

## **General Operating Procedures in the Theatres:**

1. Our department theatres are shared multi-use spaces. Please have the house and stage clean and clear before the next event or class begins. You will have a student stage technician who will check-in before your class to assist in this process.
2. Be safe. Be aware of the safety of yourself and other people, as well as the equipment and architecture of the theatre.
3. Keep all areas clean (auditorium, stage, box office, gallery, lobby, dressing room, lighting booth, etc.). If you notice unsafe conditions which you cannot remedy on the spot, please contact the Technical Director (TD) at extension 8-5278 as soon as possible.
4. Food and drink are not permitted in the theatre spaces, with the exception of water.
5. No flame is permitted in the theatres. More specific information about this is on the facilities website (see link below).
6. Regarding using imitation firearms for productions or acting/directing scenes, please see the Imitation Firearm Policy found on the website (see link below).
7. Please do not use or disturb any props or scenery in the theatre. They are likely for a current production and may be fragile or dangerous. Be aware that at least two weeks prior to productions, a set will be in place on stage. If you desire, a plan of that set can be provided to you from the TD to aid in your class planning. If you need to store class props or costumes, please arrange with the TD. If you need stage lighting and/or the sound system (or the projector), this must be arranged with the TD ahead of time--fill out an equipment request form at least two weeks prior to be official and to ensure your needs are met.
8. Alcohol or other drugs are prohibited.
9. Student Stage Technicians will be present at the beginning of classes. They are familiar with the specific policies and guidelines of each theatre space, beyond what has been outlined here. If you have any questions or would like more information, please contact the Technical Director (8-5278) or see the Policies and Procedures posted at each theatre.

For more detailed information about the guidelines, all instructors are expected to read the policies on the website:

<http://steinhardt.nyu.edu/music/facilities>

(Click on the policies for each theatre venue along the left side of the screen.)