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PSI Theatre: Operating Procedures, Policies and Guidelines

The following policies have been put in place to preserve and protect the condition of the theater space and equipment. We ask that you respect the policies and procedures laid out so that we can offer you, and other performers and artists, quality space, equipment, and conditions both now and in the future. We thank you in advance for helping us achieve this goal and we hope you enjoy your time in PSI Theatre!

Communicating Technical Needs

Please return completed "Technical Requirements" form to DAC Facility staff on or before the date specified in your contract. If a tech meeting is required, please contact DAC Facility staff to schedule this at least one month before event. Tech meeting should be scheduled for at least 2 weeks prior to event. Any last minute technical changes/requests will be granted at the technician's discretion.

Load In/Load Out

Labor for load in/load out is the client's responsibility. If the freight elevator is needed please inform DAC Facility staff at the time of submitting "tech packet" or before. Load in time is specified in your DAC Facility Rental Contract as "set-up time". Load out time is specified in your DAC Contract as "clean-up time". If extra load in time is required please arrange with DAC Facility staff. DAC reserves the right to charge \$40 per hour for additional load in/load out time. All items (scenery, props, costumes, personal items, equipment) that are brought into the theater for a performance must be removed on the last day of performance to avoid an overnight storage fee of \$50.

Dressing Rooms

The two dressing rooms to stage left are dedicated to PSI Theatre and available to you for the duration of your rental of the theater. The two large dressing rooms to stage right are shared with the rest of the facility and **may be rented at an additional cost by theater clients**. If you require the use of all 4 dressing rooms please discuss this at the time of contracting with DAC Facility staff and be aware that other rental clients may secure use of the two large dressing rooms during your rental of the theater.

Technical Staff

A DAC hired technician must be present whenever the theater/backstage doors are unlocked. The DAC hired technician has exclusive and final rights to make decisions regarding theater equipment. The DAC hired technician is there to be of service to you and to be a caretaker/protector of the theater space and equipment. Technician charges are \$35 per hour (up to 8 hours per day) and \$52 per hour beyond 8 hours per day. If more than one technician is needed, this should be communicated with DAC Facility staff at or before the time "tech packet" is returned and tech charges will be adjusted accordingly.

Drapes/Hanging

Client may NOT hang, tape, nail, paint or otherwise attach anything to the drapes or cyclorama. All set/fixture/scenery hanging from the grid must be done by DAC staff. Client will be charged for additional time needed to complete this.

Floors

Client may NOT change, paint, nail into, or damage the floor in any way. Temporary adhesive tape may be used to mark 'spikes' on stage but the client is responsible for removing tape and any residue after performances.

Food/Drinks

No food or drinks (other than bottled water) are allowed in the theatre itself or the backstage areas. Snacks may be kept in the dressing rooms with prior approval by DAC Facility staff. Client is responsible for removing all trash and/or food items after EVERY rehearsal/performance. If food or drink is required for the performance, prior approval from DAC Facility staff is needed.

Open Flames

No fire/flames/smoke machines are permitted in the theater or DAC facility. This includes but is not limited to smoking cigarettes/cigars, burning candles, burning incense, using lighters, use of smoke machines. If any of these things are required by script prior approval is needed from DAC Facility staff and is granted at DAC staff discretion.

Tech Booth

Any persons the client would like in the tech booth with the DAC hired technician must be discussed with the DAC technician before rehearsals and/or performances. Only persons authorized by DAC technicians are permitted in the tech booth or to operate any equipment belonging to DAC.

House Seating/Theater Occupancy

Normal seating capacity for the theater is **174**. Additional seating may be supplied with advance request to DAC Facility Staff. Fire safety regulations state that total occupancy of the theater must not exceed 200. This includes any persons on-stage or backstage. Monitoring of theater occupancy and fire safety regulation compliance is the responsibility of the client. *DAC staff or the DAC technician reserve the right to halt immediately a performance if they feel compliance with safety regulations has been broken.*

Cleaning Rental Space

All trash, floor tape, performance debris etc. must be removed by client on the same day as final performance. All backstage areas and dressing rooms used by the client should be left in the same condition they were found in. All trash and personal items should also be removed from the seating area by the client. Cleaning supplies can be provided by request from DAC Facility staff. If DAC staff has to clean the theater/backstage/seating areas after client has left, client will be billed for time spent cleaning. Billable hours extend to the point the theater is returned to its original state and all areas are entirely vacated.

Construction

All set construction and decorating should be done outside of DAC facilities unless previously discussed with DAC Facility staff. If construction/decorating *is* done within DAC it should be completed backstage and NOT on the stage or elsewhere in the building. The DAC technician

should supervise any and all construction within the DAC facility and construction time will be charged at \$40 per hour for facility rental plus \$35 per hour for technician time.