RESTON COMMUNITY CENTER
The Leila Gordon Theatre Policies & Procedures

SAFETY

The primary consideration at all times during use of The Leila Gordon Theatre is safety. The RCC theatre technical staff have participated in national, state and local meetings with public safety officials and have developed the following guidelines to assure our compliance with all Fire Code and Safety Regulations:

1. User clients, patrons, and participants must abide by all RCC policies and procedures and comply with applicable legal codes and industry standards.
2. Open flame must be approved by a Fairfax County Fire Marshal.
3. All scenery must be flameproofed.
4. Materials used to construct sets must be flame resistant or completely covered by flame resistant paint, fabric or a flame proofing chemical treatment.
5. Tests on materials, sources for appropriate materials and code information can be obtained from the RCC Technical Director.
6. Set construction, to include but not limited to platform heights and railings, must follow all applicable industry standards and guidelines including BOCA and OSHA codes. RCC staff has developed guidelines to follow which are available upon request.
7. Inspections shall be performed by RCC technical staff to ensure scenery and technical elements are in compliance.
8. Any use of weapons during a production must be approved after completing the Staged Weapons Application Form.
9. Backstage access to fire exits and electrical panel clearances must be maintained at all times and comply with all Fire Code regulations.
10. RCC is a "non-smoking" public facility. Smoking in any area of the building is completely prohibited other than onstage during a performance. If performers smoke cigarettes onstage, the audience must be informed of this prior to box office sales, printed in the program and posted in the lobby. Patrons are also informed in advance of the use of any of the following: fog machine, strobe light and special effects. Please indicate the use of any of these on the Equipment and Technical Requirements.
11. All staff using the fall protection systems and/or Genie must have the relevant training and certification. This training can be provided by RCC staff.

SAFETY REMINDERS

Organizations

1. User's employees, volunteers, participants and/or representatives are not permitted in the theatre or dance studio without appropriate supervision.
2. User's productions/events will be stage managed by the RCC technical staff unless otherwise approved by RCC. All installed equipment in The Leila Gordon Theatre will be operated by the RCC technical staff unless otherwise approved by RCC.
3. The maximum capacity of the stage/backstage area is 50 people. The cast and crew combined cannot exceed this limit.
4. Maximum occupancy of the dressing room is 30 people. Production casts exceeding 30 people require separate arrangements for holding areas. Privacy cannot be provided nor can sole user status be assured for use of other RCC space. Users requiring additional holding space for cast members must contract with the RCC Facilities Services department.
5. Users must provide for security and supervision of access to the dressing room and theatre at all times. Doors may not be left open without supervision. All doors must be secured upon departure.

Participants

1. Participants should be familiar with RCC Policies.
2. Any injury and/or incident involving participants must be reported immediately to RCC staff in compliance with RCC Policy. An incident report must be completed with an RCC representative at the time of the incident.
3. All participants are required to attend the technical rehearsals for safety purposes. All performance elements must be rehearsed at the dress rehearsal.
4. No additional elements may be added to the performance without a technical rehearsal that includes all participants.
5. Participants may not enter the theatre house during performances (unless it is a "scripted" entrance) to watch parts of the performance unless arranged and ticketed in advance.

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Form Updated June 2026

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SCRIPTS

Unless otherwise approved by RCC, all productions/events requiring RCC technical support must provide the RCC staff with a cued script 10 days in advance of the first rehearsal or as agreed upon in a production meeting.

For theatrical productions: a cued script contains all the dialogue with detailed descriptions of lighting, sound and special effects as they occur, including notes on execution of each lighting, sound and special effects cue. The script must also contain descriptions of where and when all set changes occur; this includes any changes involving the fly system.

For dance productions: a cued script must indicate the exact order of all the dances and the music accompanying them. Next to each dance number, a detailed description of each lighting and sound cue as well as notes on its execution must be provided. Any set and/or fly system changes must be indicated where required. Times of music length (minutes: seconds) between the cues from start to finish should be indicated chronologically, e.g. light cue #1 0:00; sound cue "A" 0:12; fly cue "1" 0:45; etc.

For music productions: a cued script must indicate the exact order of all the musical pieces and the number of performers in each. Next to each musical number, a detailed description of lighting cues and any changes in placement of chairs and music stands or the piano position must be provided.

LIGHTING

If your Equipment And Technical Requirements Form (next page) indicate a need for anything except work lights or standard general lighting, you must describe in writing what you would like.

AUDIO/VIDEO

Unless otherwise approved by RCC, audio and video media must be provided not later than one week prior to the move-in date or as agreed to in a production meeting. The original format for all audio and video media is preferred. Audio files should be provided on hard drive or flash drive in MP3 or WAV format and should be free of any digital rights management restrictions. Video files should be provided on hard drive or flash drive in MP4, H264 format. To ensure the integrity of levels set during rehearsal, media files must not be exchanged after technical rehearsals. Files must be clearly labeled and cued – the filename should indicate the running order, followed by the title (##filename.mp#).

HOUSE MANAGEMENT

All performances will utilize an RCC House Manager unless otherwise agreed.

