

POLICIES for **CLASSROOMS & ADDITIONAL RENTED AREAS**

(In conjunction with THEATRE)

Please initial & return with all other pertinent documents

Because our THEATRES are booked solid with back to back events with minimal custodial staffing—we would ask for your assistance in adhering to a few friendly reminders and rules of etiquette regarding the use of CLASSROOMS or other areas rented.

PERFORMERS/STUDENTS MUST BE SUPERVISED AT ALL TIMES AND NOT ALLOWED TO ENTER ANY OTHER AREAS IN THE SCHOOL(S) THAT HAVE NOT BEEN RENTED.

NO GLITTER OR HELIUM BALLOONS OR POPCORN ALLOWED ANYWHERE ON PREMISES.

Please place trash/bags in hallways so custodian will not have to enter dressing areas when occupied. Notify the lead technician or house staff of spills or a need for paper products so they can radio custodian.

Please take large items of trash (boxes, wood, cardboard, etc.) home with you.

CLASSROOMS

- Food and/or soda are NOT allowed on the carpeted areas in the CLASSROOMS! *(WATER IS OK.)* Food is permitted in hallways only.
- Classroom chaperones should be IN the classrooms with kids, not just seated outside in the hallways.
- PLEASE DO NOT DISTURB OR TOUCH ANYTHING IN THE CLASSROOMS. Stay completely away from the teacher's desks, computers, projectors, cabinets, instrument lockers, and the white boards.
- Rooms must be restored to the exact order and configuration as you found them. *(We suggest taking a phone picture on your arrival.)*
- Costumes should be hung up at the end of the night (weekends) so custodian can vacuum areas. If it's a school night, all items must be completely removed from classrooms/dressing areas.
- To keep your custodial fees down, please put all trash in designated trash cans or recycle bins, pick up bobby pins, feathers, etc.

GREEN ROOM

- Food and drink *IS* allowed in the green room. However, please ask your adult supervisors to have kids or performers put all trash in designated trash cans or recycle bins, and pick up bobby pins, feathers, etc.
- Costumes should be hung up at the end of the night so custodian can vacuum areas.

Thank you for your cooperation!
Pam L. Smith
Managing Director of APAC/ART/TAM
(7/27/17)

Initial & Return

date