

Theater Usage Policy

1. Purpose

- a. The purpose of the Theater Usage Policy is to provide expectations for teachers and students who use Vista's proscenium theater. Student safety is the highest priority and with the many risks associated with the theater, this policy is being formed.

2. Policy

a. Facility Usage

i. Facilities include:

1. Control room
2. A/V areas
3. House (501 seat capacity)
4. Green rooms
5. Orchestra pit
6. Storage areas on Level 2 and Level 3
7. Tension grid
8. Catwalks (3)
9. Lighting areas

- ii. Users of the proscenium theater agree upon an "as is, where is" and are expected to accept the facility in the condition existing at the start of the usage and return it to the condition upon the end of the usage.

b. Availability and Scheduling

- i. Any teacher can make requests to use the theater spaces **during the school day** by filling out a request form made by the Performing Arts Director. The Performing Arts Coordinator will share the form with all teachers and manage events taking place.
- ii. During the school day, please fill out this form, [Theater Usage - CLASSTIME](#), to sign up for a time to use the theater space.
- iii. For any after school activities or performances, please sign up for a time to use the theater space using this form, [Vista Performance & Event Request](#).

c. Condition of Theater

- i. Usage of the theater spaces allow users to use the facilities on an "as is, where is" basis and are expected to accept the facilities in the existing condition.
- ii. Failure to leave the stage as found may result in non-approval of future requests.
- iii. The backstage hallway, stage, orchestra pit, and other theater spaces must remain clean and free of clutter.
- iv. For class usage, a teacher or adult supervisor must be provided. Monitoring students is a big responsibility.

- v. Depending on the time of year, school programs may have props or equipment on the stage, which shall not be moved without the approval of the Performing Arts Director. In most cases, the stage will be clear of such items and should be left in the condition it was found.
- d. General Safety Responsibilities
 - i. Students working on technical crews and those rehearsing or performing in the theater shall be under the direct supervision of a teacher or adult supervisor.
 - ii. General stage safety rules shall be posted backstage in prominent locations.
- e. Student Training
 - i. Teachers shall select crewmembers based on their demonstrated dependability and responsibility.
 - ii. Only students and staff associated with a production shall be permitted backstage during rehearsals and performances.
 - iii. Students shall obtain parental permission to train for backstage work. All students interested in working on set construction, lighting, sound, or special effects shall successfully complete a safety-training program conducted by the theater teacher under the direction of the Performing Arts Director. The areas of safety training will include, but are not limited to, the following:
 - 1. General stage safety required of any crewmember
 - 2. The use and care of lighting and audio equipment
 - 3. Safe operation of all permanently installed theatrical equipment
 - 4. Set construction safety
 - 5. Power tool safety
 - 6. Catwalks
 - iv. Students are not permitted on catwalks or any upstairs area unless the teacher or adult supervisor is present on the catwalk with the student.
- f. Theater Equipment Usage
 - i. Equipment is to be operated only by qualified individuals, hired technicians, or trained staff or students so as to protect property and the safety of those in the theater.
 - ii. Lighting fixtures may not be removed, however lights may be added to the current plot and placed based on the needs of the production. All groups or users are required to return added light fixtures to their original settings or location in a reasonable amount of time. Groups and users will be held accountable for any damaged, broken, altered, or stolen lighting equipment. Please work with the Performing Arts Director on specific lighting requests of the theater.
 - iii. Sound in the theater is used for events, performances, and productions in the theater. It is a well-equipped system that should be operated by qualified and trained individuals. Groups and users will be held

- accountable for any damaged, broken, altered, or stolen sound equipment.
- iv. Video within the theater has the most digitally advanced applications for presentations, productions, and live performances. Please consult with the IT department or the Performing Arts Director for full capacity and usage of the video system.
- g. Catwalks
- i. Access to the catwalks shall be secured at all times.
 - ii. Access to the catwalks shall be limited to trained employees and trained students under the direct supervision of the trained employee. The employee must be present on the catwalk when students are on it at all times.
 - iii. Staff and students working on the catwalks shall wear non-slip shoes and avoid wearing loose clothing.
 - iv. Tools or other objects shall be secured to their persons. All items shall be removed from these areas and properly stored when the work is completed.
 - v. All catwalks are protected with guardrails, midrails, and standard toe boards.
 - vi. Use of the catwalks should have a specific purpose. No student should be on the catwalks without the teacher providing clearly written and stated learning targets, along with success criteria listed as a checklist for all students ensuring clear expectations of safety and learning.
- h. Electrical Systems and Booth
- i. Teachers or supervisors using electrical systems and/or booth shall inspect all electric cords, cables, and power tools prior to use for frayed or damaged wiring and for needed repair or replacement.
 - ii. Cables shall be stored and coiled in a safe place.
 - iii. Electrical cables shall be secured to floors with gaffers tape, if needed.
 - iv. Before leaving the theater area after any usage, rehearsal, performance, or work session, teachers or supervisors shall turn off or disconnect electrical circuits.
- i. Scenery and Construction
- i. All scenery, set pieces, floor coverings, etc. shall be properly anchored and braced appropriately.
 - ii. Teachers or adult supervisors will supervise all student use of stepladders and shall use approved ladders and scaffolding rather than tables or chairs. Students shall be cautioned not to go higher than the second step from the top of any ladder, or against improvising any means of reaching greater height. Students are not permitted to carry loose items up a ladder or scaffolding.
 - iii. The use of glass is not permitted in set construction.
 - iv. All crewmembers using power tools shall receive training in their safe operation.

- j. Storage
 - i. Student safety is the primary concern for any storage arrangement.
 - ii. Backstage spaces shall be kept clean and organized at all times. Dispose of all trash and lumber scraps after each work session.
 - iii. Crewmembers are required to sweep the stage after construction work has taken place and before students are permitted to use it for rehearsal or performance.
 - iv. Scenery and equipment left on the stage during an extended event, performance, or production are subject to the approval of the Performing Arts Director.
 - v. All tools, equipment, paint, etc. should be stored in a safe and appropriate manner after each use.
- k. Merchandise and Concessions Sales
 - i. Merchandise and or sale items are permitted during performances. All concessions must be given prior approval by the Performing Arts Director. All concessions must take place inside the lobby area. No food or drink is allowed to be sold or allowed inside the theater space.

Theater Safety Rules and Expectations

(post backstage and in prominent areas)

- No adult = no activity
- Training required for access to control booth, catwalks, and upstairs areas including tension grid.
- No liquids near sound, light, or electrical equipment. No food or drink in any theater area.
- Keep all exit routes clear. Sound alarm in case of a fire.
- Report any lost, broken, or malfunctioning equipment to a teacher or adult supervisor. Do not use items that do not work properly.
- Stay alert to problems with curtains, cables, and equipment nearby.
- No "horseplay!" Do not run or mess around in the theater. Be responsible and respectful of the space. Use tools properly.
- Leaving? Clean up after yourself. Check for any lost and found items. Leave things tidy and safe. Make sure all doors to the theater are locked.