

Civic Center Music Hall
CitySpace Theater
Policies

2006

Scheduling

1. A booking schedule is generated by the Event Office and is placed in the backstage file, however an up to date performance and rehearsal schedule must be provided to both the Event's Office and the Technical Director at least two weeks in advance. This facilitates scheduling facility staff when they are needed and when services such as air and lighting are required.
2. An up to date technical schedule must be provided to the Technical Director no more than 2 weeks in advance. The stage and call sheet schedules are set during this period. No access will be granted unless house staff is on premises or alternate arrangements have been made.
3. Any changes or additions to the schedule must be forwarded to the Event Office and the Technical Director as soon as possible so that staff schedules may be adjusted accordingly. If facility staff does not know about your schedule they can't be expected to provide the services you require.

Dressing Rooms

1. The designated CitySpace dressing rooms are dressing rooms # 2 & # 4 on the basement level.
2. If more dressing room space is required the usher's locker room on the basement level is available, however no bathroom or shower facilities are available at this time. The Performer's Lounge on the basement level, if available may be used for this purpose and for rehearsals at extra cost to the client.
3. Further dressing room space must be reserved at least 2 weeks in advance and is subject to availability.
4. Dressing room mirror lights should only be turned on when needed and above all turned off each night after the event. The replacement lamps are expensive and could be considered a fire hazard if left on all night.
5. Dressing rooms, bathrooms, and trash will be serviced by Civic Center staff on a daily basis. If the client prefers Civic Center staff will not enter the dressing rooms until requested to insure the performer's security. The procedure is to leave a note on your door or contact the Stage Manager on duty.
6. At no time will unauthorized personnel be granted access to the Operations storage area or supplies. If supplies are needed, contact the Stage Manager or Event's Manager on duty.
7. At the end of each performance trash, left over food, etc should be deposited in a trash receptacle. Don't leave smelly trash in the open.
8. Portable wardrobe racks are available at extra charge to the client.
9. At the end of the run the dressing rooms and especially the back stage storage area should be cleaned and all show materials and equipment removed. This is not a personal storage area. If storage is required make arrangements with the Stage Manager on duty.

Stage Area

1. Good housekeeping is a prerequisite before, during, and after an event. Don't allow trash, coke cans, cups, etc to pile up. Clean up as you go.

2. The stage should be swept and mopped after each event or in the case of multiple night events before the show the next day.
3. At the end of each evening proper night lights, should remain on, overhead fluorescents, and all other work lights and powered equipment turned off. Clip lights should especially be considered as they are not always mounted or used properly and could become a fire and safety hazard.
4. Individual dimmer breakers for the stage lighting Sensor racks should be turned off as should sound power at the end of each night. If the house lighting console is used it should be returned to a secure storage location each night. A secure storage location is the lighting booth or back stage storage for long down time periods.
5. The CitySpace Theater dressing rooms, hallway, and stairwells are all no smoking areas. No smoking is allowed anywhere in the facility unless it is required for the show. Smoking is allowed any place outside the facility as long as it's 20' from any entrance or exit.

Lighting / pre-show and restore

1. The CitySpace Theater has a house approved lighting plot. Circuits and cabling have been marked and permanently attached to lighting positions. At no time will these cables and circuits be removed from these positions or altered in any way. Instruments may be moved to desired locations and extra cabling from the house circuits added to achieve the necessary design elements. All instruments shown on the house plot must be restored following each event.
2. Any extra house instruments or house instruments moved will be considered a rental instrument and the prevailing rental rate will be charged to the client. If changes or additions are made a complete restore to the Technical Director's or his Representative's satisfaction must be included at cost to the client. Depending on the extent of the changes a House Theater Technician will be required to assist on all move in and move out calls deemed necessary to complete the final restore and to check out and maintain inventory on equipment used.
3. At no time will unauthorized personnel be allowed in Lighting storage without the approval of the House Electrician or the Technical Director.
4. It is strongly suggested that the client provide all color media, gobos, etc required for their production. If the required color does not match the house plot and house color is needed, the client will be charged the prevailing rate for color media and all original house color must be returned during the restore.
5. The CitySpace Theater existing house lights are part of the approved house plot and are pre-focused in the required areas. House lights may not be re-hung, refocused, or re-channeled without facility approval.
6. Extra lighting positions requiring use of facility equipment must be approved in advance by facility staff. The existing house trusses are at a premium and may in the future require paying a rental charge. All truss and lighting trees must be reserved in advance. No anchors, nails, or fastening devices of any kind will be allowed without approval of house management.
7. Follow spots are available at extra charge to the client. Spotlights must be approved in advance. The client may provide their own operators if they choose.
8. The house lighting console should be stored in a secure location at the end of each day. Secure locations include the lighting booth and the backstage storage for extended down time.
9. A lighting plot and all necessary paperwork must be provided to the Technical Director in advance for any lighting plot employing extensive changes to the house lighting plot.

Sound / pre-show and restore

1. No sound rack is provided for the CitySpace Theater
2. Any additional equipment required; I.E. microphones, monitors, mic stands, mic or speaker cable, or additional sound racks must be reserved at least 2 weeks in advance by contacting the House Sound Man or the Technical Director and are subject to availability. Additional equipment charges will apply for some items.
3. At no time will unauthorized personnel be allowed in Sound storage without prior approval of the House Sound Man or the Technical Director.
4. At the end of each event all sound equipment must be struck and returned to the proper storage areas. Outside equipment cannot remain in the theater and must be removed from the facility or to the proper storage area as part of the strike / restore.

Carpentry / pre-show and restore

1. Temporary staging if needed must be approved by the House carpenter or the Technical Director. Staging extending past the existing stage area must be approved by the House Manager or the Technical Director.
2. If the set design requires painting the stage then a temporary stage floor must be laid and the temporary stage must be re-painted a flat black following the event. If the floor is damaged or set paint is marring the floor finish, it must be completely re-painted to maintain an even finish to the temporary stage floor. At no time will the existing hardwood floors be repainted. If damaged, the client will be responsible for all repairs. Type of paint for the temporary stage and final approval will be required. The House Carpenter or the Technical Director will give final approval.
3. All sets, props, actor support equipment, etc must be removed from the theater, the storage area, and the dressing rooms at the end of each event. All areas should be swept and cleaned as required. If storage is required until post show removal can be accomplished, contact the Technical Director or Manager on duty.
4. The client is responsible for sweeping and mopping the stage after each event. All event oriented refuse must be removed and disposed of properly. This includes the storage area and dressing rooms.
5. Facility trash dumpsters cannot be overloaded. All dumpster doors must close, large items must fit completely inside, and no refuse can be any where around them. If items will not fit in the dumpsters other arrangements must be made for their disposal.