

RULES FOR USE OF THE STAGE

These rules for the use of the stage in Richardson Hall have been created with the intent to preserve the usefulness and integrity of the stage surface, the curtains, and all associated components for the use and enjoyment of all.

STAGE – *Please:*

1. Use only “spike tape” or “gaffers tape” on the stage surface. Spike tape (1/2”) of various colors and 1.88” black gaffers tape are stored off stage right and available for use by everyone. *DO NOT* use scotch tape, duct tape, masking tape, painters tape, gorilla tape, or any other type of tape on the stage surface. Spike tape and gaffers tape are made of a composition and adhesive specially designed for use on the type of stage we have.
2. Remove any tape as soon as possible when no longer needed.
3. Do not drill holes or use staples, nails, screws on the stage surface.
4. Pick up and move things on the stage. Do not drag objects across the stage surface, or mark or mar the surface in any way.
5. When building sets and props, if fasteners (screws, nails, etc) are dropped, pick them up as soon as possible so as to not be trod into the stage surface.
6. No liquid products should be allowed on the stage. Use of liquid products during a performance should be limited to only if absolutely necessary. If liquid is spilled on the stage surface, wipe it up as soon as possible.
7. The stage should be swept with a dry broom or mop before and after the run of a performance and anytime when required.
8. An occasional damp, well-wrung mop should be used to clean the stage, using only clear water. Do not use any cleansers or cleaners unless absolutely necessary to remove a stain.

CURTAINS – *Please:*

1. Use only the rope and pulley system to open and close the curtains.
2. Do not pull, tug, yank, etc. *any* of the curtains.
3. Do not hang anything from the curtains. Do not pin, staple, tape, etc, anything to the curtains or curtain hardware.
4. When sweeping or mopping the stage, take care near the bottoms of the curtains. Curtains can be carefully held or tied up to facilitate cleaning under them.

PROSCENIUM WALLS AND ARCH - *Please:*

1. If hanging something, use only painters (blue) tape or 3M Damage Free Command Strips. *DO NOT* use nails, screws, tacks, staples, etc., or anything that will create a hole or mark.

WHEN YOUR EVENT/PRODUCTION IS OVER – *Immediately*, please put everything away, report and repair any damage, and return the stage to the condition in which you found it.