

HOUSE POLICIES

[Ramsdell Regional Center for the Arts House Rules and Policies](#)

These House Rules are made as a part of the THEATRE RENTAL AGREEMENT. The House Policies ensure the safe usage of the Historic Ramsdell Theatre by all groups. The Executive Director of the RRCA has the final decision on all aspects of all events at the Ramsdell Theatre to ensure every event is completed as safely as possible.

Please read through the House Rules, initial at the bottom of each page, and return with your contract. It is your responsibility as the RENTER to ensure that all parents, staff members, crew, and performers with your event are aware of the House Rules.

This is an extensive list but necessary as there are many groups that are not accustomed to the rules of a historic theatre. Please take the time to make sure you understand the House Rules for the Ramsdell Theatre. Thank you for your cooperation.

[BUILDING POLICIES](#)

- No tape, tacks, or nails may be used on walls, woodwork, or floors without the approval of the RRCA.
- The Ramsdell is a smoke-free facility. Absolutely **NO SMOKING** is allowed in the building, under the theatre marquee, or under the LED sign. Please use the alley for any smoking.
- There is absolutely no outside alcohol allowed in the building at any time. For events requesting alcohol as part of their rental, you must notify the RRCA before the execution of the contract.
- The RENTER or any of its agents may be required to leave the premises if any of the following safety regulations are violated: Tampering with life safety equipment (including, but not limited to, fire extinguishers, sprinkler system, alarms, hoses, smoke detectors); unauthorized entry to restricted portions of the building (including, but not limited to equipment and boiler rooms, roofs, storage areas or offices); engaging in any act which may endanger the safety of others or cause property damage (including, but not limited to, dangerous pranks and throwing items).
- The following is a short list of prohibited items, which should, in no way be interpreted as a comprehensive list: loose glitter, confetti, silly string, candles or open

flames, animals (except Service Animals or unless other provisions are made in the Contract for use), weapons of any kind; illegal drugs.

- RENTER will maintain and keep the premises in good repair and clean condition at all times. RENTER will pay RRCA for the cost of all repairs made necessary by the negligent or careless use of the premises and will surrender the premises after its use in a similar condition as when taken reasonable wear and tear.
- Arrangements for entrance into the building for set-up and the event, (including but not limited to employees, volunteers, technicians, caterers, vendors,), must be scheduled in advance.
- Activities shall be limited to the agreed areas in Page 1 of the AGREEMENT, necessary common areas, spillover of the event into other areas or wandering through the complex is not permitted.
- Report all problems, concerns, broken or improperly functioning equipment to RRCA staff.

REHEARSALS

- Access to the building will be at the time stated in the contract; the building will not be open until then. Please ensure that everyone in your group is aware of scheduled times.
- Entry to all rehearsals is only through the 1st street door unless otherwise directed.
- All personnel may only be on the main floor of the theatre during rehearsals. At no time may anyone be in the balcony or the lobby area during rehearsals.
- No person may sit on, lean on, or prop their feet on the red velvet-covered ledge of the box seats.
- There is no food or drink (except bottled water) allowed in the theatre during rehearsals.
- Any organization with children must provide supervision of all children at all times. Children may not wait outside the theatre for parents to pick them up after rehearsals. All parents must come inside to pick up their children from rehearsals. An adult must remain until all children are picked up.
- All performers are required to keep track of their personal belongings and keep their spaces clean and orderly. The RRCA is not responsible for any items brought into the theatre by performers, family members or guests.

PERFORMANCE DAY

- A James Earl Jones voiceover will be played before every performance.
- Only items sold at concessions by the RRCA are allowed in the theatre during performances.
- Performers, crew, or staff may consume food and drink in the green room unless otherwise directed. No food or drink (except bottled water) is allowed on stage, in dressing rooms, the theatre, or other parts of the building.
- Access to the building will be at the time stated in the contract; the building will not be open until then.
- All performers and crew must enter through the 1st street door unless otherwise directed.
- No children under the age of 18 will be allowed in the theatre until a staff person is present.
- RENTER must provide and designate one person to serve as Stage Manager, whose responsibilities will include interfacing with performers, controlling stage activities before and during the program, and communicating from backstage to the front of the house so that the program can begin on time and run smoothly.
- Front doors and the Box Office will open one hour before performance time and the house will open half an hour before performance time unless agreed upon differently in the contract.
- In the event of a day show with school buses attending you must notify the RRCA Executive Director two weeks in advance of how many buses will be expected.

LOBBY

- Tables and chairs will be provided as agreed upon with the RRCA Executive Director.
- The lobby will be available for group use on the day of the performance. Nothing may be set-up before this time unless otherwise indicated in the Contract.
- No tape or pushpins may be used on any building surface. Nothing may be attached to the walls.
- The RRCA Executive Director has final approval on all signs posted.

CONCESSION SALES

- All food and drink sales belong to the RRCA and will be provided by the RRCA Staff at the concessions stand. See rental contract for more information.

