

### 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 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. So, nothing can be kept up in the hallways overnight.)
8. Use caution and care when pinning items to the Stage Curtains. Tape is NOT allowed.
9. This theater has tracks, with rollers available, to hang drops under the catwalks. There is one pipe far upstage available to lower and hang a fixed drop. 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 of the proscenium is 38’.
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. Groups need to provide adequate ushers to: keep aisles clear. Wheelchairs, strollers, walkers, etc. need to be kept out of aisles, and can often be stored in the hallway right outside the door. Squelch any dangerous or interruptive activities. Assist patrons to seats and direct to bathrooms as needed. Hold doors and assist handicapped patrons.
12. If for some reason you **take down or move the legs** (side curtains), **you must make sure they are returned to their original place.**
13. 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.

14. **Sawing on the stage is prohibited.** Set work must be completed in the Wood Room.
15. **No welding/torching is permitted** inside any Park District facility due to Fire Code. This includes welding/torching equipment, propane, flames, and candles!
16. 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/all paints & flammables need to be stored in the approved storage areas.
17. 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, its officers, employees, volunteers, and agents”**. This must be given to the Theater Manager at least one week before the rental date(s).
18. **Lighting Tech professional:** can be provided through the Park District if theatre lighting is preferred, as opposed to just house lighting. The cost is \$37/hour and needs to be arranged in advance.
19. If you choose to use your **own lighting tech, with the approval of the Theater Manager**, make sure that the **light fixtures are returned to their original location** before vacating the theater.
20. If you need to stay late past business hours, this has to be approved by the Theater Manager two weeks ahead of time. The cost is \$37.00/hour for a Theater Supervisor.
21. **Tech Booth, Box Office, and Dressing Rooms** should be cleaned by rental groups before moving out if used.
22. **Prop Removal:** All props must be removed at the time of move out. If any need to stay, you must ask Theater Manager for permission. Props cannot be left outside by our dumpster. Props can be thrown away but the dumpster lid has to close. Groups will be fined for not properly disposing of props.
23. 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. There is an iMac available with QLab for playing sound tracks.
24. The Park District can provide **3 microphones**, microphone stands and cables. This should be set up with the Facilities/Theater Manager prior to rental.
25. The **dimensions** of the stage live performing area is 40' x 40'. The entire stage is 62' W x 50'L.
26. The **theater holds** 298 people.