



## **BROOMFIELD AUDITORIUM and BACKSTAGE USE POLICY**

***THANK YOU FOR REVIEWING THIS INFORMATION WITH ALL MEMBERS OF YOUR GROUP WHO WILL BE USING THE FACILITY***

### **PUBLIC AREAS:**

- **PARKING LOT:** This is shared with library patrons. If able, please carpool to auditorium events and park, as designated on the *Parking Map*, in event parking areas only.
- **LOUDNESS LIMITATION:** For the safety and comfort of our patrons, auditorium noise (volume) levels are not to be exceeded, 90 dBa peak, as measured at the mix position.
- **PHYSICAL OR VOCAL BEHAVIOR:** Any behavior which disrupts part of an audience or performance, or the adjacent public library area, is not appropriate and will be monitored by the Technical Staff and/or Broomfield Police as needed.
- **SMOKING:** Please use designated areas outside the facility. No smoking indoors.
- **FOOD AND DRINK:** Water can be consumed in the theater area of the auditorium. Other items can be consumed in the lobby, backstage or outside areas. An alcohol/ liquor permit is required if alcohol is to be sold and/or consumed in the facility.
- **FEES:** Additional fees may be charged for extra cleaning and/or repairs relating to facility usage - including use by user groups, their guests, and personnel - in all auditorium public and private spaces.
- **SERVICES:** User groups must designate a primary representative onsite for technical communication and provide sufficient volunteer or paid staff to handle ticket and usher functions during their events in the facility. The Technical Staff is not responsible for loss of funds, seating discrepancies, oversold events or related issues, but will intervene if safety/security of the premises is in question during event rental periods.
- **LOST AND FOUND:** The Broomfield Auditorium is not responsible for lost or stolen articles left in restrooms, lobbies, backstage or dressing areas, or in the theater itself. Please check with the Technical Coordinator or Library Circulation desk for lost items.
- **ACCESSIBILITY:** Wheelchair access and seating areas are provided on both floors of the auditorium. No standing room is allowed in the auditorium due to fire codes. No aisle seating or obstruction of exits is permitted at any time in any part of the facility, including during rehearsal, set up/strike, meeting, reception, or performance periods.
- **LOBBY:** The front of house/lobby area *must* be staffed by an adult (i.e., person over 18) *at all times* during the rental period. Children must be supervised by at least one adult at

all times. If the technical staff *is not required in the auditorium*, s/he may provide lobby supervision. This option must receive prior approval from the technical staff. Otherwise, the rental group *must* provide their own lobby staff or hire an additional Auditorium staff member for lobby coverage.

## **STAGE/LOADING AREAS:**

- The auditorium rental applies to the facility "as is" in its present condition. Extra fees may apply for requesting changes to curtains/rigging, hanging/focusing of lights, sound system changes, or other reconfiguration of the current house plot. Hanging of extra sets or backdrops is also not permitted without prior approval from the Technical Coordinator.
- The Technical Staff operates all furnished equipment in the facility - including light and sound boards, man lift, ladders, electric motors, choral risers, projector - and the hanging and rigging of curtains, lighting, and sound systems. Any reconfiguration of current house plots may incur set-up and restore fee charges.
- User groups are responsible for confirming stage and performance needs--including use of outside vendors for extra equipment delivery, rental, and pick up--with the Technical Coordinator *no later than three weeks* prior to the first day of scheduled use. Additional fees may apply if event hours or other major changes are made *less than 48 hours* before the event. Last-minute changes in hours or staging needs must be approved by the Technical Coordinator, and approval is pending based on the availability of staff, the facility, or equipment within short notice. Technical Coordinator: Amy Edel 720-887-2347.
- Any and/or all equipment and personnel provided by the user will be approved by the Technical Staff, including scenic elements, which must meet local fire code and safety standards. Due to small backstage and loading dock areas, no storage space is provided beyond contracted rental periods.
- Any activity or staging deemed 'unsafe' by the Technical Staff is prohibited. Continued existence of this activity will result in termination of rental contract and facility access.
- Use of nails, screws, staples, tacks or duct tape on the stage floor, curtains or walls is not allowed. Please ask the Technical Staff for appropriate materials to use.
- Open flames or pyrotechnics are prohibited unless approved by the Technical Staff. Only licensed pyrotechnics operators may operate this equipment in the auditorium or adjacent areas.
- It is not permitted to bring in breakable glass or other props that are intended to shatter or leave marks onstage without prior approval from the Technical Coordinator. Please check with the Technical Coordinator before bringing dyes, liquids, or other items that could cause stains or water damage.

- No painting or set construction is allowed on the stage or public areas. The Technical Staff will approve any such activity on the premises.
- No user is permitted in the sound and lighting booth or ticket office areas, unless approved by the Technical Staff.
- User groups are responsible for their own cleanup (i.e., food backstage or in the lobby, water bottles, and other trash). If trash exceeds the number of trash receptacles provided, users must take the extra trash bags to the bin on the North side of the Library.

## **BACKSTAGE POLICY**

- Access to the backstage area of the auditorium is authorized only for city staff, stage crew and performers associated with the rental organization's scheduled use of the facility. Any exception to this authorization must be cleared prior to use. Unauthorized use or access will result in termination of use, and additional charges may apply for extra cleaning and repairs resulting from unauthorized access to the backstage area during scheduled use.
- All users and onsite staff must be informed that:
  - 1) Curtains are provided for changing backstage
  - 2) Users should confine changing of clothes to the areas behind these screens or in adjacent restroom, and
  - 3) Auditorium staff will be backstage only as necessary for proper management of the facility during the rental organization's scheduled use of the facility.
- The rental organization, its members and affiliates, should be comfortable with this arrangement and able to function effectively backstage as described and furnished during the course of their scheduled use of the facility.
- It is the responsibility of the user group to reserve extra dressing or green room space, based on event needs, with Library staff prior to an auditorium event. The adjacent Library administers its own fees and policies for use of rooms separate from the Auditorium. Access to this space is determined by library hours & community demand.
- Backstage doors must be kept closed during rental periods, due to security and noise reduction in the shared lobby. If users have questions or concerns about backstage entrances, please check with the Technical Staff.

## **PIANO USERS:**

- Please use the following statement in printed programs and stage announcements to acknowledge donors that funded purchase of the Broomfield Auditorium piano:

*The purchase of the Sauter Concert Grand piano was made possible by hundreds of donors. We are especially grateful for the support of our major contributors: The City and County of*

*Broomfield, The Gay & Lesbian Fund for Colorado, The Broomfield Cultural Council-SCFD Tier III, and The Broomfield Council on the Arts and Humanities.*