

Please read.

Dowden Auditorium Guidelines

1. Check the sign out sheet in the LMC. If you are signing up for an entire House, please leave a contact name if there is a conflict.
2. First priority for the Dowden Auditorium is given to projects that are curriculum related.
3. No class or House should sign out the Dowden Auditorium for excessive blocks of time.
4. Instructions for use of the Dowden Auditorium are taped to the podium. Please do not remove!!
5. If you need help setting up the Auditorium or training on the operation of equipment, please see Mrs. Phelps BEFORE your scheduled time.
6. Please do not adjust equipment in the Dowden Auditorium unless YOU are able to return it to prior condition.
7. Please do not adjust the data projector or sound. It is set to optimal performance. The closer one sits to the screen, the fuzzier the projection. This is normal and cannot be fixed.
8. Leave the Dowden Auditorium as you find it. Power, lights, and data projector **MUST** be turned off when you leave. Doors should be locked.
9. Your general school key will open the Dowden Auditorium.
10. Return chairs or tables to their proper place upon completion of lesson.