



Evergreen Public Schools

GENERAL GUIDELINES GOVERNING DISTRICT AUDITORIUM USE

Community User Group Reservation Request Procedure:

Contact the District Building Rental office at (360) 604-4009.

Designate one person from your organization as your event coordinator and contact person. Depending on the event, this person may need to discuss support necessary for your planned activity.

Fees will vary, depending on technical requirements, staffing, supervision, load-in and load-out, and other details. Appropriate staffing costs, based on technical requirements, will be assigned. The user will be billed for these staff costs at established rates.

After terms are negotiated, sign and return the Facility Use Agreement.

Conditions of Use for all Auditorium Users:

Ticket Sales: Evergreen Public Schools cannot assume responsibility or provide space for advance ticket sales. Box office requirements, including cash box, on the day of the event are the responsibility of the user.

Supervision of the facility at all times the doors are open is the responsibility of the user, in cooperation with contracted District personnel.

Ushers and house management are the responsibility of the user. Evergreen Public Schools do not provide students or staff for these services.

Additional Spaces: Only contracted spaces may be used. Be sure to plan ahead for dressing spaces and green rooms.

Storage: There is no storage space in the wings or backstage for user equipment, instruments, or property before or after group use.

Breaks for Staff: Contracted technical and supervisory staff are entitled to rest breaks and meal breaks of reasonable length. Please allow for this as you plan your event.

Equipment Use: All equipment needs must be arranged in advance and are not allowed without prior approval. Only the Auditorium Manager and/or his/her designee may operate facility equipment. This includes use of house sound system, lighting system, piano, tables, and/or other furniture.

Food and beverages are not allowed in any auditorium. Refreshments may be served in the lobby/gallery through prior arrangement with Building Rentals.

User Property: Evergreen Public Schools is not responsible for loss of or damage to property brought in by the user. Make sure all user-controlled equipment, sets, props, costumes, etc. are accounted for at load-out following the event.

Tobacco products and alcoholic beverages are not allowed in any area of the building or grounds, as required by Evergreen Public School District policy and state law.

Decorations should not be pinned, stapled, or taped to the auditorium curtains or walls. If you need to hang banners for your event, please contact Building Rentals for prior approval. Glitter, confetti, and silly string are not permitted.

BUILDING RENTALS

13501 NE 28TH STREET / PO BOX 8910 | VANCOUVER WA 98668-8910
PH (360) 604-4009 | FX (360) 892-5307 | EMAIL aburbach@egreen.wednet.edu

Updated 02-25-08



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DISTRICT AUDITORIUM FACT SHEET

Evergreen High School Auditorium 14300 NE 18th Street Vancouver WA 98684	Heritage High School Auditorium 7825 NE 130th Avenue Vancouver WA 98682	Mountain View High School Auditorium 1500 SE Blairmont Drive Vancouver WA 98683	Union High School Auditorium 6201 NW Friberg-Strunk Street Camas WA 98607	Wy'east Middle School mini-Auditorium 1112 SE 136th Avenue Vancouver WA 98683
<p>Capacity: 648 (handicapped-accessible seating is available)</p> <p>Stage: 42 ft x 43 ft; painted masonite; open orchestra pit.</p> <p>Curtain Color: Red</p> <p>Sound: Sound system available. Special events may require special accommodations. Has eight corded microphone jacks and six wireless microphone jacks.</p> <p>Lights: General stage lighting with two spotlights.</p> <p>Dressing Room: Two available backstage.</p> <p>Movie Screen: Yes</p> <p>Podium Available: Yes</p> <p>Parking: Event parking is available at the high school (504 spaces).</p> <p>Contact: Building Rentals (360) 604-4009</p>	<p>Capacity: 660 (handicapped-accessible seating is available)</p> <p>Stage: 44 ft X 36 ft; painted masonite; no orchestra pit.</p> <p>Curtain Color: Purple</p> <p>Sound: Sound system available. Special events may require special accommodations.</p> <p>Lights: General stage lighting with two spotlights. 18 working jacks available.</p> <p>Dressing Room: Two available backstage with shared restroom.</p> <p>Movie Screen: Yes. Drop down 12 ft screen.</p> <p>Podium Available: No</p> <p>Parking: Event parking is available at the high school (608 spaces).</p> <p>Contact: Building Rentals (360) 604-4009</p>	<p>Capacity: 517 (handicapped-accessible seating is available)</p> <p>Stage: 42 ft X 30 ft; painted black; no orchestra pit.</p> <p>Curtain Color: Blue</p> <p>Sound: Sound system available. Special events may require special accommodations.</p> <p>Lights: General stage lighting; sensor dimming system; 20 spots and side lights.</p> <p>Dressing Room: Two available backstage, on each side of stage; restroom in each.</p> <p>Movie Screen: Yes</p> <p>Podium Available: By request</p> <p>Parking: Event parking is available at the high school (647 spaces).</p> <p>Contact: Building Rentals (360) 604-4009</p>	<p>Capacity: 600 (handicapped-accessible seating is available)</p> <p>Stage: 40 ft X 30 ft; open orchestra pit.</p> <p>Curtain Color: Red</p> <p>Sound: Sound system available. Special events may require special accommodations.</p> <p>Lights: General stage lighting available.</p> <p>Dressing Room: Two available backstage (stage right).</p> <p>Movie Screen: Yes</p> <p>Podium Available: No</p> <p>Parking: Event parking is available at the high school (580 spaces).</p> <p>Contact: Building Rentals (360) 604-4009</p>	<p>Capacity: 295 (handicapped-accessible seating is available)</p> <p>Stage: Box-shaped stage; 13 ft front, 14 ft deep; 6 ft each side; no orchestra pit.</p> <p>Curtain Color: Blue</p> <p>Sound: Sound system available. Special events may require special accommodations; two (2) microphone plugs on wall (no use of in-stage plugs).</p> <p>Lights: General stage lighting available.</p> <p>Dressing Room: No</p> <p>Movie Screen: Yes</p> <p>Podium Available: Yes</p> <p>Parking: Event parking is available at the middle school (194 spaces).</p> <p>Contact: Building Rentals (360) 604-4009</p>

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