

Vicksburg Theatre Guild

Parkside Playhouse Production Guidelines

Welcome to VTG's Parkside Playhouse. Safety is of primary importance while working on your production at the Playhouse. Life around a theater has some inherent risks for performers and crew alike. While the Board of Directors will do all in their power to provide a safe environment safety is a personal responsibility. If you do not know how to use a piece of theater or shop equipment **DON'T**. You can contact a member of the Board for direction. It is required that the facility be returned in the same or better condition then you found it. Listed below are some rules that must be adhered to. Only the **Director of Building & Grounds** or the **Main Stage Producer** may waive or modify any of the following.

SHOP & CONSTRUCTION RULES:

- **Under NO circumstances is anyone younger than 16 years old to use any power tools on theater property. This applies to tools owned by the theater as well as privately owned tools brought to the theater.**
- **When working on the light grid in the auditorium a safety harness will be worn and properly secured.**
- **No permanent or semi-permanent changes to the building or stage areas may be made without PRIOR approval. This includes painting of walls or stage surfaces.**
- **When dismantling sets, all screws, nails, and staples will be removed.**
- **Wheels and legs will be removed from platforms and the platforms returned to their proper storage locations.**
- **Dimensional lumber less than 36" in length shall be discarded.**
- **Sheet lumber that cannot be reduced to a square or rectangle at least 2' square shall be discarded.**
- **All retained material shall be placed in its proper location.**
- **All recovered hardware (hinges, wheels, braces, etc.) will be returned to their proper storage location.**
- **No set pieces, steps, or large props will be saved unless prior approval is received from the Director of Building & Grounds or the Main Stage Producer.**
- **Nothing will be placed behind the shop unless approved by the Director of B&G.**
- **All trash and small scrap shall be bagged and disposed of on normal trash days unless other arrangements have been made and approved.**
- **All paint and cleaning solvents will be disposed of in accordance with manufacturer's instructions.**
- **When in doubt contact the Director of B&G or Production.**

HOUSE RULES:

- **THIS IS A SMOKE FREE FACILITY.** Smoking is allowed outside the front and back doors. Dispose of debris in the provided container.
- **DO NOT PUT TRASH IN A TRASH CAN THAT DOES NOT HAVE A LINER IN IT!** Liners are kept in the kitchen pantry.
- Please empty cups in the sink before placing them in a lined trash can.
- Food can only be eaten in the Lobby or in the un-carpeted areas of the Greenroom.
- Only bottled water is allowed in the Auditorium or on stage during production work. Other beverages may be consumed in the shop but must be properly disposed of. Unless an explicit requirement of a play or production food is not allowed in the Auditorium, on stage, in the wings, in the fly's or grid, in the shop, in the back hall, or in the Electric Room. Exceptions must be approved by the Director of B&G or Production.
- If you make a mess clean it up. Mops, brooms, dust pans, and other cleaning supplies are kept in the pantry and/or under the sink. Rinse the mop out before you put it up. We ain't your Mama!
- Paper Towels and Toilet Paper are kept in the pantry and are provided for the use of those using our facility. The theatre does not intend to supply paper products for general clean-up for individual productions or for the removal of make-up.
- Trash is picked up twice a week, Tuesday morning and Friday morning. Please help by seeing that trash is collected, put in the city container and placed in front of the theatre on those days.

If you have questions please contact a member of the Board of Directors. Any of us will be more than happy to answer any questions you might have or point you in the right direction.

The undersigned acknowledge and accept that the facility is in good condition and will be returned in like or better condition. Exceptions are listed on the back of this form.

Director of Main Stage (or designee)

Date

Representative of production or renter

Director of B &G (or designee)

Date

Representative of production or renter

Walk-through Checklist

Theatre Rep.: _____ *Acceptor:* _____ *Date:* _____

<i>Area</i>	<i>Condition</i>	<i>Comments</i>	<i>TR Int.</i>	<i>A Int.</i>
Lobby	Lobby is clean and free of any material from previous production. Floor is reasonably clean with no obvious un-mopped spills. Trashcans are reasonably empty.			
Kitchen/Pantry	Kitchen is clean and all dishes have been put away.			
Restrooms	Restrooms are reasonably clean with no trash on floor.			
Danger Room	Nothing should be in the danger room.			
Greenroom / Dressing rooms	Make-up counters are clear of personnel belongings, props, costume pieces, and other trash. All trash has been thrown away. All costumes and pieces have been properly hung up or otherwise returned to storage. Carpeted surfaces have been swept or vacuumed and concrete areas have been swept.			
Stage	Stage has been swept and is clear of debris and set pieces. Wings are clear of clutter. Pit is covered/uncovered based on the director's need. Stage legs are raised.			
Shop	Shop is neat and free of large obstacles. Tools have been returned to storage and no large set pieces are present. Paint has been properly stored and the shop sink is free of brushes, rollers, pans, or other paraphernalia. Lumber is properly stowed and trash cans empty.			
Auditorium	Auditorium and Pit are free from trash and debris.			

Light Booth	All personal property has been removed. There is to be NO food and drink in the Light Booth. Trash has been emptied.			
Back Hallway	The hallway is clear of debris, including trash, set, costumes, etc.			
Outside	Items are not to be placed here unless permission is granted by Production or B&G.			