

# USE OF ORRINGER AUDITORIUM PROCEDURE

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*Approval: 4/4/2012*

*Revision:*

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All users (Internal and External) who rent or use Orringer Auditorium are required to observe the following guidelines:

- Both the stage and seating areas should be left in a clean condition, with users removing personal items and refuse before leaving.
- No object may be bolted, screwed, or in any way permanently fastened to the auditorium floor, trim, walls, or any other surface in the auditorium. Props may be taped to the auditorium floor or trim, but not to the walls.
- No food or drink should be brought onto the stage or into the auditorium.
- Audiovisual equipment may be used, but not adjusted or altered in any way.

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