

Theatre II Specific Rules of Production

1. See the complete School of Theatre and Dance Safety Handbook online at:
<http://www.jmu.edu/safetyplan/theater/theaterdancesafety.shtml>
and additional Experimental Theatre policies online at
<http://www.jmu.edu/safetyplan/theater/safetyprocedures.shtml>

2. Fire Codes:
 - a. Keep Red Lane in Production Room clear at all times, even when you are working.
 - b. Make sure Yellow Lane in Production Room is clear when you are finished working.
 - c. **There should be a 44” exit lane from the center of the Space to the Main Street Doors.**
 - d. There should be a 24” exit lane from the center of the Space to the Green Room Door.
 - e. Exit signs should be visible from the seats.
 - f. There should be nothing in the hall leading from the Green Room to the EXIT on the side of the building.

3. Production Room
 - a. Keep the Production Room clean at all times.
 - b. If you need to store anything in the Production Room, make sure it does not block a fire lane or obstruct traffic flow through the room.
 - c. The tool cabinet (a.k.a. “Fish”) is on wheels. Feel free to move it into the space for easier access while you are working, but make sure it is back in its storage space before the run of the show.
 - d. Store the ladders on top of the center seating unit, which is stored in the Production Room. If the center seating unit is in use, store the ladders on the floor in the same space.
 - e. The paint area should be kept very clean. If you are not painting, keep the paint in one of the Paint Cabinets. This helps avoid messy spills and possible fire code violations.
 - f. The theatre management will no longer buy paint brushes or roller covers, so don’t ask. Each show is responsible for these items because they tend to not get cleaned and only last for one show anyway.

- g. DO NOT CUT INTO STOCK PLATFORMS!!! The 4x8 platforms are theatre stock and should not be cut. If you need an irregular shaped platform, make it out of an already irregular platform or buy the material to build a new one.
- h. 1 ¼” and 2-1/2" screws, along with 4d, 8d, and 12d nails are stock. If the theatre is running low, let a manager know. All other hardware is the responsibility of the individual show.
- i. Store the Marquis on its side so it does not warp.

4. The Space

- a. There is to be no loud construction (i.e. power tools or hammering) before 5PM. There are classes in the building.
- b. Be courteous to everyone who walks through the space. Sweep up and tie the curtains away from the entrances so people can walk through without feeling like a rat in a maze.
- c. In addition to the Fire Codes, be aware that the door to Room 10A (The Electrics Room) and the double doors to Costume Storage need to be kept clear (when a performance is not in progress)
- d. Any curtains not in use should be hung in Room 10 or Room 11, or hung against the wall in The Space. Do not store them in the dressing room lobbies.

5. The Electrics Room

- a. Any lighting unit that you are not using should be hung on a pipe. There are 2 pipes for ellipsoidals(Lekos & Source-4) and 2 pipes for Fresnels. Keep them separated.
- b. Do not store lights on the table.
- c. If a light does not work, put it on the table and let a manager know, so that they may fix it.