

# Derry Opera House Facility Use Procedures

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Your Technical Director, Certified Production Staff, and Responsible Contact Person are responsible for **proactively** ensuring proper care and use of the facilities, as per your rental lease agreement. You are required to retain the services of Certified Production Staff whenever your production or event entails usage of any of the production and technical disciplines covered by our Certified Production Staff program. Operating staff members, suitably trained and supervised by Certified Production Staff, may be utilized for positions such as Light Board Operator, Sound Board Operator, Stage Hand, Fly Operator and Usher. The respective Certified Production Staff are ultimately responsible for the activities of operating staff under their supervision. Operating staff should be properly trained to handle routine problem resolution, such as changing blown lamps, if the Certified Production Staff is not present for the entire production run.

## Stage Usage:

1. The facility **MUST** at all times remain in compliance with accepted safety practices.
2. The stage area **MUST** at all times remain in compliance with good theatrical practices.
3. Any use of open flame, pyrotechnics, fog or any special effects that will trigger the smoke detectors **MUST** have the advance permission of the Arts Council and the Derry Fire Department.
4. *Limited* quantities of drywall screws **MAY** be driven into the stage floor. Other types of fasteners **MUST NOT** be used. Stage weights or sandbags **SHOULD** be used. The stage **MUST NOT** be painted.
5. The backstage walls are plastered brick, and you **MUST NOT** attach stage equipment or scenery to the plaster surfaces. Existing wood batten strips on the back wall **MAY** be used to anchor scenery.
6. Exit lights **MUST** remain on when the Opera House is occupied. Fire exits **MUST NOT** be blocked or obstructed. The sliding door at the back of the house **MUST NOT** be closed.
7. Two (2) battens for lighting and three (3) battens for drops are in place on stage. Four (4) booms for 'front-of-house' lighting are in place in the balcony. Additional portable booms with bases, for lighting, **MAY** be placed in the balcony. Booms or battens **MUST NOT** be placed in the house. Anyone operating the pin-rail hemp fly system **MUST** have received specific safety training in its proper operation.
8. You **MUST NOT** clean up paint, makeup, props, etc. in any of the bathrooms. There is a deep custodian's sink in the Opera House Custodian's Closet that you **SHOULD** use for cleaning up painting materials. You **MUST NOT** pour coffee grounds or other non-soluble materials down the drain.
9. Carpentry, painting or similar operations **MUST NOT** be performed anywhere *except* on the stage floor itself. This specifically excludes performing such operations on the hardwood or carpeted floors of the house and lobby. Please be aware there is no scene shop in the facility, and that the house and lobby areas are not to be used as one.
10. Storage of props, costumes, musical instruments, etc. is limited to the Dressing Rooms. Space for storage of sets and other bulky items is *not* currently available in the Adams Memorial Building. Keep this in mind when planning load-in and load-out schedules.

11. We endeavor to maintain a standard "repertory light plot" for the convenience of all renters. In addition to the "rep plot", an inventory of instruments for use as "specials" is available. If you modify the "rep plot" (hang, focus or gels), then you **MUST** restore it during your strike and load-out. Otherwise your Cleaning and Damage Deposit will be debited for the cost of restoring the "rep plot".

## House Usage:

1. Materials, decorations, posters, fixtures or cables **MUST NOT** be attached to the walls or painted woodwork of the Opera House, in **any** fashion. The painted surfaces of the Opera House are fragile and peel easily. This prohibition includes all forms of tapes and adhesives. There are poster boards in the facility which **MAY** be used for posting posters and notices. You **MAY** use low-residue tape to affix signs or posters to the varnished wooden doors.
2. Fasteners (nails, screws, etc.) of any kind **MUST NOT** be used on the walls, woodwork or floors of the Opera House, for any purpose. Cables may be taped to the floor, for safety reasons, using a quality, low-residue tape such as Gaffer's tape.
3. Production equipment, displays, tables, props, scenery or other such materials **MUST NOT** block the required fire aisles or exits at any time. Such material **SHOULD NOT** block sight lines of the audience, or be placed on the balcony rail.
4. Special care **MUST** be exercised when laying any cables (or other potential trip hazards) in the audience seating areas. Avoid placing production equipment in the house, whenever possible. Otherwise, route cables outside of the normal aisles. Where appropriate, tape cables to the floor using Gaffer's tape. Do not tape to any painted surfaces (except the balcony floor). When control boards (e.g. sound, lights) absolutely have to be located in the house, use the house left-rear corner, and run all cables along the house-left (west) wall.
5. The Opera House and any other area you are using in the Adams Memorial Building **MUST** be left in a clean condition after each use. The bathrooms **MUST** be basically neat, clean and sanitary. All trash and debris **MUST** be picked up and removed from the building. Refer to the Renters Cleaning Checklist, for additional details.
6. We expect that you will find the facility in clean condition upon your load-in. If you don't find it so, please let us know, but your cleaning requirements will still apply. The facility **SHOULD** also be kept in a clean condition during your rental period, especially for performances and public events.
7. During normal weekday business hours, the Opera House main floor **SHOULD** be kept clear of production materials or any other items that would preclude our contract cleaning service from cleaning the facility on their regular schedule. Please contact us to determine if the cleaning service schedule overlaps with your production schedule.
8. Smoking **MUST NOT** occur anywhere in the building at any time. Smoking **MAY** occur outside, with the provision of proper ash trays or waste receptacles
9. The hardwood floor of the Opera House has been refinished. We are concerned about food or drink staining, and additional cleaning work. Spills **MUST** be **promptly** mopped up.
10. With the acquisition of new (and expensive) theatre seating, we request that patrons **NOT** take food or drink into any of the seating areas of the Opera House (orchestra or balcony). An exception will be made, by pre-arrangement, for dinner theatre (or similar) events that provide a sufficient number tables and chairs for seating of all patrons at a table. Please request your patrons to consume any refreshments in the upstairs or downstairs lobbies, or outside (during clement weather).

