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THE DOVER SCHOOL DISTRICT

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TO: Members Dover School District Community
FROM: Karen M. Taylor, Business Administrator
DATE: February 26, 2016
RE: **Performing Arts Facilities Use**

There have been a few changes made to our rental fees and process in an effort to make using the facilities and fields a better experience for everyone. Some of the changes will not go into effect until July 1, 2016. Others will be effective as of this memo. Please see below for details.

Spring 2016

We will provide a House Manager for all productions and dress rehearsals. If you would like a House Manager at general rehearsals, please let Cathy Faure know and we will be happy to accommodate that. We will not charge a fee for the House Manager for school district events.

July 1, 2016

You will complete an online rental form to request use of the auditorium. The form will ask if you need a House Manager. If you do not, you will be asked to provide the name of the responsible adult using the lighting and sound equipment (House Manager).

There is a new fee schedule for different groups to provide clarity. (Please see attached.)

Effective both this spring and beyond, please be sure of a few things:

- Students are appropriately supervised at all times. This protects our students and the school district.
- All items (trash, props, bags, etc.) are cleaned up before leaving.
- There is to be no food or drink in the auditorium at any time. We ask this in order to prevent spills that stain fabrics and draw insects.
- Water is allowable in the auditorium.
- Tickets may not be sold or admission granted in excess of the approved capacity of the facility

Thank you in advance for your help in ensuring that we all have a safe and productive spring performance season!

Dover School District Mission Statement

Strengthening our community by educating every child, every day!