



location of all rentals, as may be required, due to bad weather conditions or other emergencies, unavailable custodial staff, or due to unanticipated conditions. All rental activities will automatically be cancelled on the days that school has been cancelled. The rental coordinator will make reasonable efforts to notify renters of changes and cancellations. In the event that a conflict occurs with a school program, every effort will be made to honor the rental agreement or to provide alternative arrangements for the rental. Since the Business Office is not open on weekends, weekend rentals may

- J. **Parking:** Parking for rental activities, including attendees, participants and guests, shall be within designated parking areas only. Cars parked in areas not intended as parking spaces (such as on grass or sidewalks) or in Handicap spaces without a placard, or in other areas which the School Department deems to create safety problems, will be ticketed and/or towed from the site at no cost to the School Department.
- K. **Additional High School Requirements and Information:** The following rental requirements are applicable to the High School, in addition to all previous requirements:
1. Food and Drink: Food and drink will only be permitted in the Cafeteria. Water will be permitted in the Gymnasium.
  2. Capacities - The school has the following capacities:
    - a. Auditorium: 702 seats, including 5 transfer seats, plus 6 wheelchair spaces
    - b. Auditorium stage: 76' wide by 32' deep (48' by 25' high proscenium) with full fly space height
    - c. Gym: 18,700 sq.ft. – 1 main basketball court or 3 full size cross-courts
    - d. Gym Bleacher Seating: 1,098 seats including wheelchair spaces
    - e. Cafeteria: 9,500 sq.ft. – 525 seat capacity
  3. Auditorium:
    - a. Auditorium House Manager is required for this rental.
    - b. Equipment that may be used includes: Speaker system, video projection system, clear-com communications system, microphone systems, assisted listening system, complete theatre lighting system, complete theatre hoist and rigging system, and control room.
    - c. Rental of the Auditorium shall include the following ancillary spaces: Multi-Purpose Drama Room (C112), Boys Dressing Room (C117) and Girls Dressing Room (C115), Lobby (B108.2) and restrooms.
    - d. Submit details of proposed use (dance, play, show, meeting, etc.) on application.
    - e. Equipment must be set up and removed within the rental period.
    - f. No nailing into the stage, no open flame, no pyrotechnics. Flame retardant materials shall be used.
    - g. Permission shall be obtained from the Wellesley Fire Department as necessary for stage performances.
  4. Gymnasium:
    - a. House Manager is required for this rental when use of projection or wireless microphone systems is requested.
    - b. Equipment that may be used includes: Speaker system with microphone, bleachers, some chairs and tables and score board (renter must provide their own controller).
    - c. Rental of the Gymnasium shall include the following ancillary spaces: Men's Room (A205) and Women's Room (A).
    - d. One-third or the entire gymnasium can be rented.
    - e. Hardball sports and floor hockey are prohibited. No tape shall be added to





outdoor programs in order to allow for pick up of students. A custodial charge will