USED IN THE AUDITORIUMS

Prohibited items in the auditoriums are: Glitter, tape (other than Blue painters tape), glue, air horns, and balloons.

FACILITY AND STAFF SCHEDULING POLICIES

AUDITORIUM REQUEST

Since our auditoriums are in high demand throughout the year it is recommended to book your dates as soon as possible. It will be **REQUIRED** that you submit a request through **School Dude**. This can ensure that all the proper channels are aware of your booking and approve your event(s).

AUDITORIUM SCHEDULING

There will be a CAP to book the auditorium facility. This cap allows all of our school sites to be given the fair chance to perform in the auditoriums since there is a high demand to use our auditoriums. It also allows auditorium staffing to be able to provide the full technical support for each and every performance in our theaters. District staff may use their cap limits days as they please. For example; X is given 3 days for the singing spectacular event. X may wish to use 2 days of rehearsal and 1 day for the performance. The CAP limits are as follows;

GROUP	CAP LIMIT	
Drama/Musical	5 Days	5 additional days will be given for Technical preparations.
Choir/Band/Dance	3 Days	This includes Tech Preparations.
Assemblies/Meetings	2 Days	This includes Tech Preparations.
Clubs	2 Days	This includes Tech Preparations.
Graduation	1 Day	1 additional days will be given for Technical preparations.
Banquets	1 Day	3 additional days will be given for Technical preparations.
Blank Stage Rehearsal	1 Day	No Technician Required

FILE SUBMISSION

The demands for each show are different when it comes to the performance, and technical demands. We encourage you to plan ahead and connect with auditorium Management or staff to plan for your event. To get a head start, please submit your audio, video and PowerPoint files through a Google Drive folder. Simply create a folder and title it exactly as your event is titled and share the folder with the Auditoriums Department. This way your file will be directed to a technician immediately to inspect and test the file(s).

STAFFING

Auditorium staffing are always looking for new ways to help in any way possible when it comes to Technical Support. Since we are a smaller department we try to accommodate to everyone's needs. It is that being a small department we have to schedule technicians wisely. Technicians normally work a 5/day, 8/hour work schedule. When we deal with many events during the week the availability drops dramatically due to the shortage of staff. Please request for technical support for only full rehearsals and performances.

BROKEN EQUIPMENT

The District holds great pride for the newly upgraded equipment used in our auditoriums. As part of a Technician's routinely maintenance plan, they check for misuse of of facility rooms, staging equipment, technical equipment and all other inventory. It is the responsibility of the teacher or administrator that is leading the students into a production of misusing auditorium equipment such as microphones, body packs, tools, etc. If something breaks please report it immediately to auditorium staff. Consequences such as payment to replace equipment will be enforced on a case by case basis.

EQUIPMENT RENTAL

Renting (borrowing) equipment from the auditoriums department will be the discretion of the Auditorium Management Team. If any equipment is rented it will be the responsibility of the borrower to maintain, secure and return the equipment in the same condition as it was given. Consequences such as payment to repair or replace equipment will be enforced on a case by case basis.