

# *William & Joan Lehman Theater*

## General Policies

### **Food & Beverages:**

Food and beverages are strictly forbidden inside of the Lehman Theater & Green Room. Water is permitted inside of the Green Room. Violators will be asked to leave the premises to discard of their item. It is the responsibility of the event coordinator to ensure a minimum of two volunteers are on hand to enforce this policy. Anyone in violation of this policy is subject to a \$250 cleaning fee.

### **Smoking:**

Miami Dade College is a smoke free campus and does not have any designated smoking areas.

### **Cellular Phones & PDA's:**

Please turn off or turn to silent your cellular phone and PDA's during event. Guests are asked to refrain from taking calls or texting during events. The sound and/or light from the displays are a distraction for the performers/speakers and other guests.

### **Photography & Audio/Video Recording Devices:**

Flash photography is prohibited during events. Flash is a distraction and can be a hazard to performers/speakers.

### **Disturbances:**

Proper decorum must be maintained at all times by guest. Guest using offensive language, being disruptive or refusing to comply with the policies of the theater will be asked to leave the premises.

## *User Policies & Considerations for Safety*

### **Decorations:**

Signs and labels on the theater walls or seats are prohibited. The use of confetti, glitter and/or helium balloons is not allowed inside of the theater. Decorative balloons are allowed in the lobby of the theater. All decorations must receive prior approval by the Office of Campus Administration. The Campus reserves the right to approve or deny request.

### **Scenery & Props:**

All scenery/props must receive prior approval by the theater technical director. We reserve the right to approve or deny request.

1. **Building and Painting** scenery on stage is strictly forbidden for external groups. Internal groups must receive prior approval from the theater technical director.
2. **Setup:** Arrangements for hanging scenery must be made in advanced. During setup, ensure that and adequate amount of personnel are available to prevent any dragging of tables, chairs and props on the stage floor. Groups are liable for the repair of any damage they cause.

3. Basic fire treatments: the codes require **flame retardant** set materials upstage of the fire curtain, and **non-combustible** downstage of the curtain. Flame retardant materials include treated lumber, and treated cloth. Non-combustible materials are those, which cannot burn: metal, mineral materials, etc.
4. No object may be placed so as to obstruct the **fire curtain**. The fire curtain path is approximately 8" from the plaster wall upstage. Hand props, light furniture, or other things, which will be pushed aside or flattened by the fire curtain, are generally not a problem. However, any larger or fixed scenery elements, which cross the curtain line, must make provision for the proper action of the fire curtain, such as a breakaway section.
5. **Drops and cloth:** any cloth used on stage must be flame-retardant. Muslin, velour, scrim or the like should be bought from a reputable theatre supplier and specified as flame-retardant. That will allow you to obtain a certificate of treatment if it becomes necessary. One of the most common problems on stages is lights getting too close to cloth; the flame-retardant treatment often makes the difference between a fire and a minor incident.
6. **Open flames**, including candles, cigarette lighters, or anything of the kind, are not allowed on stage. Use of cigarettes or other smoking materials during a play must be explicitly cleared with the technical directors in advance.
7. **Smoke and fog effects** can be a problem. Lehman has a very sensitive smoke detector system, which will force an evacuation if it encounters smoke of almost any kind. We have tested the system with oil and cracker type fog machines, and it responds all too well. Dry ice fog is generally useable. Royal Palm Ice will deliver dry ice to the theatre if arrangements are made in advance.
8. **Stage Combat and Weapons:** Any use of weapons of any description, including but not limited to swords, foils, guns (real or prop), knives, or other items which could appear to cause bodily harm, or any action involving any risk of forceful contact among performers, or any leaps, falls, or other potentially risky actions must be reviewed with the technical directors prior to rehearsals in Lehman.

### **BACKSTAGE RULES**

- No visitors backstage (Theater stage, Green Room, or Dressing Room)
- Report on time, but not before scheduled rental time.
- Only Authorized personnel allowed to handle backstage ropes/or curtains.
- Lighting and sound must be handled by theater technician or audio personnel
- No makeup application or hair products (curling iron, flat iron...etc.) allowed in the Green Room. Please use the Dressing Rooms for this purpose.

**RENTERS WILL BE CHARGED FOR ANY REPAIR OR CLEANING NECESSARY DUE TO DAMAGE BY THE RENTER.**

I HAVE READ AND AGREE TO ALL THE TERMS SET FORTH IN THIS ADDENDUM

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date