



Spokane Chapter American Guild of Organists

Committee for Promotion and Artistic Enjoyment
of the
Lewis & Clark High School Auditorium
Concert Pipe Organ



AGO Personnel

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Organ Practice Scheduling Procedures September 2007 – Aug 2008

1. Call **Devon Rauenzahn** (or Diana Termer), Event Specialist, at **354-7167** at least **48-hours** before your desired practice time (72-hours is preferred!) Provide the specific date(s) and time(s) you wish to practice and a phone number at which you can be reached. Providing several alternative times is recommended!

2. Devon (or Diana) will take your request and call you back to confirm approval or denial of your request after checking with LC staff and/or faculty to verify whether or not the auditorium is being used at the time you would like to practice. If approved, your practice time will be entered into the facilities scheduling computer system. Note that the auditorium is frequently in use by LC classes and groups before, during, and after school! **Please don't go to the school unless your request has been confirmed!**

3. In addition to normal school day hours (M-F), evening practice times may be available between 5 PM and 8 PM. Practice may also be scheduled during school breaks until 2 PM. The building is closed and locked on week-ends and holidays.

4. Only **Authorized Organists** will be permitted access to the organ! Authorized organists are those who have been through an orientation to the organ, including assignment of combination action memory levels, a review of procedures, and have signed current year "Clearance Application & Disclosure" and AGO "Hold Harmless" forms on file.

5. Procedure:

- **Sign-in** at either the Public Office (west side of lobby) or Student Office (east side down main hall) when you enter the building.
- Office staff or custodian will unlock the auditorium door for you.
- If you are unfamiliar with location of light switches to illuminate the organ console/music rack, request the person providing access to turn on appropriate lights for you.
- Turn on organ at console and enjoy playing!
- Use only your assigned memory levels for combination action.
- Note any technical problems encountered on the notepad provided so that the organ technician (Ron Pearson) will be able to address them.
- When finished, turn off organ at console; gather any music and personal belongings you brought with you.
- Turn off lights that you switched on upon entering.
- **Sign-out** at the same office so school staff will know you are leaving.
- **Don't be a "no-show"!** If something comes up, let Devon know you will not be coming so the organ console is not moved out unnecessarily.

6. NO Food or beverage allowed in the auditorium!

7. Folks to know at LCHS...

Diane Wear, Activities Secretary (Student Office)
Sharon Condrey, Office Manager (Public Office)
Ed Gomez, Head Custodian
Tim Kippes, Night Foreman