

THEATER POLICIES/INFORMATION

1. **No Food or beverages** of any kind are permitted in the theater.
2. In accordance with Des Plaines Park District Board Policy no alcohol, smoking, illegal drugs, animals, firearms/weapons, or nudity is allowed in Park District facilities.
3. Any **performance piece must be submitted** (with a brief summary) to the Facilities/Theater Manager and approved **prior to obtaining a license** to perform.
4. Rental group warrants that it has cleared at the source all necessary **performing rights, licenses, and permissions** necessary for it to present the performance; the performance does not contain any matter that constitutes an invasion of privacy, and is not libelous, obscene or otherwise contrary to law; and
5. **Rental group will exercise reasonable care** in the use and maintenance of the performance space and equipment. A pre move-in and post move-out inspection will be scheduled. Any damage to facility or equipment will be charged back to the rental group accordingly.
6. **Posters/Signs cannot** be posted on painted walls with tape. You can post things on the brick walls in the lobby area.
7. No “hanging” type of decorations can be left up on the ceiling overnight.
(We have a motion and heat detection alarm system and so nothing that moves can be kept up in the hallways overnight.)
8. Do not pin items to the **Stage curtains** or Black Scrim.
9. This theater is **fly system ready**, but anything hung will be the responsibility of the rental group, and must have approval by the Facilities/Theater Manager. *(The height from stage to catwalk is 21’7”, and the width from curtain to curtain is 37’10”)*
10. The **stage area does get very dark** and sometimes between numbers or scenes it is hard for individuals to see where they are going. Please make sure you have adequate lighting for safety reasons.
11. If for some reason you **take down or move the legs** (side curtains), you must make sure they are returned to their original place.
12. If your group **secures the curtains** in anyway, so they do not move during your production *(whether it be by taping the track or using another locking mechanism)*, this **MUST** be removed during strike.
13. **Sawing on the stage is prohibited.** Set work must be completed in the wood room.
14. **No welding/torching is permitted** inside any Park District facility due to Fire Code. This includes welding/torching equipment, propane, flames and candles!
15. If you are using the Wood Room; it must remain clean and orderly at all times. **Prior to leaving every evening the floor needs to be swept clean** (if any activity occurred in the shop). Power tools and extension cords need to be put away and any and all paints & flammables stored in the approved storage areas.
16. All rental groups must provide a **Certificate of Insurance** from their insurance company. On this Certificate of Insurance the Des Plaines Park District *(515 E. Thacker Street, Des Plaines, IL 60016)* should be named as “**Additional insured for 1,000,000.00 which is to include the Des Plaines Park District, it’s officers, employees, volunteers and agents**”. This must be given to the Facilities/Theater Manager at least one week before the rental date(s).
17. **Lighting Tech Professional:** can be provided through the Park District if theatre lighting is preferred, as opposed to just house lighting. The cost is \$32/hour and needs to be arranged in advance.
18. If you choose to use your **own lighting tech, with the approval of the Facilities/Theater Manager**, make sure that the light fixtures are returned to their original location before vacating the theater.
Lamps are replaced on an as needed basis. You must bring the burned-out lamp to the front desk to receive a replacement.
19. There is an Allen & Heath GL 2400, 24-channel mixing board, in the sound booth which is available to theater rental groups, if operated by a sound tech professional. Also available are **two cassette players** and a **dual CD player** with pitch control.
20. The Park District can provide **3–4 microphones**, microphone stands and cables. We have one wireless microphone available. This should be set up with the Facilities/Theater Manager prior to rental.
21. The **dimensions** of the stage live performing area is 40’ x 40’. The entire stage area is 62’ W x 50’L.
22. The **theater holds** 298 people.