



Auditorium Guidelines

1. Any person requesting the auditorium must first check the availability with Mrs. Friedrich to ensure there are no scheduling conflicts with classes and/or other events.
You may then turn in a Facility Request with Sandy Gomez to reserve the space.
2. Any group using the stage must have an adult sponsor with them.
Students should not be left unattended.
3. Students may not bring food, drinks or gum into the auditorium.
Food and drinks must be finished or thrown away in the lobby.
4. Please keep students from grabbing, holding, and/or wrapping themselves in the curtains.
Oils from the hands and body stains the curtains.
5. Please avoid using pins, staples, tape or any other items on the curtains.
Items may be taped in front of the stage, or we may be able to hang items on pipe above with appropriate amount of time.
6. Students should avoid loitering in the backstage areas.
7. Any set, props and costumes backstage or in storage areas are the property of the J.P. Stevens Theatre Department.
If you would like to use an item, please notify the theatre department before hand.
8. All materials must be removed from the stage immediately after a performance, rehearsal, etc.
9. If an item is found broken, torn or missing, the group using the stage will be responsible for replacing the item.
10. Please do not nail items to the apron (front) of the stage area. Taps or nails on shoes should not be used on the apron. These items can damage the floor.
11. Please make any lighting and sound arrangements with the Drama Department prior to your event.
12. Please remember that the auditorium is a lab classroom for the Fine Arts/Drama Department.
Be considerate in giving us at least two weeks notice before an event.