



DURHAM ARTS COUNCIL, INC.

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**Peoples Security Insurance Theatre
Operating Procedures, Policies & Guidelines**

The following policies have arisen in order to preserve and protect the condition of the theatre space and equipment. We ask you to help keep the "wear and tear" down so that we may offer you and other performers quality space, equipment, and conditions now and in the future. Thanks for your assistance.

Contact the Facilities Manager at least two weeks prior to occupying the theatre.

This will allow time for any details to be attended to and questions answered. In addition to communication with the Facilities Manager, you must also contact the Technical Director at least two weeks prior to occupying the theatre. All technical requirements should be turned in at this time, i.e. music, lights, drapes and seating. Any last minute requests will be granted or not at the technician's discretion.

Deposit

A deposit is required of all first time theatre users and theatre users that have poor payment histories. The minimum deposit required is 50% of the estimated technical labor charges.

Normal building hours are 9:00 a.m. to 10:00 p.m. Monday through Saturday, and 1:00 to 6:00 p.m. on Sunday.

All activities must be finished and the facility user must be out of the building by the end of business hours in order to avoid additional fees.

You are responsible for load in and load out.

This involves scheduling a time with the TD for the space to be opened and providing your own volunteers for labor (unless otherwise arranged ahead of time) both before and after performance. All items that are brought into the theater for a performance must be removed the last day.

Construction

Do all painting, sawing, etc. in the wings, not on the stage. If construction is unavoidable on the stage, a DAC Technician must supervise it. Clean up your own mess or you will receive a bill for clean-up time.

Technical Staff

There will be a DAC Technician anytime anything needs to be done concerning lights or sound. The Technician is here to be of service to you and to be a caretaker/protector of the space and equipment.