



LAKEVIEW PUBLIC SCHOOLS
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SCHAUBLIN AUDITORIUM HANDBOOK



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SCHAUBLIN AUDITORIUM

Schaublin Auditorium is first and foremost for the students and community of the Lakeview Public School District, but also welcomes use by outside groups. Facility use must be compatible with the educational and community service goals of the district and in accordance with the public image of the district.

The Facility

The Lakeview Public School District "facilities" available for rent include: Schaublin Auditorium, Band Room, Choir Room, Gathering Room 111 (A19), select Classrooms, and Cafeteria without Kitchen. Schaublin Auditorium has been extensively used professionally as a performance, presentation, rehearsal, training, lecture, and classroom facility. Facilities are ADA compliant, providing access for all.

Please note that Lakeview Public Schools is, by law, drug free. Use of tobacco, smokeless tobacco, vaping paraphernalia, alcohol, or illegal substances is prohibited on school grounds and within 500 feet of school property, including school parking lots. Use or possession of illegal and controlled substances within this drug-free zone will carry penalties under law and cause immediate loss of facility use.

Paperwork

The following paperwork is required for the rental of any Lakeview Public Schools facility. This documentation will help in the consistency of scheduling, maintenance, and use of the facility, as well as, ensure that proper procedures are followed when utilizing the facility.

- Rental Contract
- Equipment/Services Request Form



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Policies

Cameras and Electronic Recording Equipment

The prohibiting of cameras and/or video/sound recording devices is determined individually for each rental. When the renter requests a "no recording and/or photo policy", an announcement will be made to inform the audience of this request. The renter is responsible for notifying the Auditorium Manager, if an announcement is needed, on the day of the event. Video recording may be set-up in the back of the auditorium, in areas reserved for wheelchairs, if available.

Cancellations

Written notification of a rental cancellation must be received at least: (90) days prior to event for 100% refund of deposit, (60) days prior to event for 50% refund of deposit, and (30) days prior to event for 25% refund of deposit. There will be no refund of deposit monies for events cancelled less than (30) days prior to event usage. When Lakeview Public Schools is closed due to inclement weather, Schaublin Auditorium is also closed. In the event of an emergency, administration will determine the availability of the facility.

Cleaning and Custodial Support

Custodial support is required for all rentals (30) minutes prior to each event and (60) minutes following each event. The amount of dedicated custodial support needed during the event will be determined individually for each rental. The renter is responsible for leaving the area as it was originally found, undamaged, with writing on white boards undisturbed, returning all furniture to original locations, removing any decorations and/or posted presentation materials, etc. Trash receptacles are provided in all rooms. Please do not attach anything to the stage curtains as they are fire resistant and contact with other materials may cause an adverse chemical reaction making them flammable.

Concessions

Concessions may be sold from the ticket booth/coat room area before events and during intermission(s). All food items must be consumed in the lobby area. No food/drink is permitted inside the auditorium or any other facility area, with the exception of the lobby and cafeteria. Bottled water with lid/cap is allowed for on-stage performers only.

Contract

A Rental Contract, signed by the Auditorium Manager and Responsible Contact Person for the event, must be finalized at least three (3) weeks prior to the requested facility rental date. A copy of the final Rental Contract will be provided to the renter to confirm the booking. A deposit of 50% of estimated charges is required at the time the contract is signed.

Facilities

The following facility rules apply to all renters:

- Auditorium staff must be present whenever the event user is present.
- Adult supervision must be provided for all underage participants/performers associated with the rental, including teachers who may not leave students unattended, in all facility areas.
- Set-up, rehearsal, etc. must be pre-scheduled and not disrupt educational programs.
- Tap shoes may not be worn in the lobby area on ceramic tiled surfaces.
- No person is allowed in the control room, facility offices, backstage hallways/stairways, catwalks, or any other area not specified in the Rental Contract, unless accompanied by an auditorium staff member.
- Theatre lighting/sound/A-V systems, projectors, and equipment must be operated by authorized staff.
- Outside equipment needs, not in Lakeview inventory, must be pre-arranged, with auditorium staff present during operation for reasons of functionality within our facility.
- Weapons are prohibited in all areas of Lakeview Public Schools (except for Law Enforcement Officials).
- No use of open flames (candles, matches, pyrotechnics, fireworks) is permitted.
- No doors should be propped/left open; All doorways must remain unobstructed at all times.
- Standing/Sitting in aisles/entryways is a violation of the fire safety code.
- No public telephones are available.

Insurance (including Hold Harmless)

Any non-district renter is required to have Comprehensive General Liability Insurance coverage, in amounts not less than \$1 million, for any liability for injury or damage to property, in effect during their entire use of the facility. The renter must obtain an endorsement to its liability insurance policy naming Lakeview Public Schools, its employees, officers, and directors as insured under the policy, and insuring renter's obligation under this Agreement. A copy of this endorsement, as well as a Certificate of Insurance, must be provided to the Auditorium Manager at least one week prior to the set-up date. Lakeview Public Schools will cancel events without the proper insurance on file. The renter also agrees to hold harmless the Lakeview Public School District, including its Board of Education members and employees, and agrees to assume full responsibility for any and all liabilities and/or damages arising from facility rental usage.

Liability

The renter is responsible for any property loss, damage, theft, or personal injury incurred during the rental period outlined in the Rental Contract.

- **Property Liability:** Any equipment lost, damaged, or stolen due to negligence on the part of the event user will be assessed at fair market value for repair or replacement cost (including excessive cleaning needs) and the renter will be responsible to reimburse Lakeview Public Schools for the full amount.
- **Personal Liability:** Any personal injury costs incurred during the rental period will be the full responsibility of the renter.

Lost and Found

Lost and found items will be sent to the Wheat Administration Building and held at the front desk for (1) week following the rental. Please call (586) 445-4000, x2506 to inquire if your item has been found.

Security

Lakeview Public Schools will determine when security is required during rental periods and will make all arrangements directly with the security company. The final invoice for security services is the responsibility of the renter and will only include charges billed directly from the security company for the rental period.

- Lakeview Public Schools reserves the right to eject any patron who is disruptive/disorderly.
- No activity shall be conducted which constitutes a violation of any federal, state or local law.
- No activity shall be conducted which is not in accordance with the public image of the district.
- Auditorium keys are not issued; Doors are locked/unlocked by custodial/auditorium staff only.
- A false fire alarm/911 call must be reported to the St. Clair Shores Police Department and the renter is responsible for any fines incurred to cover the costs of dispatching emergency vehicles.

SEATING CHART

