



LASSITER CONCERT HALL

User Guidelines

The Lassiter Concert Hall is a specially designed performance hall primarily for instrumental and vocal concerts. To keep the hall in immaculate condition we ask that you comply with a few guidelines. Any questions should be directed to the supervisor or technical director of the concert hall.

1. No food or beverages are allowed inside. Please inform performers and guests prior to the performance date.
2. Keep in mind basic custodial cleaning fees will always be charged in addition to the Concert Hall rental fee. An estimated 4 hours (\$115 total) is charged to clean the facility.
3. The stage is made of hardwood flooring. Only leather soled shoes, tennis shoes with light colored soles, or rubber soles that will NOT leave a scuff mark are allowed. NO TAP SHOES, SHOES WITH ROSIN ON THE BOTTOM OR SOLES WITH METAL CLIPS ARE ALLOWED.
4. No running anywhere in the hall, especially on the steps. No hanging on the handrails.
5. Only authorized personnel are allowed in the sound and lighting booth.
6. Students should be monitored closely for appropriate behavior.
7. A school administrator should be present during Cobb County School District performances.
8. Do not touch or adjust any lighting without approval from the supervisor or technical director.
9. A full house may require guests to park off of Steinhauer Road in the stadium parking lot. Please inform parents and guests in advance to avoid parking frustrations.
10. If you want guests to wait in the lobby for an "entry time" you must post a door monitor by the double doors in the lobby. We prefer to not use any tape for signs on doors or windows.
11. The Concert Hall has chairs, music stands, choral 4-step risers, and some seated/chair risers. The group must provide their own instruments, rock stops, and percussion equipment.
12. The person requesting use of the facility is responsible for communicating the guidelines to the performers, participants and guests.
13. Any damage caused by performers or guests will be the responsibility of the group or school renting the Concert Hall.
14. Items shall not be thrown from the stage or in the guest seating area for safety and conduct reasons.
15. Balloons and air-filled decorations are not allowed due to the fire hazard risk of one coming in contact with the high intensity lamps in the ceiling.
16. All aisles and steps inside the hall must remain clear due to Fire Marshall Regulations.
17. Any video and audio recording of the event must receive prior approval by the Concert Hall supervisor.
18. User groups should make a quick sweep of the interior of the hall, backstage, and lobby at the conclusion and pick up basic trash left (programs, papers, lost and found items, etc.).

WE THANK YOU FOR YOUR COOPERATION AND HOPE YOU HAVE A WONDERFUL PERFORMANCE!!

Revised 7-30-15