

Pentacle Theatre Policy	SUBJECT: Theater Building and Property Policy
Approved By:	Effective Date: Last revised 2/2/09

Purpose: The purpose of the Theater Property Policy is to establish a policy for the administration, operation, maintenance and security of the Pentacle Theatre buildings and grounds.

Definition: *Theater property:* All structures and grounds located at 324 52nd Avenue NW, Salem OR.

Applicability: This policy applies to any individual or organization that uses Pentacle Theatre building and grounds. The Facilities Committee is responsible for overseeing this policy.

Policy: Pentacle Theatre will provide a safe, clean and welcoming environment for volunteers, staff, visitors and patrons. The Governing Board must approve any use of the theater that does not directly support the mission of Pentacle Theatre.

Policy Implementation:

Safety

Cleanliness

Welcoming Environment

Sections of the Director’s Handbook that apply to this policy

Theatre building care

Set design and construction

Electrical rules and guidelines

Lighting

Sound resources and guidelines

The Facilities Committee is responsible for the maintenance of and improvements to the building and grounds.

Any person who sees an issue is responsible to report things that need to be fixed to Facilities Committee.

The director is responsible for adhering to this policy during the period his or her show is in the theater. Refer to the Director's Handbook for expectations of the cast and crew.

The director is responsible for communicating expectations to the cast and the crew.

Facility users may rearrange the furniture in the lobby to suit their needs for a specific situation; however, they must return furniture to original locations as indicated in Appendix A.

No food and/or beverages (other than water in covered containers) may be brought into the auditorium seating area or technical booth. Food (other than prop food) will be consumed in the lobby, kitchen and dressing room only. The only exception to this policy is that food and beverages may be brought into the stage area during work parties or volunteer training events at the exclusive discretion of the Executive Director or Production Director.

Return tables to their proper storage area after use.

All volunteers and employees of Pentacle Theatre shall make every effort to protect the floors and walls and decking of the theater. Drop cloths are available in the paint room and must be used. With proper precautions, the lobby and decks may be used for set, prop and costume construction.

Spray painting in the lobby or on the lower decks is prohibited. The production director determines where volunteers may paint on the upper deck.

The director is responsible for making sure the lobby, restroom and exterior areas are clean before *each* performance. See director's handbook.

Use only the cleaning materials for the floors that are stored in the Utility Room.

Pentacle Theatre staff clean the restrooms once a week during the run of the show.

Pentacle Theatre staff will clean the auditorium and lobby

Problems with the facility (burned out light bulbs, leaking toilets, etc.) must be reported to the Theater Maintenance Technician.

The director is responsible for physically checking every door of the theater building prior to leaving the building after a rehearsal or performance to ensure the doors are latched and locked and arming the security system using the code supplied by the executive director.

Excluding rehearsal or performance, any person accessing the building shall ensure all doors are latched and locked and the security system armed using the code supplied by the executive director.

Systems maintenance scheduling

Ground maintenance

House managers responsibility for cleaning of the HM office and the

Cast and crew and hospitality guild for storage area.

Costume committee

Photos in the lobby

Kiosk

Slide show

Map of lobby furniture arrangement – should be hung on the wall

Bulletin board

Lonnie photo display

Show poster

Pentacle Theatre staff is responsible for routine scheduled cleanings of the theater.