

EDH THEATER SPACE USE POLICY

Slotted Shows will always have first priority on the theatre space during their production time. If the slotted show is not using the alternate space, it may be reserved by other shows. The slotted show can evict reserved users at any time, if they need the space

Classes that use the theatre space have first priority on the alternate theatre space during their class time.

AT OTHER TIMES:

Any member of the community can reserve the theatre space from the Theatre Board space monitor (name and email listed below) with at least one week's notice.

Their name will then appear on the sign-up schedule posted on the theatre door for the time that they requested.

If you happen to notice that the theatre space is empty and no-one has signed up for that time, you may add your name and use the space, knowing that a slotted show or reserved user may evict you at any time.

You may only use the space in this way for up to two hours. If you need the space for longer than two hours you should contact the Theatre Board Space monitor a week in advance.

The theatre spaces will be locked at 7pm. If you want to be in the space after hours, you must reserve through the Theatre Board Space monitor a week in advance.

There are 2 keys for the theatre space available for the use of Theatre Div III students. These keys may be picked up from Amy Putnam's office between 1pm and 4:30pm and must be returned by noon the following day. If there is any abuse of this policy, it will be immediately cancelled.

A list of the Theatre Div III students will be given to public safety, so that they will not be evicted from the space after hours.

Slotted Show Technical Directors should turn in a space request calendar to the Theatre Board space monitor by the second production meeting.

Both Theatre spaces will be dark (unused) 1/2 hour before all show calls. The alternate space may not be used during a show call.

Use of the scene shop must be reserved through Amy Putnam (Staff Technical Director)

hctspacemonitor@gmail.com

RULES OF THE SPACE

You may NOT use the lobby furniture

You must leave the space as clean if not cleaner than when you found it – this means returning chairs to the storage racks

You must remove all of your garbage. There is no one here to clean up after you. Please respect the others using the space

The lights are located to the right of the main entrance in the Main Stage.

The lights are located to the right and left of the main entrance in the Studio

Unless you have reserved the space through the space monitor, and signed a Space Use Contract you may NOT:

- use any of the rolling platforms
- use any of the lighting equipment
- use any of the sound equipment
- move the grid
- hang any curtains

You may use the cubes provided in the rehearsal space, but you must return them to their storage locations when you are finished

Please do not stand on the chairs – It causes them to break

You must vacate the space immediately if someone who has reserved the space asks to use it.

The current slotted show may ask you to leave the space if they need to use it.

You may not use the space for ½ hr before or after a class.

You may not use the scene shop or anything that is in the scene shop.

Please remember to turn out the lights when you leave. Except the one marked “ghost light”

You may not use the dressing rooms, or anything stored in them.

Thank you for being respectful of these rules. Your respect will allow the space to remain available in this fashion