

Alaska Pacific University (APU) Grant Hall Theatre Policies

The following policies are designed for both safety and operational efficiency with use of the Grant Hall Theatre facilities. Reservations and a Facilities Contract Agreement must first be completed with the Auxiliary Services Director before further arrangements can be made for Theatre planning.

Stephanie Purcell-Reynolds, Production Manager, will act as the Theatre liaison, ensuring all technical aspects of the production/event are supported and following APU policies.

Primary APU Theatre Contact information:

Stephanie Purcell-Reynolds
Business Services Director / (Production Manager)
(907) 564-8323 office
(907) 748-7234 cell

Security
564-8888

Theater hours: Monday thru Sunday, 8:00am-11:00pm, with exception during building closures and Holidays unless other arrangements have been made.

RESTRICTIONS

Eating / Drinking: NO food or beverages are permitted in the Theatre. Special arrangements can be made for allowances backstage and green room areas.

Smoking: NO smoking is permitted in the building per ordinance # 18.35.300.

Technical Work: NO items are permitted to be attached to Theatre walls, ceilings, floors, or light fixtures with glue, adhesive tape, screws, nails, tacks, or staples. NO painting is allowed in Theatre unless approved by APU Production Manager.

Facility Conditions: Theatre facilities, including the Light Board Rep, Stage, and any equipment provided by APU, must be restored to the original condition. A Check-In and Check-Out list will be required by the Production Manager to insure facility standards are complied with.

Clients and/or APU Departments will be required to cover costs for resetting Rep Pot or damages and messes that require elaborate custodial services.

SAFETY and SECURITY

Fire Protection: All sets and soft goods must be made of non-flammable materials or treated with fire retardant chemicals. Flammable or combustible materials are NOT permitted in the Theatre at any given time.

Firearms: NO firearms, paintball machines, or related items are permitted in the building. Clients/Users found with any of the above will immediately be required to leave the premises.

Theatre Capacity: The maximum Theatre occupancy allowance is 245 per Fire Code regulations. This includes all areas in the Theatre facility: stage, seating, and backstage areas. Seating is provided for 210.

OSHA: All clients are required to comply with OSHA standards and regulations.

For Security and Safety purposes, users are required to submit a manifest of names for cast and stagehands prior to the load- in day.

Chaperone(s): For groups with youth 18 or under, proper chaperoning is required. A minimum of 1 chaperone per 10 youth is recommended. The client/user will be held accountable for any liability incurred by youth, chaperoned and/or un-chaperoned.

Theatre Keys: Key(s) are approved and assigned by the Production Manager ONLY.

Access and Load-In Areas:

Grant Hall Theatre Lighting / Cat Walk Access Requirements

There will be no admittance to the stage, Lighting / Cat Walk area without prier approval of the APU Production Manager. All lighting or sound technicians that will require access to Lighting / Cat Walk area will be required to completing an orientation with Production Manager in the proper operation and handling of the theatre equipment. Any damage or repairs due to the Client/User will be billed on final invoice.

Dates requested for access: _____

Person requesting access: _____

Person / Persons that will be accessing the Lighting / Cat Walk area:

- The Loading dock is located at the rear of the Theatre, otherwise known as backstage doors. Scenic and stage props must enter and exit through backstage doors.
- Side entrance is located stage left. Small items may be brought through the stage left door.
- Items are NOT to be brought in through the Grant Hall Lobby

Parking:

- Parking is available in two locations:
 1. Directly across from Grant Hall.
 2. Adjacent to the Carr Gottstein Academic Center.
- Parking is NOT permitted in front, back, or side of Grant Hall without prior approval and a special permit assigned, and handicap parking.
- Parking is NOT permitted in designated loading areas, except for the sole purpose of loading and unloading.

Deliveries:

- Arrangements may be made with the Production Manager to have materials delivered to the Theatre, when user is not able to be present.
- Production will not accept C.O.D. goods.
- APU is not responsible for loss or damage of any goods delivered.

Storage: For limited periods, some temporary storage space is available.

Before the user has completed load-out, all equipment and materials must be removed. A fee will be applied for any unauthorized or late storage of equipment or materials. A maximum of \$100.00 penalty will be incurred per each day following the scheduled load-out day, unless prior arrangements have been approved by Production Manager.

Personnel Conduct: All stage crew and users will be required to conduct themselves in an appropriate and professional manner, including industry safety standards, courtesy to other personnel, respect for property, and adherence to all state and local laws and regulation.

Accidents / Injuries:

- A Certificate of Liability Insurance is required from the user and/or organization renting the use of the Theatre facility.
- Incident Reports must be completed immediately following an injury or accident and submitted to the Production Manager.

I have read the above Grant Hall Theatre Policies and will require compliance by all those involved in my event.

Client / User:

Alaska Pacific University:

Signature

Stephanie Purcell-Reynolds,
Production Manager

(Print Name)

Date: _____

THANK YOU!