Operating Regulations for Texas Tech University Charles E. Maedgen Theatre

It is understood and accepted by the parties operating within the Charles E. Maedgen Jr. Theatre on the Texas Tech University Campus in facilities including but not limited to the Mainstage and Lab Theatres that the following is in fact a contract between the Department of Theatre and Dance and the organization using the facility. The user of the facility is charged with the responsibility of knowing and abiding by the regulations contained herein.
Section 1 – Use of Shops

All production shops, including: scenery, properties, costumes, makeup, lighting, and box office are to be under the direct supervision of a qualified employee of the department or a designated agent of the department. The use of any and all Maedgen Theatre equipment by unauthorized personnel is forbidden. The use of Maedgen Theatre stocks, including but not limited to: scenic materials such as wood, fabric, steel, and paint; lighting gel and patterns; costume fabric and sundries; stage furniture and properties; and stage make-up is forbidden without the permission of the departmental Technical Director, Costume Shop Supervisor, or person(s) designated by the Chair of the department or the Director of Theatre. Any and all materials used will be replaced with like materials unless specified. All shops, stage spaces, rehearsal spaces, and support facilities shall be cleaned and returned to their pre-event condition. The stage floor will be painted black unless specified differently. Any alteration of the color of the stage floor is the responsibility of the user, and the restoration of the original color is expected. The orchestra pit on the Mainstage is not to be altered, lowered, or in any way adjusted from its normal stage level position. Stage traps may not be pulled.

Section 2 – Use of Lighting and Sound Equipment

All stage lighting and sound equipment is to be operated by an employee of TTUT or a qualified person approved by the Technical Director and/or Head of Design. No alterations can be made in the general lighting hang for the Mainstage, this includes re-gelling or re-focusing any instrument(s). A standard gel/lamp charge of $50 a day anytime the stage lighting is in use will be assessed. Access and use of departmental lighting equipment beyond the provided hang is prohibited. Access to special effects equipment is forbidden. There is a single follow spot that is located in the center of the first beam, operation of this spot is by qualified operator only. Lighting trims may be adjusted by TTUT personnel only (see section 3-Rigging). No re-wiring, patching, or physical manipulation of audio equipment is allowed.

Section 3 – Rigging

All stage rigging and its operation is to be performed by a qualified TTUT employee or technician designated by the Technical Director. Additions and alterations to the standard masking plot, provided by the Maedgen Theatre can be made only with the permission of the Technical Director. NO flying, rigging, belaying, rappelling, or static and/or animated movement of any human being is permitted without the contracting of a qualified/bonded company specializing in such activity. No "dead-hangs" off the grid or over the audience are allowed.
Section 4 – Machinery, Flammable Liquids and Electricity

No person shall use any engine, motor, or other type of machinery within the Maedgen Theatre, or use any gas or other flammable liquid or chemical without the approval of the departmental Technical Director, Safety Director and University Fire Marshall. All electrical connections of any kind must be approved by the Departmental Technical Director. Any electrical connections requiring wiring into an electrical disconnect box or panel must be made by a qualified University electrician. No open flame device(s) are allowed in the Maedgen Theatre, this includes: candles, torches, lanterns, or any device capable of sustaining an open flame. Any and all pyro-technical devices and lasers are prohibited.

Section 5 – Box Office

The Maedgen Theatre box office is to be staffed, run and supervised by a trained, bonded employee of the department. Access to the box office, or any equipment located within said box office is forbidden.

Section 6 – Use of Stage Costumes

No stage costumes, costume stock or accessories are to be used without the written permission of the Costume Shop Supervisor or designated person. Any costume piece used or borrowed is to be dry-cleaned and returned within two days of final performance or use. No alteration in any stage costumes that involves addition or subtraction to the garment is allowed. All costumes will be returned to their pre-altered state before return.

