

GENERAL GUIDELINES FOR USE AND TECHNICAL SUPPORT RONALD Q. FREDERICKSON THEATRE (RH 133)

The Frederickson Theatre in Roosevelt Hall is a flexible theatre space with a seating capacity of approximately 100. The performance area and seating arrangement will vary from year to year—thrust, arena, profile. Limited technical support is available. **A request to use the theatre must be submitted to the Director of Theatre for approval.** Requests should be made as early as possible (30 days minimum.)

The ESU Theatre Technical Director must coordinate all technical needs. If the Department of Communication and Theatre cannot provide the staff for an event, arrangements must be with the Conference and Scheduling Office and the Technical Director for Albert Taylor Hall.

All events must be scheduled through the Conference & Scheduling Center.

1. Rental and labor fees may apply to some events. (See below.)
2. Use of the shop or dressing room must be requested separately from the theatre.
3. No costumes, props, or scenery may be stored beyond the scheduled event.
4. All technical support must be coordinated by the ESU Theatre Technical Director.

Rental and Labor Rates:

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| 1. Room use fee | No admission charged | \$35.00 per day |
| 2. Room use fee | Admission charged | \$50.00 per day |
| 3. Technical staff | | \$ 6.00 per hour per person* |

(*The Technical Director (TD) will determine the minimum number of staff that will be required for each event.)

Guidelines for requesting the use of the Frederickson Theatre.

Submit a proposal to the Director of Theatre that addresses the following.

Date/time Your proposal must include all dates and times that you are requesting the space. This schedule must include move-in, set-up, rehearsals, performances and strike.

Space Permission to make any additions or changes to existing masking curtains or scenic units must be secured from the Technical Director. You will be responsible for the proper use of the space and any equipment in the space. If you are not sure of proper use, ask for help. All rehearsal furniture, set pieces, and props must be stored in the storage spaces provided.

Box Office You must request the use of the Box Office.

Seating If the seating risers are in position they must not be moved. The Technical Director must approve the placement of additional seating. All members of the audience must be seated. All aisles and access to exits must be clear.

Lighting General overhead lighting is provided for classes and rehearsal. Permission to use the theatrical stage lighting equipment, including “house lights”, must be requested 14 days before the use the facility begins. **If a house plot is in place, it must not be re-focused or re-circuited without permission.**

A copy of the house plot and hook-up will be provided. A limited number of additional fixtures may be available. The TD must approve the use of ladders or lifts. If the house plot is not in place, a specific plot must be submitted for approval. A circuit plot and light fixture inventory will be provided. Your production light plot must be approved by the Technical Director 14 days before any hanging any fixtures is permitted. If this deadline is not met, lighting may be limited to work lights. **The TD will approve all board operators.**

Sound Use of sound equipment must be requested 14 days before the use of the facility begins. Sound equipment provides playback of: cassette, CD, mini-disc. Two portable speakers are provided for the space. **The TD will approve all board operators.**

Scenery Existing scenery and masking must not be moved or altered without permission. A floor plan of the space will be provided. If changes in scenery or masking are required, a satisfactory sketch and ground plan must be submitted and approved by the Technical Director 14 days before the use of the space is permitted.

Use of stock scenery and curtains owned by ESU Theatre may be made available by written request no later than 14 days before the use of the facility begins. The theatre faculty must approve any construction or alteration of stock scenery units.

DO NOT ASSUME that you are the only group using the space. Do not use any furniture or set pieces without permission. Do not leave your property out for other groups to “borrow” without permission. The Technical Director must approve any rigging to the lighting grid.

Strike Strike must be completed within 24 hours of final performance. Additional time to complete strike or load-out must be requested as part of the initial request to use the facility.

Security The theatre space and all support spaces (shop, dressing room, control booth) must be maintained in a neat and orderly fashion. Rehearsal props and set pieces must be stored in spaces designated by the Technical Director.

The user must notify Police and Safety (phone 5337) during “after hours” use of the space. The building is closed from 10:30 pm to 6:30am daily and from 12:00 pm Saturday afternoon to 6:30 am Monday morning. The user is responsible for all required “after hours” permits.

Use of the theatre space must comply with all procedures and regulations proscribed by the Emporia State University Safety and Security Office. Failure to meet any of the above conditions may result in losing your rights to use the facility.