RESTON COMMUNITY CENTER
THE LEILA GORDON THEATRE EQUIPMENT AND TECHNICAL REQUIREMENTS

CHECK ALL THAT APPLY

Lighting

_____ Need work lights only; stage lighting system not required
_____ Standard general lighting
_____ Cued lighting design
_____ Follow spot(s)
_____ Request approval for non-RCC lighting design
_____ Special requests – specify _____

Sound

_____ Microphones _____ #Vocal _____# Instrumental
_____ iPod/Computer input
Audio playback format: _____
_____ Performers need to hear performance through dressing room speakers
_____ Performers need sound/music from speakers onstage or backstage
Special requests – specify _____

Audio/Visual

Video playback needed. Format: _____
_____ HD Digital Projector
Requests use of RCC presentation computer (24" iMac M1)
_____ Computer provided by the user. Location:
Video monitor in Room 6, backstage, dressing room

Stage

_____ Podium
_____ Grand piano
Upright piano
Musician chairs # _____ (maximum of 20)
Music stands # _____ (maximum of 26)
Tables # _____ 3'x3' # _____ 3'x6'
Dance floor (black/gray/white)
_____ Projection screen
_____ Fly system needed for hanging drops and/or other scenery
Dressing rooms required – # of people: _____ (max 30 per fire code regulations)
Extra dressing room required (attach rental request form to submit to facilities booking)
Production includes cigarette smoking
Production includes a fog machine/hazer
Production includes special effects (i.e., strobe, chemical reactions)
Requests use of open flame in production

RESTON COMMUNITY CENTER
THE LEILA GORDON THEATRE EQUIPMENT AND TECHNICAL REQUIREMENTS

Recording Request

1. _____ The User requests permission to videotape and/or take non-flash photography during the performances from the designated position at the rear of the house, which must comply with legal aisle clearances. Equipment and taping personnel are the sole responsibility of the User. **Requires request two weeks in advance of performance date.**
2. _____ The User requests parents and/or others have permission to videotape rehearsals. Equipment and extension cords for taping must be provided by the User. RCC staff reserve the right to prohibit taping from locations that will interfere with rehearsals and/or safety of participants. Renter must comply with aisle clearances. Date(s) of rehearsal taping: _____
3. _____ The User requests a photo call for flash photography. No movement onstage will be permitted while flash pictures are being taken. The photo call must be included in the Rental Agreement schedule. If the photo call involves special cues, a photo call list with cues must be provided with the script. Date(s) of rehearsal taping: _____
4. _____ The User requests that the RCC staff make an audio recording of the performance. This audio recording will be made available as a downloadable MP3 file. RCC does not guarantee the quality of the recording.

Please remember: If this request is not completed and incorporated in your Rental Agreement, RCC may be unable to provide for any taping or photography of your event. Should unauthorized recording and/or photography occur during a performance, it may constitute grounds for the cessation of the performance. In such case, there shall be no refund or rental fee reduction due to the User.

Box Office

All users are required to use The Leila Gordon Theatre Box Office for sales of tickets to their event. Users who wish to sell tickets via other means (website, location of primary office, discount ticket outlets) must seek approval from RCC in advance.

Ticketing Information

_____ Ticketed
_____ General Admission Seating
_____ Tickets For Sale Online
_____ Non-Ticketed/Free
_____ Reserved Seating

Ticket type with prices:

$_____ Adult/General
$_____ Senior (age 65+)
$_____ Student (age 18-)
$_____ Other

Date tickets go on sale:_____
User to provide the following to the Box Office Manager before tickets go on sale: _____

_____ Comp list
_____ Seat holds (RCC holds 8 seats)
_____ Promotional materials
_____ JPEG image for RCC website
_____ Drafts of marketing materials

RESTON COMMUNITY CENTER
THE LEILA GORDON THEATRE EQUIPMENT AND TECHNICAL REQUIREMENTS

House Management

Various

Estimated length of performance: _____

Is there an intermission: _____

Will you sell concessions: _____

Alcohol will be sold and renter is responsible for obtaining an ABC license.

_____ Before the show

_____ At intermission

_____ After the show

Will you use the RCC House Manager: _____

Are any special effects used which require audience notification

_____ fog/haze/smoke

_____ gunshots/loud explosions

_____ strobe/flashing lights

_____ on-stage smoking/open flame

_____ performers in the audience

_____ pre/post show discussion

Other_____

Notes

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DEADLINE CHECKLIST (all items to be complete at 30-day meetings)

Date Action

_____ All RCC Technical Policies & Procedures read and understood.
_____ Contract meeting with Arts & Culture Director or representative.
_____ Storage plan review by RCC.
_____ Cued script and/or production element program with technical descriptions submitted.
_____ Audio or video files submitted.
_____ Promotional copy submitted with complete ticketing information.
_____ Additional RCC space contracting complete (room 6, meeting rooms, kitchen, etc.)
_____ Orientation and/or training scheduled for volunteers/participants. Ushers trained one hour before each performance.
_____ Additional check list forms provided if applicable (e.g., fire marshal application).

Contract Meeting Notes on Technical Requirements: _____

By signing below, the above-named individual attests that s/he is authorized to sign on behalf of the User and that the signature affirms the scope of Equipment and Technical Requirements for the User's rental.

Signature: _____ **Date:** _____

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