

## **Silverthorne Theater facility Policies and Procedures**

As there is no longer a full time director of the Silverthorne Theater, it is necessary to put in writing some policies and procedures relative to activities within the multi-use facility.

Scheduling: LCSC Drama activities and other LCSC related events have priority over outside entities. **Bands Must arrange for Security by contacting the LCSC Security office @ 792-2226**

**Requestors not associated with LCSC MUST sign a Facility Rental or Use agreement before the request can be Honored.**

Scheduling requests need to be e-mailed to facility coordinator a minimum of 2 weeks in advance by outside parties, and 3 days for LCSC related activities. Please include the following in your requests:

- Title of Event
- Brief synopsis of Event (Description)
- Set up time (Time you want the Theater Facility opened)
- Event Start time
- Event End time
- Strike time (Time you expect to be out of the Facility)
- Contact Name and Number
- Equipment needs (Chairs, tables Microphone, etc.) **CANNOT Guarantee Acquisition of all requested resources!**

E-mail Lawrence Norris at [lnorris@lcsc.edu](mailto:lnorris@lcsc.edu). Also if requesters wish to use lighting or audio system, they must provide Coordinator with a responsible person to train no later than two weeks prior to event. Requestors must provide a Door Person(s) to monitor Guest /patron activities and insure no Food or Beverage is brought into the Theater. All entities must respect the requests of security personnel.

**Note: The Theater Coordinator is NOT responsible for Technical Support or resource coordination, outside of the scheduled Drama Classes.** ( For over 6 years, the coordinator has provided this support for most events in the facility, and when possible, will continue to do so. However, it is important to note, that this support is above and beyond the Coordinator's responsibilities and should be acknowledged as such).

Students wanting to use the facility outside of Instructor or Artistic Director supervision must E-mail request to coordinator 3 days in advance.

## Safety

- 1) Light booth will not be used by Students/persons without proper supervision (i.e.) Instructor, AD, Coordinator and /or authorized personnel.
- 2) Balcony is closed to Students without proper supervision.
- 3) Room 11, construction activities in room or in theater will be properly supervised. Including painting.
- 4) Live Fire is prohibited in Theater
- 5) Drilling holes or putting nails, screws, or bolts in stage or walls is prohibited.

## Maintenance

- Any physical changes to light or sound configuration will be done only with knowledge of the Coordinator. Also any physical changes to curtains or Fly system.
- All activities (meetings etc.) held in the theater must be on theater facility schedule.
- All equipment requests for LCSC related Events must be e-mailed to Coordinator 3 days in advance ( we do not guarantee, we can provide all items requested, and is not our responsibility to do so). **Persons requesting use of the Grand Piano, must receive permission from Music Director; Bill Perconti.**
- Costumes and props are to be returned to original location after use, and do not leave the theater without the consent of the Coordinator and/or Artistic Director. Persons using the facility will be responsible for cleaning up after themselves.
- Aisles and exit doors in facility will be accessible at all times.
- Problems with facility and its materials should be reported to Coordinator.
- Keys to facility are to be used by only those persons the key(s) were assigned to.
- No food or beverage allowed inside the theater. (Lobby and green room are ok.)

## Approved Supervisors:

- 1) Nancy Lee Painter
- 2) Lawrence Norris
- 3) Dani Diaz
- 4) Jeremiah Marsh
- 5) Lee Ryan
- 6) Jonathan Buckley
- 7) Brittney Plymell
- 8) Chenoah Last Star