

Standards, Guidelines and Protocols for School Events &
Performances in the Little Theater and Berkeley Community Theater

**Each school user/group is financially responsible for paying the operational costs
of using the theaters after school hours & on weekends**

(These costs may include custodians, safety officers, stage/technical labor, and certain equipment usage. A budget code for invoicing purposes is required at the time of booking. Your department's code may be obtained by contacting your VP).

1. If you cancel your event or it needs to be rescheduled, you must email the theater manager no less than 24 hours before the originally scheduled event - theaters@berkeley.net.

2. All spaces must be vacated on time and left clean. All items brought into the theaters must be removed (from the stage & backstage (wings), auditoria, lobbies, dressing rooms and green rooms) and the theaters returned to their clean, pre-use state. Put "ghost light" center stage, turn off all other lights and ensure all doors are closed, locked & latched when leaving the space.

3. All activities in the theaters must be supervised by adults. Students are never permitted inside the theaters without at least one adult present at all times (teacher, parent, volunteer, etc.). For non-performance & after school activities, a ratio of 1 adult for every 15 school aged participants must be maintained. For performances, 1 adult for every 15 participants PLUS 1 adult for every 50 attendees is required. (Adult volunteers must be 25 or older).

4. For classes attending school day events in either theater, teachers are required to sit with or oversee their class from nearby. Individual classes should be seated together for ease of supervision.

5. Only participants in the program are allowed onstage, backstage or in dressing or green rooms. This is for everyone's safety and for the security of personal and theater property (i.e. liability reasons). Do not invite or allow other students, parents, friends, etc. onstage or backstage before or after performances or during rehearsals. Performers should make arrangements to meet up outside the theater or in the lobby after they are finished with/excused from the event.

6. Arrangements to store props, furniture, costumes, etc. within the theater must be made with and approved by the theater manager, prior to use.

7. Groups planning to sell or provide refreshments must take the necessary steps to keep all food and drink out of the auditorium, and remove all food trash to outside garbage cans after the event. Food waste should never be left inside the theater spaces, even if custodians are scheduled for cleanup. This includes green rooms. Food and drinks are not allowed in dressing rooms or backstage. Water is the only exception.

8. School groups must provide parents or other adult volunteers to usher, take tickets, monitor the inside doors and lobby during performances and intermission, perform all sales transactions and handle all cash, for all performances.

9. Doors and stairs (interior or exterior) may NEVER be blocked by tables, chairs or other obstructions.

10. Concessions sales must be planned ahead of time to prevent overcrowding in the lobbies. Lobby activities or sales should never restrict the flow of people into, out of or through the lobbies or auditoria. When using the Little Theater, concessions may ONLY be set up and sold outside, in the West Gallery or the adjacent West Lobby area. The Little Theater lobby on the Allston Street side is too small to allow these activities. For events in the Berkeley Community Theater, tables for food or concessions may only be set up in the East and West Gallery vestibules without lobby doors in them. There are a total of 5 of these vestibules which can each hold up to (4) 8' tables.

11. To limit disruptions to the shows for both the performers and the audience, late seating will only be allowed at designated times based on the particular performance. During pauses (between dances) or at an intermission are the best options. Late comers should be seated in the balcony (if already in use/open) or at the back of the house to limit disruption. Late patrons who have paid for tickets will still have to wait to be seated.

12. If it is critical to your performance that late seating is not allowed at all, please inform the theater manager ahead of the first performance and make sure that this policy is noted on all signage, tickets, flyers, and included in the information you send home with the performers.

13. If you plan to sell tickets at the door you must provide box office sales persons to handle this task.

14. Free events still require tickets to ensure capacity is not exceeded. If capacity is exceeded, the show will be suspended until such time as the number of patrons in the theater is back down to, or under, the stated capacity of the space.

15. Standing or sitting in the aisles or on stairs (in the balcony) is never permitted.

16. For audio or video playback, the user must provide a SINGLE source/playlist for ALL content. This can be in the form of an MP3/4 playlist on a single laptop (preferred) or a CD/DVD. Shows and tech rehearsals will not be run off of multiple devices (i.e. people's phones).

17. All shows or performances that require technical rehearsals must meet with the theater manager in advance and submit a detailed tech rehearsal schedule. This meeting is required, is the user's responsibility to schedule, and should take place no fewer than 7 days prior to the first scheduled tech.

18. Shows which have multiple acts or numbers must tech/rehearse all of them with tech, prior to performance. Any elements/pieces/acts which do not participate in tech rehearsals will not be included in the performances.

19. Decisions regarding the use of, or restriction from the use of, all technical elements and equipment are at the sole discretion of the theater manager.

20. Open flame, pyrotechnics, & the use of fog or other atmospheric effects or devices is strictly forbidden in both BCT and FSLT.

21. Balloons, confetti, glitter and streamers are not allowed inside the theaters. These items interfere with the normal operation of the smoke detection and alarm motion sensors in the spaces.

22. Objects of any kind may never be thrown at the stage, from the balcony, at performers, at theater staff or at other audience members. Individuals who throw anything inside the theaters will be removed from the venue and will be subject to other disciplinary action, up to or including; expulsion, suspension & being banned from attending future events in the theaters.

23. Each user shall have access to the following house equipment ONLY, with approved use of the theater. The theaters are not equipped (functionally, staffing or otherwise) to provide or support more than a very basic technical set up. If your performance requires additional technical support or equipment you must secure it through approved outside sources/vendors.

House supplied equipment for events (only available for use in the theaters*):

- a. 2 wireless handheld microphones - ***your group is responsible for providing batteries***
- b. 2 wired SM58 vocal microphones
- c. 12 channel mixer and main speakers
- d. Direct box/interface for sound and/or video playback - your group is responsible for providing the device (i.e. a laptop) and content for playback. **DO NOT PROVIDE SMART PHONES FOR THIS PURPOSE**
- e. House lights and basic, single look stage lighting (no color)
- f. Projection screen - if needed
- g. Projector**
- h. Main and masking curtains

**Some other equipment may be available. Please contact the theater manager to inquire about other items and the cost to use them.*

***The theater is equipped with an older Epson, conference room style, LCD projector not a theatrical one. It has a standard VGA input (to use it with a Mac, you will need to provide a display port to VGA adapter).*