

POLICIES AND PROCEDURES

Computer usage

Students who need the use of university computers or printers should make use of the labs located throughout the university. Commonly, theatre students use the computer labs in Roosevelt Hall, the Memorial Union basement or the White Library. There are several computing stations available in the department. These workstations are to be used only for official department business.

- Students may not use the main office computer in King 201 under any circumstances.
- The computing stations in King 214 are reserved for production work or class work. If you are not authorized to be in 214 for class or production work, you will be asked to leave.
- Theatre students may use the computer in King 205 when it is available. There are no print capabilities available to this computer.
- The ETC office has a computer and printer available for ETC business.
- King 214 has a computer to be used by student assistants working in theatre archives and the script library.
- Under no circumstances are students to download games, music, video or other content unless authorized to do so by the Director of Theatre or the Technical Director
- All printers in KI 214 are to be used only for production documents. This means that you must print production research elsewhere. (A better solution for this would be to email your research to your director or advisor.) In order to print documents on the large format printer, you must be authorized to do so by the Director of Theatre or the Technical Director.

Use of the department copy machine

Student use of the departmental copy machine is limited to copying audition materials, prompt scripts, production materials and other official documents. Materials to be copied must be given to the departmental secretary, or office assistant for copying. Please allow sufficient time for completion of the work. It will not be completed "while you wait." Student scripts for classroom use must be copied elsewhere. Single copies may be left in the office for copying at 10¢ a copy. Faculty and Staff are urged to limit usage of the copy machine to office, production and classroom related materials. Lengthy copying jobs should be planned in advance and left with an office assistant to be copied.

Costume and prop rental

Students may borrow properties and costumes for use in department projects and productions. You must secure permission from the person in charge of each area. You may be subject to charge for cleaning, repair, or replacement of damaged items. Students and organizations may rent costumes for non-department use (except for Halloween parties.) Complete rental contracts must be secured from the person in charge of each area.

Use of electrical equipment

The Department does not rent or loan any lighting or other electrical equipment for use outside of the department.

Use of other department resources

As a rule, students are not allowed to use props, costumes or furniture pieces for class work. To “borrow” such items for personal use without permission is theft and can be prosecuted.

Rehearsal spaces

All space for rehearsals, readings, and performances of department productions, directing scenes, or class projects should be scheduled through the Director of Theatre. People using spaces are responsible for leaving them in proper condition. Lights should be turned off. Anyone using a space without scheduling it first must leave upon request of the group that has it scheduled. Performance spaces, once sets have been moved into them, are “off limits” for rehearsals except under special circumstances.

Outside work

Students are encouraged to work outside. The student is committed to classes and production work of the Department and shall not accept any outside theatre employment or work, including but not limited to summer stock, commercial cinema production, television commercials, student film/videos or community theatre work without first making written application to the Director of Theatre.

Chemical dependence and abuse

The Department does not condone or encourage the use and abuse of chemical substances. The use of these drugs, alcohol, or habit-forming chemicals is absolutely prohibited during class, rehearsal/crew and performance situations. Excessive use by any student will subject that student to disciplinary action.

Eating, drinking and smoking

The consumption of food or beverages or use of smoking materials is not allowed in performance spaces, including the Friesen, Frederickson, and shop areas unless required by the production/scene being rehearsed. Smoking is not allowed in university buildings. Actors must avoid smoking, food and beverages (other than water) while in costume.

Productions and classes

Both class work and production experiences are critical to our training programs. Theoretical understanding is established in class then applied practically in production. Classes and productions should not be viewed as adversarial, but rather as extensions of the same training process. Faculty, staff, and students must apportion time allotted to curricular and production needs so as to provide all involved the ability to accomplish the goals of both classes and productions.

Every attempt must be made to avoid the scheduling of rehearsals and performances during regularly scheduled daytime university and department classes, and official meetings. Requests for exceptions to this policy must be submitted to the Director of Theatre. Faculty members are encouraged to consider the production involvement of students when making class assignments.

Class attendance

Class attendance is mandatory. Absences must be limited to reasons of illness or serious emergency and **the instructor must excuse these**. Instructors may set limits to the number of classes missed for any reason. Likewise, lateness will not be tolerated and instructors may set limits in this regard. Students are required at all times to notify the instructor in advance of being absent for any reason. If unable to locate the instructor, the student must call the Office (5256). Students are responsible for all materials covered in their absences and all assignments must be made up. Classes that must be made up shall not conflict with other regularly scheduled classes or Department events requiring attendance.

Comp ticket policy

Comps are basically free tickets. They are distributed in the Bruder Theatre as follows—

1. Theatre majors get one (1) Comp ticket for opening night.
2. Ushers receive one (1) Comp ticket.
3. Company members get two (2) Comps for their production.
4. The Director of Theatre can authorize Comps to Prospective students.
5. Generally, Comps are not issued for Frederickson Theatre productions.
6. Likewise, Comps are not available for the Homecoming Musical.
7. If you have questions about this policy, notify the Director of Theatre.

SAFETY and SECURITY GUIDELINES

Campus police protect the university property and insure the safety of personnel on campus. The campus security phone is 341-5337 or extension 5337.

After-hours Permits. All campus instructional buildings are closed from 10:00 p.m. to 6:00 a.m., daily and from 12:00 Saturday noon to 6:00 a.m. Monday. Students who use facilities after closing hours must obtain a **Late Pass** from the department secretary. Permits are not transferable and the holder is responsible for property and safety in the

area where he/she is working. Students are expected to notify the campus police and safety office when they enter, work, or leave the building after closing hours. (x 5337)

Check that the door you use to enter or leave the building is closed behind you. Stage managers will be responsible during rehearsal and performance periods. Please be responsible for the area you are working in. **SMOKING IS NOT PERMITTED** in any campus building. Please leave the space as you found it, returning any furniture you move. Please keep the space clean for the next user.

EMERGENCY PROCEDURES

When students are injured or become ill on campus and an emergency response is needed, call 911 and request ambulance service. After the ambulance has been called, report the incident to Campus Police extension is 5337. In the event of a minor incident call Campus Police and request assistance. All officers have first-aid training. Officers will transport persons needing minor treatment to the hospital or call an ambulance for a serious injury.

Fire. Know the location of the fire exits and the RED PULL BOXES. The pull boxes are usually located in the halls near exits. Keep the exits clear. Know the locations of fire extinguishers in your area and know how to use them. If you see or smell smoke, try to find the source. When a flame is visible, take action. On a minor flare-up promptly use a fire extinguisher to put out the fire. When the fire is out call Campus Police at 5337.

When a fire is anything larger than a minor flare-up, call for help at 911. Use the RED PULL BOX. Pull boxes are located in the halls near exits. Call Campus Police at 5337. Exit the room. Close the door behind you. Exit the building. Once outside the building, move to a clear area. Be prepared to give information to the Campus Police.

Tornado. The Campus Police and Safety Office is responsible for the official notification of procedures during a storm. You must follow their instructions. The hallway on the FIRST FLOOR, the Art Department, is designated as the shelter for King Hall. When the "Take Cover" sirens are sounded, move to the shelter area.