Section 7 – Liability for User's Property

Neither the Department of Theatre and Dance, Texas Tech University, nor their employees shall be liable for any loss, damage, or injury to property of any kind that are shipped or otherwise delivered to or stored in or on the premises. Due to limited storage space, all materials to be stored at the Maedgen Theatre or its storage facility are subject to approval of the Director of Theatre or designated agent.
Section 8 – Observance of Laws and Regulations

The user of the Maedgen Theatre shall comply with all City, County, State, and Federal Laws, and with regulations pertaining to Texas Tech University. Violations by the user or its agents or participants may result in cancellation of any and all events and/or discontinuation of use of the facility.

In addition to City, County, State, and Federal Laws the following University regulations apply to all groups or organizations using the Maedgen Theatre or any of its facilities. University Regulations forbid:

1. Alcoholic Beverages
   Use, possession, sale, delivery, or distribution of alcoholic beverages on University premises, except as expressly permitted by University policy.

2. Narcotics or Drugs
   Use, possession, sale, delivery, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance or paraphernalia on University premises, except as expressly permitted by law.

3. Firearms, Weapons, and Explosives
   The possession of weapons, including handguns, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices or other dangerous substances on University premises. Possession of weapons on University premises is prohibited by licensed holders of concealed handguns. The University Police Department provides storage for weapons and firearms. The use of prop firearms by any organization must follow the procedures listed below.

   When a pistol or rifle is use in a production the firearm will be loaded by the actor who is to be shot or shot at. If no actor is to be, shot or shot at, then the actor shooting the firearm will load the firearm. Present at the time of loading the firearm will be the Stage Manager or designated agent, the actor shot or shot at, and the actor shooting the firearm. The person loading the firearm will load the firearm and pass it to all members present for inspection. The firearm is then in position of the Stage Manager or designated agent until the time the actor introducing the firearm carries it onto the stage. The actor who ends-up with the firearm after it is fired is responsible for handing the firearm to the Stage Manager or designated agent immediately upon leaving the stage. The Stage Manager or designated agent will secure the firearm until after the production when the firearm is emptied of all blanks and cleaned. At NO point in the action of the play is the firearm to be pointed directly at or fired in the direction of the audience. Proper signage will be provided in the lobby informing the audience of the use of firearms in the production. ALL stage weapons/firearms are NOT to be removed from the immediate stage area.

4. Gambling, Wagering, or Bookmaking
   Gambling, wagering, or bookmaking is not allowed on University premises.
Section 9 – Objectionable Conduct

Any performer, person or persons attending or participating in events at the Maedgen Theatre whose conduct becomes objectionable, disorderly, or disruptive shall be subject to ejection from the premises.

Section 10 – Obstruction of Doors, Passageways, Corridors or Lobbies

No portions of the sidewalks, entries, walkways, passageways, doors, aisles, vestibules or other access to the public utilities of the premises shall be permitted to be obstructed. Seating in the Mainstage and Lab Theatres cannot exceed their stated capacities: Mainstage-398; Lab-98. No chairs, benches, or other items may be placed in the aisles. Designated, wheel-chair accessible seating is not to be used for storage or placement of equipment or technical elements.

Section 11 – Copyright Infringement

The user of the Maedgen Theatre must accept all responsibility for, and absolve the Department of Theatre and Dance and Texas Tech University from, any liability or expense arising out of the use of the compositions of the members of the American Society of Composers, Authors and Publishers or any other copyright owner, that shall be played, spoken, or sung in conjunction with any use of the Maedgen Theatre, unless the sponsor of the program has first paid any fee required and the user shall provide satisfactory evidence of such payment to the Maedgen Theatre prior to such program. By entering an agreement, the user of the Maedgen Theatre shall covenant and agree to indemnify the Department of Theatre and Dance and Texas Tech University from liability cost whatever for infringements of any other violations of the rights of any other copyright owner under the copyright law.

Section 12 – Non-Discrimination

No person, group, or association shall be excluded from use of the Maedgen Theatre because of handicap, race, color, creed, or national origin and no rules or regulations may be promulgated by the user of the Maedgen Theatre which will discriminate against any person, group, or association or exclude them from use of the Maedgen Theatre facilities or participation in Maedgen Theatre activities.