RAFFLE PERMITS

- If you are selling raffle tickets during this event you must obtain a raffle permit.

THEATRE

- Due to the theatre's historic overlay, a sound reproduction limit of 95db is enforced. No exceptions.
- No standing or jumping over the seats is permitted.
- No running up and down the aisles is permitted.
- No jumping off the stage is permitted.
- All children during rehearsals and performances are only to be in the seats closest to the stage or the dressing rooms. It is the responsibility of each group to provide adequate supervision.
- All extension cords used for any reason must be approved by the RRCA Executive Director and must be taped down for safety – No Duct Tape may be used. Spike tape or gaff only.
- No equipment is allowed to be set up in the aisles at any time.
- Reserving seats is at the discretion of each performing group. Please inform RRCA if you plan to do this.
- Nothing may be stored or kept in the Emergency Exits behind the curtained areas to the right and left of the stage at any time.

DRESSING ROOM

- All fire exits must remain clear at all times.
- Each dressing room must be kept orderly. Only items in trash cans will be disposed of by theatre cleaning staff.
- The RRCA will empty trash, stock toilet paper, hand towels, and hand soap each day.
- RENTER is required to leave the dressing room in a clean, reasonable condition upon vacating. This includes removing all garbage and personal belongings.
- Any signs or flyers posted in the dressing rooms may only be attached to the cork strips provided in the green room. Nothing may be attached to any painted surface by any means.

- The chalkboard in the dressing room may be used for informational purposes as well.
- Please take care when using the access stairs to stage right from the dressing rooms.

EMERGENCY PROCEDURES

- In the event of a fire alarm, everyone in the building will be required to evacuate and will not be allowed back into the building until the RRCA Executive Director or theatre representative gives the all clear.
- In the event of a tornado warning the RRCA Executive Director or theatre representative will be in charge and will give direction as to what to do.
- Any other emergency to be conducted by RRCA staff or representative.

PARKING

- There are 2 parking lots within a block of the theatre plus street parking. Please read the time limits set for each parking lot. The theatre is not responsible for any parking tickets that you receive.
- **The alley near the stage door is for drop-off and delivery only; there is no parking allowed by any group at any time in the alley.**

STAGE

- The RRCA must approve of all staff personnel for each performing group before working on the stage of the RRCA. All staff members must demonstrate adequate knowledge of their area to the RRCA.
- The RRCA will supervise load in and strike.
- No one is allowed to operate the fly rail until approved by the RRCA.
- The RRCA has the final say on all installations, hanging of drops/sets, hanging and focus of all light instruments, the operation of the lights, sound and rigging, movement and storage of all set pieces.
- No one under the age of 18 is allowed on stage during load in, strike, or hang and focus of the stage lights.
- No items may be nailed or screwed into the Stage. Only gaff tape, dance floor tape, or spike tape may be used on the floor. **NO** duct tape or any other adhesive not listed above is allowed on the stage floor.

- All sets must be free standing. No item may be dragged across the stage. All items must be on wheels or picked up and moved. All set pieces must be constructed and painted off-site and only reassembled on the stage.
- No spray painting is allowed on stage or anywhere in the building. Spray painting must be done outside with doors closed, and against cardboard. RRCA may provide cardboard for use.
- All flown scenery, including all curtains, must be flown out at the end of each day.
- All soft goods must be returned to their original location at the end of strike; a lineset schedule will be provided by the RRCA. All lights must be returned to the house plot at the end of strike; house light plot provided by RRCA. The focus ladder may be dismantled and hung on the back wall for performances but must be reassembled at the end of strike.
- No props or set pieces may be placed in front of lighting or sound rooms, or flyrail steps.
- You must report any malfunctioning equipment to the RRCA immediately.
- A light pre-set for stage work and rehearsals will be provided by RRCA. Please only use the assigned light pre-set.
- The RENTER agrees to return the RRCA building, its soft goods, and equipment in the same condition as accepted. All soft goods, lighting instruments, and sound equipment must be returned to their primary positions. This will be inspected at the conclusion of loadout by the RRCA.
- If any physical damage occurs during the rental period to the building and/or equipment, then the RENTER shall assume financial responsibility for repairs and/or replacement.

SPECIAL EFFECTS & PYROTECHNICS

- Oil-based haze and fog are not allowed in the RRCA. Water-based only. You must inform the RRCA if you plan to use water-based hazers.
- Pyrotechnics are not allowed. Pyrotechnics include any effect or device that uses any type of flame or spark.

Public Notices

Updated on 4.8.2021

- If you use strobes or any atmospheric effect in your event, you must print a paragraph in your programs warning of the use of these effects and notify the RRCA before load-in.
- It is the discretion of each group as to whether videotaping and photography will be allowed. Please indicate so in your programs and make the appropriate announcements.
- The RRCA shall not be responsible for the safekeeping of valuables or items left behind.