



Studio Theatre Guidelines

Department of Theatre and Dance • 205 Boutwell Dramatic Arts • Murfreesboro, TN 37132

STUDIO THEATRE

1. FOOD AND DRINK: No food or drink—except bottled water—is allowed in the Studio Theatre without the express written consent of the Production Manager. This rule applies to the use of food or drink for scenes.

2. ACCESS: Professors with classes in the Studio Theatre will be provided with key card access to unlock the facility for their classes. For access after-hours and on weekends, key card access will be provided to the primary contact of the Renting Organization. Usage of the Studio Theatre is strictly prohibited from midnight to 6:00 AM. Campus police will enforce this rule if this prohibition is violated.

3. LOCKUP: Users of the Studio Theatre should ensure that all doors are locked and secure before leaving the room. Failure to properly secure the facility may result in immediate action including, but not limited to, immediate eviction from the facility and revocation of any and all usage rights.

4. FURNITURE AND PROPS: Audience chairs MAY NOT be used as props under *any* circumstance. A limited selection of furniture, rehearsal cubes, and hand props is located in the prop cabinet and in the back of the seating area. All items should be returned to their proper storage location at the end of each class/rehearsal even if you didn't originally find it there (shelves and drawers in the cabinet are labeled). Additional furniture and props may be brought in but will not be provided by the department. The use of furniture from the BDA lobby and Green Room is prohibited. Failure to adhere to this policy may result in revocation of any and all usage rights. Please be aware that whatever you leave in the space during the day may get used and/or stolen by people taking classes in the Studio Theatre.

5. STANDARD HOUSE AND WORK LIGHTS: House and Work Lights are controlled from switches located immediately inside the entrance to the theatre. If there is any difficulty with these lights, call the Facility Manager at 615-898-2181. If the office is closed, please leave a message and the problem will be corrected the next business day. In an emergency, contact Facility Services at 615-898-2414.

6. LIGHTING: No provision for lighting beyond house and work lights shall be made for rehearsal or classes. Rentals (including Student Success Series) may use the Repertory Lighting Plot (plot and paperwork available upon request). All personnel who will use/operate the lighting and its associated equipment are required to be approved in advance by the Lighting Faculty and Production Manager. Any and all alterations from the plot as drafted shall be restored by the renter prior to the end of the rental period even if the renter believes said alterations were not made by the renter. Failure to restore the Repertory Lighting Plot will result in additional fees and, where appropriate, grade reduction. Additional lighting equipment (even if brought in by the Renter) must be approved in advance by and is at the sole discretion of the Production Manager. The lighting console should never be removed from the tech cart.

7. SOUND: No provision for sound reinforcement or reproduction is made for rehearsal or classes. Rentals (including Student Success Series) may request playback capability from the Production Manager. Additional equipment beyond what is stored and available in the theatre must be requested at least 15 days before load-in; all requests are subject to availability and are at the sole discretion of the Production Manager. All sound equipment provided for use by renters is the sole responsibility of the renter. Damage to or loss of said equipment will be billed to the renter. Sound equipment beyond that deemed reasonable by the Production Manager will result in additional labor and/or rental fees and may be wholly and summarily denied. All personnel who will use/operate said sound equipment are required to be approved in advance by the Production Manager.

8. AUDIENCE SEATING & CAPACITY: By fire-code, seating in the Studio Theatre is limited to 80. A three-foot (3ft.) aisle must be kept clear from the stage through all exits (to the lobby, the green room, and to the back hallway exits). These aisles must be clear at all times. Audience chairs may not be placed in any configuration whereby any audience member must cross more than seven (7) chairs to reach the aisle (e.g. no more than fifteen (15) chairs in a single row).

9. AUDIENCE NOTIFICATIONS: Adult language, mature situations, and the use of haze, smoke, or strobes must be approved in advance by the Faculty Supervisor and require the conspicuous posting of appropriate signage in the Studio Theatre Lobby. Appropriate signs may be provided by the Production Manager if/when said language/situation/effect is approved. Use of haze or smoke requires the presence of an Event Manager and advance notification of the MTSU Police and may result in additional fees.

10. PRESHOW ANNOUNCEMENT: All events with an estimated audience of fifty (50) or more people within the Boutwell Dramatic Arts complex are required to play our pre-recorded preshow announcement immediately after taking the "House to Half". Events requiring Audience Notifications (defined above) must make an additional announcement including said notifications at this time.

11. HOUSE MANAGEMENT: All events with an audience of more than ten (10) people require the presence of a qualified House Manager whose sole responsibility for the production is to be the House Manager. Said House Manager must be present prior to the entry of any audience and for the duration of the event. Qualification as defined here is at the sole discretion of the Production Manager.

12. AUXILIARY SPACES: Use of spaces beyond the confines of the Studio Theatre (including its stage, house, lobby, and bathrooms) must be arranged in advance through the Production Manager and are subject to availability and additional fees.

13. CLEANUP: All audience chairs, props, furniture, and curtains (if present) shall be restored to their appropriate locations prior to the end of class or rehearsal.

14. ACCIDENT NOTIFICATION: Any accidents or injuries that occur in the Studio Theatre should be immediately reported to the Production Manager at 615-898-2181.

15. FIRE: In the event the fire alarm goes off, everyone in the facility MUST immediately evacuate the building. If you believe your group is responsible for accidentally setting off the alarm, one person may remain in the building and follow the instructions for a possible false alarm located at the alarm enunciator. Failure to evacuate the building in either case will result in immediate revocation of usage privileges and/or appropriate disciplinary or legal action.

16. SMOKING: It is State Law that **SMOKING IS NOT PROHIBITED** in all State buildings, including the Theatre facilities. MTSU is also a smoke free campus, therefore; smoking is not permitted outside the buildings either.

17. UNIVERSITY POLICIES: All users of the Studio Theatre are responsible for knowing and adhering to all policies and requirements of Middle Tennessee State University, including, but not limited to, policies regarding fire, drugs, and alcohol.

18. SCHEDULING: Students who wish to use the Studio Theatre for rehearsal may reserve the theatre for up to one and a half (1.5) hours by scheduling through 25Live the university scheduling system. Questions about this and other scheduling inquiries may be directed to the Production Manager, 615.898.2181.