11. The upholstered wooden chairs provided for audience seating MAY be use for orchestra seating (in the "pit") or by classical music ensembles on stage, but MUST NOT be used for any other purpose, including any other use on stage, in the concession or ticket sales areas, in the Green Room or Dressing Rooms, etc. Plastic stacking chairs are provided for general usage.
12. The Opera House Box Office is equipped with a telephone line that serves as the Box Office number as well as the Arts Council number. This phone MAY be used for incoming calls for on-site ticket reservations. **The phone number is (603) 437-0505.**

## Green Room and Dressing Room Usage:

1. All costumes, makeup, props and personal belongings MUST be stored in the Dressing Rooms at the end of each day of use, as the Green Room may be rented for other functions during the day time.
2. Food and beverages are allowed in these areas, but crumbs and spills MUST be cleaned up immediately. Please be especially careful of the hardwood floor in the Green Room.
3. Responsible, adult monitors MUST supervise these areas **at all times**, whenever you are using them.
4. You SHOULD ensure that the Green Room is secured if you are not using it but wish to leave the rear exterior door to the building (the Stage Door) unlocked. You and the Arts Council are jointly and severally responsible for the security of the entire building.

## Control Room Usage:

1. Only authorized technical staff are allowed in the Lighting and/or Sound Control Rooms, at the rear of the balcony. This includes the Lighting Designer, Sound Designer, Board Operators, Stage Manager (and Assistant SM), Technical Director (and Assistant TD) and Director (and Assistant Director).
2. No food is allowed in the control rooms.
3. The only beverage allowed in the control rooms is **plain water** in capped bottles, and these MUST be kept away from the equipment and control boards.

## General Usage:

1. You are bound by the terms of your Rental Agreement, and that document takes precedence whenever there is a conflict or confusion with any other documents.
2. Your production or event MUST NOT be obscene.
3. You MUST comply with all state and local laws and regulations.
4. The **entire** building MUST **always** be fully secured after each use. You MUST NOT obtain, or have in your possession, keys for the building, without the express permission of the Arts Council.
5. You MUST NOT sell, serve, or allow the consumption of alcoholic beverages at your production or event (including rehearsals and work sessions) without the *express written consent* of the Arts Council and the Town of Derry. An alcoholic beverages permit form is available from the Arts Council, and MUST be completed and approved before you sell, serve, or allow the consumption of alcoholic beverages at your production or event. The Town has an Ordinance prohibiting consumption of alcohol and open containers of alcoholic beverages on Town property. You MUST also comply with all state regulations (e.g. State Liquor Commission) and MUST obtain specific liquor liability insurance

coverage, in the amount of \$1,000,000.00, with the Arts Council and Town of Derry as additional insured, before serving or permitting the consumption of alcohol.

6. You MUST make reasonable accommodation of other tenants in the building, who may be open for business during normal or extended business hours, possibly at the same time as your rehearsals, shows or events.
7. You MUST remove all trash, debris and recyclables from the building. Normal household trash is to be placed in the dumpster, on the concrete pad immediately next to the Green Room exterior wall. There is a separate container for recyclables. Mandatory recycling is the law in Derry. Certain items such as wood and other construction materials, empty paint cans, furniture, appliances, carpets and large objects must be removed from the property and disposed of by your staff. Our trash hauler will not accept these items. If in doubt, check with the Derry Transfer Station personnel for guidance.

Please note that there are additional requirements for teen rock concerts.