

House Rules and Applicant Behavior Expectations

Spangenberg Theatre

25 Churchill Avenue, Palo Alto, CA 94306
(650) 444-7127

HOUSE

- 1) Any modification to the House requires a Special Permit issued by the PAFD and presented to Theatre Manager prior to load-in.
- 2) Do not block or create obstacles near fire escape routes, RED zones, YELLOW zones, doors and stairs.
- 3) Dressing and display methods must be approved by Theatre Manager prior to load-in and must be completely removed at strike.
- 4) Tech support in-the-house, e.g. video, audio, etc., will use mid-house area and tape down, in an aesthetic and safe manner, all cables which intersect public access using proper gaffer's tape or carpets and removed at strike and encroach no more than 3' total depth by 12' total length.
- 5) Applicant will use rope or ribbon (NO tape) to section-off or designate special seating and must be removed at start-of-show.
- 6) Applicant will ensure NO food, gum or drink, save water, allowed in the house, onstage, backstage or tech booth.
- 7) Tech booth access limited to SM, ASM, TD, Lx op and Snd op.
- 8) Performers will not apply hair-care and make-up or dress in the house or lobby.
- 9) Animals are prohibited with the exception of ADA service animals *in service*.
- 10) House max seating occupancy is 950 – *SRO not allowed* – and Applicant will monitor at the door.

ONSTAGE

- 1) Applicant will ensure that performers and tech crew practice general theatre and stage safety procedures at all times.
- 2) Do not block or create obstacles near fire escape routes, RED zones, YELLOW zones, doors and stairs.
- 3) Do not operate the fly system, work on loading platform, or enter light grids/rafters without Theatre Manager's approval.
- 4) All scenery and rigging is subject to inspection, approval, and modification by the Theatre Manager. No rigging, materials, or construction that is deemed unsafe will be permitted.
- 5) Applicant will provide all their own necessary rigging, tape, tie-line, extension cords, etc. to support their event needs.
- 6) All scenery, properties, and soft goods used must be flame-proofed before they may be used on stage. Applicant must show certification of flame proofing upon request and are subject to inspection by the state Fire Marshal.
- 7) CA State law and PAUSD policy prohibits fire of any kind, e.g. candles, matches, lighters, incense, pyrotechnics, etc.
- 8) Strobe lighting and ultra-violet light must be approved by Theatre Manager prior to load-in. Notices must be posted in the lobby for any performance using such effects.
- 9) Any weapons to be used in performance must be approved prior to event by Theatre Manager. Stage firearms must not be capable of firing any projectile. Firearms that fire blank cartridges are not permitted. Stage knives must be dulled and/or retractable. Any prop that is deemed to be unsafe will be confiscated.
- 10) Use only proper spike tape or gaffer's tape onstage and remove at strike.
- 11) Do not exceed onstage max occupancy of 160.

LOBBY/COURTYARD/SURROUNDING PREMISES

- 1) Dressing and display methods must be approved by Theatre Manager prior to load-in and must be completely removed at strike.
- 2) Keep clear and clean the lobby area near Theatre Manager's office door.
- 3) Do not block or create obstacles near fire escape routes, RED zones, YELLOW zones, doors and stairs.
- 4) Do not distribute decals or anything adhesive to patrons.
- 5) Do not use duct tape, masking tape, scotch tape or any other kinds of adhesives.
- 6) CA State law and PAUSD policy prohibits smoking, alcohol, drugs, weapons or fire of any kind in or around Spangenberg Theatre.
- 7) Applicant will impress upon their patrons the proper traffic routes into and out of Gunn High School campus parking.
- 8) Auto Liability must be included for any and all vehicular activity on campus beyond the parking lot, e.g. audio vendors, caterers, flower delivery, etc.
- 9) Porter Service must be arranged and charges are incurred for events that include food service; inform Theatre Manager if this applies.
- 10) Applicant must vacate the campus premises within one-hour after exiting Spangenberg Theatre facility at end-of-event.

NOTE

- 1) Applicant will not include Spangenberg Theatre telephone number on any marketing, promotional and/or informational material.
- 2) Prior to every performance an announcement containing the following information must be made by a live person: the locations of all fire exits; special warnings regarding the use of lighting effects (e.g. strobes), sudden or sharp noises (e.g. gunshots), etc.
- 3) Applicant will comply with all fire and safety codes/guidelines as expected in a public Performing Arts facility.
- 4) Applicant will adhere to all recommendations as set forth by Theatre Manager.
- 5) Applicants will provide and are responsible for their Technician's qualification and preparation to handle the task(s) set before them.
- 6) Applicant will ensure adequate time for orientation of Tech Crew on tech booth equipment before access and hands-on.
- 7) Styrofoam food containers are not allowed.
- 8) Applicant will ensure a final walk-thru with Theatre Manager prior to exiting facility at end-of-event.
- 9) *Strike* is end-of-show load-out and *Restore* is bring House to original condition, including Lx plot and stage maintenance; and, charges will be incurred for any time dedicated to "restore House to original condition" performed by Theatre Manager.
- 10) Charges will be incurred for all House Rules violations and damages to the facility or equipment/materials during facility use.
- 11) **Applicant's Facility Use Permit may be revoked whenever there has been a violation of the stated rules and regulations herein.**

effective 1/14. **Please distribute and review with your *entire* Production Crew, Front-of-House Staff, Volunteers, Talent, etc. as complete familiarity and abidance is expected from Applicant Renter prior to and upon entering and working in Spangenberg Theatre.**