Thank you for your interest in utilizing a facility in Cherry Creek Schools. Please see below for a list of guidelines and District expectations for scheduling auditoriums/theaters on Cherry Creek School District property.

General Information

Please see CCSD Best Practices: For All Renters.

Submitting Requests

Auditorium availability is subject to:
- School’s necessary usage for school programs
- Availability of theater manager(s) and student techs
- Time of event (no rentals are allowed during the regular school day)

When submitting your request, please include any rehearsal time you may require, as well as any lighting/sound preparation time you might need with the theater manager.

Other Information

Theater manager coverage required. Student techs may be required, based on the complexity of the renter’s sound, lighting and technical needs. Renters are not allowed access to the sound booth without theater manager supervision.

Security and custodial coverage are required for events of more than 100 participants and attendees occurring on weekends.

A $100.00 sound board usage fee is applied when use of the sound booth is required.

A 50% deposit is required upon approval of request and assignment of personnel. The deposit is required paid a minimum of seven business days before the event. Additional costs may apply after the event because of changes in overtime, equipment and usage costs.

If a marley is required, it must be provided and installed by the renter at the renter’s time and cost.

No additional lighting structures or other items may be hung from the upper theater area.

Only school district personnel are allowed access to the catwalk area.

The availability of the dance room and dressing rooms is subject to school use. Please ask about availability.

A meeting/tour of the auditorium with the theater manager is required before the date of your event, with additional charges for theater manager overtime applied.
Completion of the *Theater Checklist* is required with the submission of your online facility rental request.

No storage is available at any CCSD theater. The theater is not available for set up the night before an event. Any staging must occur the day of the event and must be removed at the end of the night.