

ATHENS THEATRE HOUSE RULES

These House Rules are made a part of the Contract for Use. They are in place to allow the safe usage of the historic Athens Theatre by all groups. The Producing Manager or Operations Director of the Athens Theatre has the final decision on all aspects of all events at the Athens Theatre to ensure every event is completed as safely as possible.

Please read through the House Rules, initial at the bottom of each page and return with your contract. It is your responsibility as the renter to ensure that all parents, staff members, crew and performers with your event are aware of the House Rules.

This is an extensive list but necessary as there are many groups that are not accustomed to the rules of a historic theatre. Please take the time to make sure you understand the house rules for the Athens Theatre. Thank you for your cooperation.

Building Policies

- There is absolutely no smoking allowed in the building at any time. Renter agrees to abide by the "the Florida Clean Indoor Air Act," Chapter 561, Florida Statutes taking effect July 1, 2003 banning smoking in any indoor workspace and to pay any and all imposed fines if violated.
- There is absolutely no alcohol allowed in the building at any time unless specified in the Contract. Additional insurance, liquor license and other fees may apply.
- There is no flame of any kind allowed in the building at any time. The exceptions being (1) pyrotechnics, in which case, please refer to the information under the pyrotechnics section and (2) enclosed candleholders that can be used in the lobby area with advance approval and specified in the Contract.
- The Renter or any of its agents, may be required to leave the premises if any of the following safety regulations are violated: Tampering with life safety equipment (including, but not limited to, fire extinguishers, alarms, hoses, smoke detectors); unauthorized entry to restricted portions of the building (including, but not limited to equipment and boiler rooms, roofs, storage areas or offices); engaging in any act which may endanger the safety of others or cause property damage (including, but not limited to, dangerous pranks and throwing items).
- The following is a short list of prohibited items, which should, in no way be interpreted as a comprehensive list: animals (except Seeing Eye dogs or unless other provisions are made in the Contract for Use), weapons of any kind; illegal drugs. The Athens Theatre reserves the right to add or modify this list at any time.
- The costs of removing all property of the renter are the responsibility of the renter. All items remaining in the Athens Theatre after load-out become the property of the Athens Theatre. A hauling fee shall be assessed should the Athens Theatre be required to clear these items from the building.

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Rehearsals

- Access to the building will be at the time stated in the contract; the building will not be open until then. Please ensure that everyone in your group is aware of what time the building will be open.
- Entry to all rehearsals is only through the Stage Door located at the rear side of the building adjacent to the north end parking lot.
- There is no food or drink (with the exception of bottled water) allowed in the auditorium during rehearsals.
- Each organization must provide enough parent supervision to supervise all children at all times.
- Children may not wait outside the theatre for parents to pick them up after rehearsals. All parents must come inside to pick up their children from rehearsals.
- All performers are required to keep track of their personal belongings and keep their spaces clean and orderly. The Athens Theatre is not responsible for any items brought into the theatre by performers or family members.

Performance Day

- Access to the building will be at the time stated in the contract; the building will not be open until then.
- All performers and crew must enter through the Stage Door located at the rear side of the building adjacent to the north end parking lot.
- No children under the age of 18 will be allowed in the theatre until a staff person is present.
- Food and drink can only be consumed in the dressing rooms. No food or drink will be allowed on stage or in the auditorium by performers, crew or staff.
- Front doors and the Box Office will open one hour before performance time and the house will open half an hour before performance time unless agreed upon differently in the contract. Each performing group handles their own Box Office unless specified differently in the Contract.

Lobby

- Tables will be provided as agreed upon in the contract.
- The lobby will be available for group use on the day of the performance. Nothing may be set-up prior to this time unless otherwise indicated in the Contract.
- No tape or pushpins may be used on any building surface in the lobby.
- All signs must be approved by the Athens Theatre Producing Manager or Operations Director.

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Concessions Sales

• All food and drink sales are handled and will be provided by the Athens Theatre Staff at the concessions stand. Renters are allowed to sell merchandise related to their own show.

Auditorium

- Use of the balcony must be requested by Renter and added to the Contract for Use. Otherwise no one may be in the balcony at any time.

- When the balcony is open for student or cast seating only, adequate adult supervision is required. A one (1) adult to twenty (20) children ratio is recommended to ensure safety and proper supervision.

- No standing or jumping over the seats is permitted.

- No running up and down the aisles is permitted.

- No jumping off the stage is permitted.

- All children during rehearsals and performances are only to be in the seats closest to the stage or in the dressing rooms. It is the responsibility of each group to provide adequate supervision.

- All extension cords used for any reason must be approved by the Athens Theatre Facilities Manager or Technical Director and must be taped down for safety.

