

# General Regulations:

## General Guidelines:

- No painting of the walls
- Nothing can be screwed or nailed into the walls, floors, pillars, ceiling, etc.
- All set and exhibit structures must be free standing. No permanent attachments can be made.
- There is NO smoking.
- No candles or open flames of any kind.
- The fireplace cannot be used.
- All equipment must be returned to its proper place.
- Make sure that the fridge is cleared of everything.
- Make sure that each room is cleared of all belongings. Anything left in the space for over 2 weeks becomes the property of the Elgin Art Showcase.
- Everyone must be out of the building by 12:00am.
- Make sure all doors are locked and secure, and all lights are off before you leave(except the Green Room door, which does not lock). Failure to ensure all doors are locked will result in full forfeiture of the security deposit.
- Leave the space as you found it. If cleaning has to be done following your rental, a cleaning fee will be deducted from your security deposit.
- Arrangements must be made with the EAS Coordinator to pick up and return the keys along with the pre and post show walk through of the space.
- The City of Elgin reserves the rights to refuse future use of the space.

## Tech Room:

The tech/storage room is not for set building. That must be done off site. Minor repair work may be done on site. The freight elevator is to be used to bring in and take out equipment, sets, and costumes. The lobby guard will operate this elevator for you. If there is not a lobby guard on duty, the freight elevator may not be used.

## Tech Guidelines:

When Gobo Rotators are used, make sure that the smart bar power source is unplugged at the wall when not in use. The Gobo rotator motor constantly run and burn out if the power source is not shut off.

Additional Tech Info:

- All tech equipment must be returned to the storage room after the run of the show.
- All gel holders and gels should be replaced in file cabinet drawers.
- Glass Gobos should be placed in their appropriate boxes in file cabinet drawer. Steele Gobos should be returned to CD holder in file cabinet.
- Cords should be coiled and placed in the appropriate cabinet and shelf. The stage sections may be stacked on top of one another in one of the gallery bay areas.
- Tools must be returned to the appropriate tool box or storage cabinet.

## Risers and chairs:

Risers and chairs may be used for your rental. All risers must have the back bars and side arms attached. Risers, chairs, side arms, and back bars must be put back into their proper place at the end of the rental period. Chairs should be stacked no more than four high, and be behind the yellow lines on the floor. The taped areas on the floor must remain clear. The space has a capacity of 120 people. Please note that the furniture in the green room is not to be used for set pieces or removed from the room.

### Safety Procedures:

- The Fuse Box for the Performance Space is located up the stairway near the roof access. The Fuse Box for the rest of the space is located in the Tech/Storage room.
- There are fire extinguishers in each room by the doors. In case of fire, do not use the elevator. Fire exits are marked. There is a stairway at each end of the floor. There is a larger fire extinguisher in each stairway.
- There is a small first aid kit on top of the cabinet right inside of the tech room door.

### Additional Supplies:

- There are extra rolls of tape (gaff, spike, masking, scotch, and board tape) in the standing cabinets. Please use the appropriate tape for its intended purpose.
- There are extra light bulbs in the standing cabinet. , Please do not touch the glass with bare hands; the oil on your hands will cause a hot spot and ruin the bulb. Please wear the provided gloves.
- Cleaning supplies are in the Tech Room for your use. Please put them back in their proper place after you use them.

### Trash:

It is the groups' responsibility to see that the trash is emptied as needed. This includes all spaces including the bathrooms. Reline the trash receptacles with fresh trash bags. These will be in the Tech/Storage room. Trash bags should be tied and taken down to the first floor. At the end of the hallway to the left of the elevator is a door. You can leave the trash inside that door. Please do not place garbage bags on the carpet, as any leakage will stain the carpet. Garbage will be taken out by building staff. There is no one on duty on Sunday therefore Saturday's trash will be picked up on Monday morning.

### Piano:

Do not use it as a table or seat. Keep the piano cover in place when not in use. Do not bang on keys or play unless you know how. Do not move close to heating source. If you must move the piano, remember to remove the plug on the humidifier and then replace the plug on this piece of equipment. It helps keep the instrument in tune.

