

# CoHo Theater Procedures

## **A. Orientation**

All users of the theater must participate in an orientation given by a CoHo representative prior to their use. All users who expect to utilize the theater's lighting and/or sound systems must participate in an orientation with a representative of the theater.

## **B. Lobby/Box Office Areas**

A house manager must be present in the lobby any time the performance space is used by the public. All house managers must be familiar with fire alarm procedures. Storefront doors are to remain locked whenever feasible to prevent unauthorized access, though they are never to be locked during a performance. Restrooms, lobby, sink and box office areas should remain clean at all times. Before and after performances restrooms must be cleaned and restocked with toilet paper, soap and paper towels. All garbage and recycling receptacles, when full, should be emptied. Bathroom and lobby lights should be turned off when not in use. Food is restricted to lobby and outside area only. Beverages are allowed inside only if expressed permission is given by a CoHo representative. No signage or other displays are to be posted on the lobby walls or the storefront doors without the consent of a CoHo representative. When leaving the building check the backstage emergency exit corridor and front doors to make sure they are locked. All persons using the space are responsible for stolen and/or damaged property during their occupancy.

## **C. Theater**

**1. Scenic.** A rough floor plan must be given at least a week in advance of your load in and approved by a CoHo representative. If it does not comply with the fire code as required by law and roughly outlined below it will be required to change or to have seats removed to accommodate. After every run the theater must be returned to its pre-show all-black state (**Glidden GLD 2013 Eggshell – base 3 in Onyx Black for the floor and Miller Performance Flat Black for the stage wall**) unless other arrangements have been made. If other areas have been painted please contact a CoHo representative for color matching. After repainting any section, the area should look consistent with the rest of the painted area. If the repainted area was painted with the wrong paint or insufficiently covers previous paint, a fee will be incurred. All paint must be kept upstairs in the metal cabinet, per fire regulations. All paint must be clearly labeled with show name, date and paint color. **If there is ever any doubt please consult CoHo personnel before proceeding.**

**2. Light Board.** Two cues must be programmed into the board at all times. First, a warm-up cue must be programmed for each show. This consists of bringing all stage lights to 40% over the course of 5 minutes, followed in 30 seconds by a 30 second fade to black. Cue 500 is the preferred number for the warm-up. A cue must also exist to adequately light the stage for other groups that may use the space during the run of a

show. The preferred cue number for this is cue 600. The board must be turned off every night by first pressing the blackout button and then turning off the board. If some lights remain on, turn the board back on, wait for it to boot up and then turn it off again. Place the cover over the board after every use. Only board tape (also known as console, rack or artists tape) may be used to label the light board (other tapes leave a sticky residue). It is also extremely helpful if the all the necessary sliders are clearly labeled. It is also important to periodically save your show to the 3.5 inch floppy disk drive on the board using a new, formatted PC disk. Anytime the board is used by more than one group it is imperative that each group know the board was used so they can double check any of their own cues.

**3. Lighting.** A rough plot of the setup for the show must be given at least one week in advance unless permission is given by a CoHo representative. All lights must be hung on the pipe of the lighting grid and not on the wooden trusses. Lights on the floor must be clearly marked to prevent audience injury. All gels and gobos purchased for a CoHo production belong to CoHo, so all gels must be clearly labeled with ID number and all gobos with “CoHo”. Under no circumstances is the lighting plot of another show to be altered without express permission. Upon completion of strike the lighting grid must be struck completely, unless other arrangements have been made.

**4. Sound.** All sound equipment that has been rearranged must be returned to normal configuration after the run of a show. Board tape only (also known as console, rack or artists tape) may be used to label the sound board (other tapes leave a sticky residue). It is extremely helpful if the necessary knobs are clearly labeled. Turn Mac Mini on first; turn each amp on from top to bottom (power switches are marked with yellow tape). Turn off system from bottom to top and the Mac Mini last. Consult the CoHo Sound System Boot Procedure guide in the booth for more elaborate details.

**5. Projections.** The BENQ TH670 projector is not to be used unless given expressed written consent by a CoHo representative. If permission is granted, a small fee will be imposed to offset the cost of the lamp, depending on its frequency of use.

**6. Fire Codes.** Fire exit signs must remain clearly visible. A clear path with a minimum of 36 inches of width must be maintained for both exits. Any candles or flames used on stage require a permit and a fire extinguisher must be readily available at each backstage entrance. No flames may be used without someone being in constant visual contact with both the flame and an extinguisher. Both emergency exit hallways (lobby and backstage corridor) must be free of obstruction during public occupancy.

**7. Dressing Room.** The dressing room is off limits to users of the theater unless previously approved by a CoHo representative. If dressing room use is approved, articles in use for other productions playing at the theater must not be moved or disturbed.

**8. Storage.** No storage is permitted in the upstairs storage area (over the dressing room) or anywhere else in the theater without the expressed consent of a CoHo representative. Shelves are mainly for use by CoHo Productions. Others who obtain

approval for storage may store items for their shows as long as these are confined to one area and clearly labeled with the name of the show. Items found off of shelves or having no clear label may not be there when you return. It is expected that this area will remain free of clutter and excessive storage. Any items not used in the show should be removed rather than stored.

**9. Miscellaneous.** DUCT TAPE AND HOT GLUE IS STRICTLY PROHIBITED ON ANY COHO SURFACE (i.e. lighting and sound equipment, seats, floors, walls, ceilings, **cords**, etc.). The upstairs storage corridor over the emergency exit corridor is off-limits except for access to dimmer circuit breakers unless given expressed permission by a CoHo Representative. The door is to remain locked at all times. The shorter storage corridor over the restrooms is usable as either a dressing room or storage if adequate notice is given to a CoHo representative. Only the portion before the curtain is usable by rentals and there must at all times be clear access to the rear area. No use of the futon mattress by non-CoHo personnel at any times. Any evidence of untoward use will result in a fine.