- No video equipment is allowed to be set up in the aisles at any time.

- Reserving seats is at the discretion of each performing group. Only cording will be allowed to rope off sections of reserved seats. Tape is not permitted to be used on seats at anytime.

- Nothing may be stored or kept in the Emergency Exits behind the curtained areas to the right and left of the stage at any time.

- Any person, adult or child, parent or staff member found in any part of the theatre not authorized will be removed from the theatre immediately and will not be allowed to perform.

- The aisle lights and sconces in the auditorium must be kept on for all performances, no exceptions.

Dressing Room

- All fire exits must remain clear at all times and Renter needs to ensure safe operation of all electrical equipment especially any sewing or ironing areas.

- All food items must be thrown away by the end of each day. At strike, all food garbage must be brought up to the dumpster by the stage door.

- The Athens Theatre will stock toilet paper, hand towels, and hand soap at the end of each day.

- Renter is required to remove all personal belongings by the end of the rental day.

- Fines will be charged for any damage or graffiti found in the dressing rooms, including, but not limited to writing or markings found on the walls.

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Emergency Procedures

• In the event of a fire alarm, everyone in the building will be required to evacuate and will not be allowed back into the building until the Athens Theatre Facilities Manager or representative gives the all clear.

Parking

• The Athens Theatre has a parking agreement with Volusia County which allows use of the parking lot on the north side of the theatre as well as the parking lot across Florida Avenue at the front of the theatre after 5:00 p.m. M-F and all day on weekends.

• There is street parking available along Florida Avenue as well as Indiana Avenue. There is a 2-hour time limit M-F between the hours of 6:00 a.m. and 6:00 p.m.

Stage

• The Athens Theatre Producing Manager or Facilities Manager must approve of all staff personnel for each performing group before working on the stage of the Athens Theatre. All staff members must demonstrate adequate knowledge of their area of operations.

• The Athens Theatre Facilities Manager or Technical Director will supervise load in and strike.

• No one is allowed to operate the fly rail until approved by the Athens Theatre Facilities Manager.

• The Athens Theatre Technical Director has the final say on all installations, hanging of drops/sets, hanging and focus of all light instruments, operation of the lights, sound and rigging, movement and storage of all set pieces.

• No one under the age of 16 is allowed on stage during load in, strike, or hang and focus of the stage lights.

• No items may be nailed or screwed into the Stage. Only gaff tape, dance floor tape, or spike tape may be used on the floor. NO duct tape or any other adhesive not listed above is allowed on the stage floor.

• All sets must be free standing. No item may be dragged across the stage. All items must be on wheels or picked up and moved. No major construction or painting of set pieces is allowed on the stage. All set pieces must be constructed and painted off site and only reassembled on the stage.

• All soft goods must be returned to their original location at the end of strike; a lineset schedule will be provided by the Athens Theatre. All lights must be returned to the house plot at the end of strike; house light plot provided by Athens Theatre. The projection screen may not be moved.

• You must report any malfunctioning equipment to the Athens Theatre staff immediately.

• The renter agrees to return the Athens Theatre building, its soft goods and equipment in the same condition as accepted. All soft goods, lighting instruments and sound equipment must be returned to their primary positions.

• If any physical damage occurs during the rental period to the building and/or equipment, then the Renter shall assume financial responsibility for repairs and/or replacement.

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Special Effects and Pyrotechnics

- All special effects, pyrotechnics, fog or haze machines must be approved by the Athens Theatre Technical Director.
- All personnel operating the special effects must demonstrate safe operation of each and every device/effect.
- Each special effect must be commercially manufactured. Any and all special effects equipment should be locked in a safe storage device when not in use.
- If pyrotechnics are being used there has to be one adequate fire extinguisher by the operator for each and every device.
- You are required to have at least one run through in show conditions with your cast and crew to rehearse each scene where a special effects device is used.
- If any pyrotechnics will be used within 5 ft. of set, curtains, costume or any other object than you must provide a certificate for that object proving that it has been fire proofed.

Public Notices

- If you use strobes or any atmospheric effect in your event, you must print a paragraph in your programs warning of the use of these effects, post a sign at the box office and you should also make an announcement prior to the beginning of your show.
- It is the discretion of each group as to whether videotaping and photography will be allowed. Please indicate so in your programs and make the appropriate announcements prior to the beginning of your show.

Insurance

- All Renters prior to entering the facility must provide a copy of General Liability Insurance and have a certificate issued naming "The Sands Theater Center Inc" and "The Athens Theatre" as additionally insured.

The Athens Theatre is a division of the Sands Theater Center Inc., a 501c3 Non Profit organization.

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