

Westwood Public Schools – Supplement to Application for School Building Use  
High School Auditorium and “Little Theater” Rental Information

<u>Category</u>	<u>Hourly Rates – Auditorium</u>	<u>Hourly Rates – Little Theater</u>
Westwood Public Schools	No Fee	No Fee
Town of Westwood	No Fee	No Fee
Westwood – Not for Profit	\$75.00	\$30.00
Other – Not for Profit	\$100.00	\$40.00
Other groups/organizations*	\$150.00	\$75.00

*\*Minimum 3 hour rental for the Auditorium, 2 hours for the Little Theater.*

**Additional Costs to Renters:**

Custodial Fees	\$28.50 per hour, M-F; \$36.50, Sat; \$48.66, Sun & holidays
Auditorium Manager/Supervising Technician	\$30.00 per hour, 3 hour minimum on Friday to Sunday
Student Technician	\$12.00 per hour, 3 hour minimum on Friday to Sunday

**Rules and Regulations**

The following rules and regulations are in addition to the Westwood Public Schools Use of School Facilities Policy stated on page two of the Building Use Application.

- There is no food or drink, except water, allowed in either the Auditorium or Little Theatre
- All equipment will be operated by WHS Theatrical Staff, the specific number of technicians needed for the rental will be determined in a pre-production meeting between the renter and the Auditorium Manager.
- Make up is not to be applied in the Little Theatre.
- All props and scenery will be inspected by the Supervising Technician prior to the show and are subject to removal from the building if determined by the Supervisor or Fire Department representative to be unsuitable for the use in the building.
- No fog, haze or confetti machines are permitted.
- No open flames are allowed on stage.
- All equipment/materials provided by the renter shall be brought in and removed on the day of the rental, unless otherwise approved by the Auditorium Manager.
- No painting of materials or scenery in either the Auditorium or Little Theatre.
- No construction allowed on stage assembly is allowed.

<b>The following amenities are available to the renter:</b>	<b>Auditorium</b>	<b>Little Theatre</b>
<b>Lighting:</b>		
General wash of lights	X	X
Up to three specials are included in the rental fee	X	N/A
Additional specials \$30.00	X	N/A
<b>Sound:</b>		
Handheld or lavalier microphones	Up to 12	Up to 4
CD player	X	X
Tape player	X	X
<b>Communications:</b>		
Up to 10 wireless headsets are available	X	N/A
<b>Rigging:</b>		
Main curtain (brown)	X	N/A
Mid sage black traveler	X	N/A
Up stage black traveler	X	N/A
There is one pipe upstage to hang scenery on	X	N/A
<b>Projection:</b>		
Projector and screen available	X	X
Concert Support: Additional materials are available for a fee, these include risers, concert shell, band platforms, an upright piano, music stands, chairs, pit lights, and a podium.		
<i>Additional deposits or fees may be applicable.</i>		