

FACILITY USE POLICY

Building Policies for Event Organizers and Participants

The following are policies for the use of the performance venues and technical equipment in the Townsend Center. These policies are designed for the protection of the facility, staff, and equipment as well as the safety and well-being of the presenters/performers and public. **It is the responsibility of the event organizer (contract signer) for each group to make sure that all participants are fully aware of these rules and that they adhere to them.** Violation of any of these rules will result in the violator(s) being ejected from the facility for the remainder of the group's time. Violations of these rules may also result in the loss of your group's ability to use the facility in the future. Our goal is to provide your group and your audience with a safe and comfortable environment for your event.

The Townsend Center is open from 9:00 am till 5:00 pm Monday through Friday. However, not all services are available during those times. The Box Office is open from 10:00 am till 4:00 pm Monday through Friday during the Fall and Spring Semesters and one hour prior to each event. Lobby doors open one hour prior to the advertised start time for the event and the auditorium doors are opened 30 minutes prior to the show. Technical staff work scheduled events and have irregular schedules, often including nights and weekends, and are not always available during office hours. Please schedule an appointment to meet with our General Manager to discuss facility availability and with the Technical and Patron Services Directors to discuss the details of your event and estimated costs.

The use of electronic devices during performances is disruptive to performers and audience members and is normally strictly prohibited during Townsend Center events. Electronic devices include, but are not limited to: cell phones (including text messaging and video/photography), IPODs, cameras, video or digital recording devices, pagers, MP3 players, radios, laptops, and electronic notebooks. Please notify the Technical & Patron Services Directors at your pre-production meeting if your event will have similar restrictions or if you do not wish to make any restrictions on audience use of these devices.

Because of the limited amount of parking available at the Townsend Center on performance nights when there will be an audience, all **group participants should park in the lot behind the building or the parking lot across the street.** This will leave the spaces closest to the facility open for your audience. However, one of the marked spaces behind the facility must be left open for Townsend Center staff, and the service vehicle space must remain available for campus vehicles. There is no parking on the curb directly in front of and to the side of the facility, nor in the loading dock at the rear of the building. Any vehicles parked in these areas will be towed. These areas are considered Fire Zones.

No one will be allowed into the facility prior to the scheduled access time. Please make sure that all of your participants arrive at or after the scheduled access time. Changes in scheduled times must be approved by the Townsend Center staff in advance.

The Townsend Center closes at 11:00 p.m. Performances should end no later than 10:30 p.m. to allow time for the audience and the participants to vacate the facility. Please allow time in your schedule for any post-show receptions, meet and greets, etc. to be completed in time to have the facility cleared by 11:00 p.m.

Fire Safety regulations prohibit more than 459 persons in the audience seating area on the mainstage, and maximum occupancy for the Dangle Theater is 180, including performers. The audience may not sit or stand in the aisles or at the back of the theatre. **To assure that neither venue exceeds maximum occupancy, all events inviting a public audience must be ticketed by the Townsend Center Box Office.** All persons seated in the audience must be accounted for with a ticket.

Smoking is not allowed anywhere within the Townsend Center or within 50' of the entrances. If you smoke by the loading dock or outside one of the exits please make sure that you dispose of your cigarette butts properly. Please do not throw cigarettes onto the grass around the facility or into the drainage grate in the loading dock. If ash urns or sand buckets are not present at these locations please inform a member of the Townsend Center staff and they will be made available for you. If your show calls for some of the characters to smoke, please discuss this with the Technical Director or the Patron Services Manager during the pre-show production meeting.

Outside of the Lobby, food and beverages are allowed only in the rehearsal rooms and dressing rooms, and then only on the condition that all cups, plates, and left over food, etc. are properly disposed of at the end of each night. Trash receptacles will be provided in the rehearsal room for this purpose. **At no time are food or beverages allowed on the main stage, in the wings, in the control booths, in the scene shop, or in the auditorium.** If your show requires food or beverages on stage during performances, please discuss this with the Technical Director or the Patron Services Manager during the pre-show production meeting.

The control booths and backstage areas are to be kept clean at all times. All trash and personal items are to be cleared each night before your group vacates the facility. The dressing rooms must be kept neat and all make-up and costumes must be cleared from the counter tops and the counter tops wiped clean each night.

The Townsend Center is not responsible for the loss of any personal items. Please make sure that personal items such as purses, wallets, phones, etc. are secured by a member of your group. Do not leave valuables in the rehearsal rooms or dressing rooms, as these areas cannot be secured at all times.

The loading dock at the rear of the facility is available for large-scale set pieces and equipment. There is a large roll-up door and a ramp for load-in. **If you use a vehicle to transport equipment to the facility it should be moved to a parking place as soon as you have finished unloading.** The loading dock area is considered a Fire Zone and must be left open for emergency vehicles, so all equipment & personnel vehicles must be moved as soon as you have finished unloading. Any vehicles left parked in this area will be towed.

