



PATRICIA LUOSTARI THEATRE

FOR THE PERFORMING ARTS

USAGE GUIDELINES

These guidelines were developed to keep the auditorium at Northwestern High School safe and beautiful. If you are using the Patricia Luostari Theatre for the Performing Arts, then it is understood that you will follow these guidelines.

Food, Drink, etc.

Absolutely no food or drink is allowed in the auditorium. If you are serving any food in the commons during your event (concessions stand, banquet meal, etc.) then you are responsible for having someone at the main entrance to make sure that patrons are not bringing food or drink into the auditorium.

The Stage

Care should be taken to keep our stage floor in the best condition possible for years to come. While we routinely paint the black portion of the stage floor, the care of the natural wood section is the responsibility of each user of the stage. For this reason, no tap dancing is allowed on the natural wood section of the stage. Also, no sets or props may be attached (screws or tape) to the natural wood section as well. In addition, no set building, prop making, set painting, etc., should occur on the stage. This work should be done off stage and be brought onto the stage completed. Please take care as to the type of tape used on the stage (for marking blocking spots). Please do not use any duct or other tape that leaves a sticky residue.

The Curtains

The curtains are the most expensive part of our auditorium that most users have direct contact with. Please take great care and pay attention to their placement, especially when moving staging, set and/or props onto and off of the stage. If anything gets onto to curtain, DO NOT use water or any type of cleaner to remove. This is the reason we don't allow food, drink, paint, etc. on our stage. Only a corn broom (we have two in the main electrical room) should be used to clean the main black curtains. None of the curtains should ever be pinned or have items pinned or taped to them. If you want to attach something to the back wall, please check to see what types of tape are recommended.

Wireless Microphones

There are several wireless microphones available when renting the auditorium. While there may be batteries in place when you get the microphones, having fresh batteries (AA) are the responsibility of the user. There are battery level indicators on all of the microphones.

Glitter & Sequins

Quite often glitter and sequins are used on costumes and decorations. Please take care not to get abundant amounts of glitter or sequins on the curtains, seating or floor. Addition custodial fees may be charged if additional time is required to clean up glitter/sequins from the stage floor, auditorium floor, curtains or auditorium seating. Only a corn broom should be used to remove glitter/sequins from the curtains.