

RAIDEL AUDITORIUM USER RESTRICTIONS AND POLICIES

LOBBY:

1. Tables, displays and booths may not block or restrict exits in any manner.
2. No electrical cables or extension cords are permitted on the floor without proper restraints placed over them or at least being taped down.
3. All unused programs and other handouts will be removed or thrown away by the event coordinator at the conclusion of the event.
4. The house will be opened by the Auditorium Manager approximately 45 minutes prior to the start of the event. (1 hour when a capacity crowd is anticipated.)

HOUSE:

1. **NO FOOD, DRINKS (INCLUDING BOTTLED WATER), CANDY OR GUM ARE PERMITTED INSIDE RAIDEL AUDITORIUM!**
2. Non-school groups must have ushers posted at the entrance to insure compliance with House rule #1.
3. Outside groups will be charged an additional fee for excessive house clean up due to non-compliance with House Rule #1.
4. Handicap seating areas may not be blocked off or used for other purposes (including videography) without permission of the Auditorium Manager.
5. All aisles and doorways must remain clear at all times. These areas must not be blocked in any manner.
6. No folding chairs are permitted in aisles or doorways without permission of the Auditorium Manager.
7. Audio Visual and electrical cords must be secure to the floor.
8. No candles are permitted in the house at any time.
9. The event coordinator is responsible for the removal of any items in the house at the conclusion of the event. This includes names taped to seats, etc.

DRESSING ROOMS:

1. All costumes, makeup, and other personal items and equipment must be removed from the dressing rooms at the conclusion of the event. Remaining items will be discarded immediately. Hair dryers, curling irons and other equipment must be unplugged except when in use.
2. The dressing rooms must be kept clean during rehearsals and performances with no items other than shoes left on the floor.
3. Dressing rooms must be returned to a clean condition with all trash thrown away, counters cleaned off and all personal items removed at the conclusion of the event.
4. It should be understood that the dressing rooms are used by other groups and should not be considered a safe place to leave personal and valuable items.

LIGHT & SOUND BOOTH:

1. **ONLY AUTHORIZED PERSONNEL ARE PERMITTED IN THE LIGHT & SOUND BOOTH WITH NO MORE THAN 5 PEOPLE AT ANY GIVEN TIME.**
2. No one may operate the dimmer control board, sound control board or spotlights without prior permission AND the supervision of The Auditorium Manager (or LHS Drama Club Director for plays).