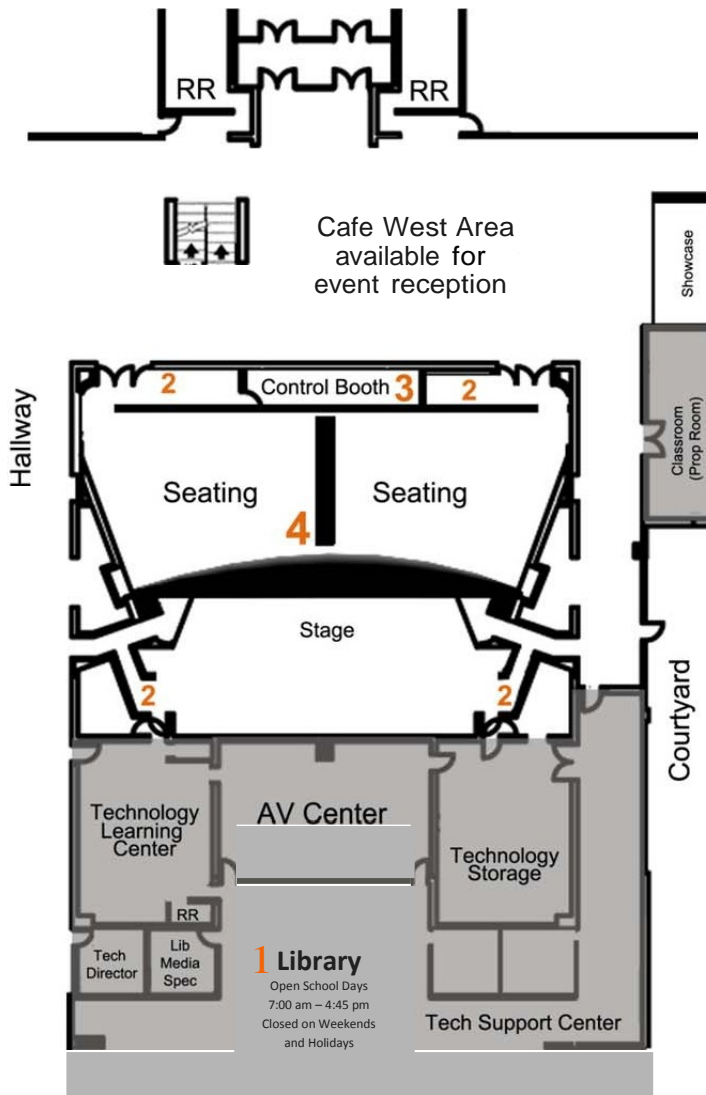


Drama Lecture Use Guidelines

Map of Drama Lecture and Related Areas

Parking Lot and Entrance for Drama/Lecture Events



- 1 Pick up drama lecture keys and AV equipment at the Library circulation desk the afternoon of your event (the last afternoon of the school week for weekend events).
- 2 Turn on house and stage overhead lights using switches located at the back and front of the hall. Start with the switches at the public entrances to the hall to avoid moving through a dark room and risking injury.
- 3 Raise or lower the projector screen, as needed, in the control booth. If you will be using the house sound system to support microphones, switch on the AMPLIFIER and SOUND BOARD. *DO NOT push buttons, adjust control knobs or change any setting on the board other than the volume level slider.*
- 4 Use the center control console to operate the PROJECTOR (along with computer and media players/devices). You can connect sound at this panel that does NOT require the house sound system.
- 5 Upon completion of your event, it is crucial that you complete the closing checklist below:
 - raise the projector screen all the way
 - turn off the AMPLIFIER and SOUND BOARD
 - turn the volume control knob on the center console to the far left (off).
 - turn off all lights and lock doors.
 - return all equipment and keys to the Library

IMPORTANT NOTICES:

- ! Areas adjacent to the Drama Lecture Hall, but shaded in gray are off limits to adults who are not HUHS staff members and ALL unsupervised students
- ! Use of the stage lighting system and light board are NOT supported by HUHS employees, NOR is it permitted without the support of trained lighting technicians. Please contact the Library Media Specialist or the Director of Technology Services for more information regarding who may provide this service.
- ! HUHS carries a license to permit the showing of movies within its boundaries (building and grounds). This protects the district from copyright liability. The license does not permit any group (school or otherwise) to charge admittance for profit in these showings. Organizations may collect donations of items to be delivered to a local charity.