The Townsend Center staff has complete control over the individuals who will operate equipment within the facility. All technical personnel must be approved by either the Technical Director or the Patron Services Manager. The Townsend Center staff reserves the right to refuse to allow any person they see as unfit to operate equipment within the facility. On stage, no one under the age of 16 will be allowed to operate the fly rail. Anyone under the age of 16 involved in your production is the responsibility of your group and must be supervised at all times while in the facility.

Clearance to use the Bösendorfer and/or Kawai pianos in the Townsend Center must be obtained from the Managing Director of the facility prior to the load in of your group. If written permission is not obtained, you will not be allowed to use the pianos. Only the Townsend Center staff will be allowed to move the Bösendorfer pianos in the facility. If your group is using one of these pianos and you need to move it contact a member of the Townsend Center staff. At no time is any member of your group allowed to move the pianos. There is a mandatory tuning fee for any of the pianos used in performance.

The fire curtain line must be kept clear at all times. The fire curtain, designed to protect the audience from a fire onstage, drops automatically if there is a power outage or if one of the fire alarms is set off, and has a heavy steel pipe running along its bottom that could injure anyone directly beneath it. The line must be kept clear of persons/objects that would interfere with the complete drop of the curtain or be injured by it. All set pieces and drops brought into the facility must be flame resistant. The Townsend Center staff reserves the right to conduct a flame test on any set brought into the facility. Any set found to be non- flame resistant will not be allowed in the facility.

No member of any outside organization will be allowed to use any of the equipment in the Scene Shop. This includes all of the power tools, the air compressor, or any other tools located in this area. Any person caught using the equipment in the Scene Shop will be ejected from the facility.

No one other than Townsend Center staff will be allowed to use the Upright hydraulic personnel lift. Use of any ladders located in the facility must be approved by the Technical Director or the Patron Services Manager prior to their use. Any ladders brought into the facility must be approved by the Technical Director or the Patron Services Manager. Any ladder found unsafe will not be allowed in the facility.

Only Townsend Center staff shall be allowed to operate the hydraulic stage orchestra lift. If your production requires this lift to be lowered you must inform the Technical Director or the Auditorium of this need at the pre-show production meeting.

No one other than the Townsend Center staff will be allowed on the spiral staircase or the catwalks over the main stage and the main auditorium. Any one not on the Townsend Center staff found in these areas

will be ejected from the facility. The hanging or rigging of set pieces, flats, backdrops, or any other item on or around the fly system and its components is to be done only by the Townsend Center staff. **Operation of the counter weight fly system may be done only by individuals trained and approved by the Technical Director or the Patron Services Manager of the Townsend Center. No other persons are authorized to operate any of the fly rail equipment. The weighting of the fly rail system is to be done only by a member of the Townsend Center staff.** Any set pieces found to be unsafe for flying will not be allowed. The Townsend Center staff reserves the right to refuse to allow any set pieces considered unsafe to be used in the facility. All curtains, backdrops, scenery, etc., attached to battens should either tie on or be attached using aircraft cable (wire rope) and Crosby clamps. All flown items, props, and scenery must be removed during load out. All flown items must be approved by the Technical Director or the Patron Services Manager before they will be allowed in the facility.

Groups using University facilities must conform to University policies pertaining to alcoholic beverages. Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages; therefore, the policy below has been adopted.

- a. Alcoholic beverages will not be served nor brought into any function on campus at which persons under the age of twenty-one will be present.
- b. Consumption of alcoholic beverages is prohibited in all areas of the campus other than individual residence hall rooms and those authorized in item c below.
- c. Alcoholic beverages (beer and wine only) may be served at or brought to scheduled events on campus where persons under the age of twenty-one will not be present in the Food Services Building, Student Center, Alumni House, and Townsend Center for the Performing Arts. All such events must be approved by the Vice President for Student Services or designee, who will require appropriate supervision.
- d. The sale in any manner of alcoholic beverages is prohibited. The legal definition of "sale" includes exchange of money, before, during or after the events, including but not limited to coupons, admission charges, and "donations."
- e. No college funds, including Student Activities funds and residence hall social fees, shall be used to purchase alcoholic beverages.
- f. The furnishing of alcoholic beverages to persons under the age of twenty-one and the possession or consumption of alcoholic beverages by persons under the age of twenty-one will subject the violator to college disciplinary action and/or arrest.
- g. No alcohol can be present at any Rush function.
- h. Advertising of events at which alcoholic beverages will be served cannot include references to alcohol nor imply sponsorship by the university.