

# the CenterStage Policies & Procedures

## **SAFETY**

The primary consideration at all times during use of the CenterStage 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. Clients, patrons, and participants must abide by all RCC policies and procedures and comply with applicable legal codes and industry standards.
2. Flames must be enclosed at all times onstage and any open flame must be approved by a Fairfax County Fire Marshal.
3. All scenery must be flame proofed.
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.
7. Inspections shall be performed by RCC technical staff to insure 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. Reston Community Center is a “non-smoking” public facility. Smoking in any area of the building is completely prohibited other than onstage during a performance. If you intend to have performers smoking cigarettes onstage, we require that audiences be informed of this prior to box office sales and in the program or with lobby signage for the performance. It is not the intent of Reston Community Center to interfere with artistic content of programs, but rather to provide audiences with any information related to their well-being while attending events at the RCC. To that end, 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.



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## **SAFETY REMINDERS**

### ***Organizations***

1. Users' employees, volunteers, participants and/or representatives are not permitted in the theatre or dance studio without appropriate supervision.
2. Users' productions/events will be stage managed by the RCC technical staff. All installed equipment in the CenterStage will be operated by the RCC technical staff.
3. Maximum capacity of the stage/backstage area is 50 people. 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 Booking Manager for other RCC spaces.
5. Users must provide for security and supervision of access to the dressing room and theatre at all times. Doors may not be propped or 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 accident involving participants must be reported immediately to RCC staff in compliance with RCC Policy.
3. To assure individual safety, all participants are required to attend the technical rehearsals held in the RCC theatre. Performance conditions and equipment require full attendance so participants are completely familiar with their production requirements.
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.

## **SCRIPTS**

All productions/events requiring RCC technical support must provide the RCC Technical Director with a cued script 10 days in advance of the first rehearsal.

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.



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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 indicate a need for anything except worklights or standard general lighting, you must describe in writing what you would like.

### **SOUND**

All audio media (CDs, digital files, etc.) must be provided not later than one week prior to the move-in date. To assure the integrity of levels set in rehearsal, audio media is not to be exchanged after the technical rehearsals. CDs and audio media must be clearly labeled and cued (i.e., all material must be in order of its production use).

### **STAGE**

You must put in writing any details regarding use of the fly system for drops, scenic elements and/or CENTERSTAGE soft goods; cyclorama, black traveler, black scrim, and legs. Your load-in time must appear on your contract. Arrangements for storage must be requested in writing and approved in advance.

### **HOUSE MANAGEMENT**

1. All ushers must be familiar with the seating plan of the house.
2. The house manager is responsible for unlocking the theatre doors with the hex-head wrench located in the audience entrance vestibule. After the doors have been unlocked, someone on the house manager/usher team must remain at the entrance to the theatre for security and safety measures.
3. The house manager must have a flashlight in order to assist late audience members to their seats. Flashlights are also required to assist patrons to evacuate, if necessary during an emergency or power outage. Flashlights are located at the box office.



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4. All patrons must have a ticket to be an audience member of an event. A few events do not require tickets, e.g. movies and Fairfax-Loudoun Music Fellowship recitals. All ushers must tear and hold the bottom stub end of the ticket. These stubs are to be turned in to the RCC Box Office Manager for each performance.
5. No more than 260 people (including ushers) may be seated or permitted in the CenterStage house by law. If at any time, the number of patrons in the house exceeds 290, the Fire Marshal, the RCC staff, and/or the user house manager are charged by law to evacuate and suspend operation of the CenterStage.
6. The house manager and ushers must report to the Box Office and the event stage manager a minimum of one hour prior to the curtain time of the performance.
7. Except in cases of unavoidable delay, the house should open a minimum of fifteen minutes before curtain time. The house may not open without the "OK" of the stage manager.
8. The CenterStage is equipped with an assistive listening device system. If patrons request the devices, they may check them out at the box office.
9. The CenterStage has five wheelchair spaces. Two are located off the inside right aisle of the back row, three are located off the inside left aisle of the back row. When the wheelchair spaces are not being used by patrons in wheelchairs, removable folding chairs shall occupy those spaces. If the spaces are requested by wheelchair patrons, the house manager/ushers shall remove the folding chair(s) in the seat location requested. The folding chair(s) shall be put in an area that complies with legal aisle clearances and room occupancy load. Following the event, after the wheelchair patron has left the theatre, the folding chair(s) shall be returned to the appropriate space by the house manager/usher.
10. The inside aisle seat on each side in Row "K" has an armrest (located on the aisle side) that can pivot up vertically by pulling the inside knob. This allows for patrons to slide into the seat easily, if they are able and prefer to sit in an actual theatre seat rather than remain in their wheelchair. These four seats are marked on the back of the chair.
11. The house manager/usher shall assist patrons who require additional space for extra equipment storage during events (strollers, walkers, etc.) by storing the items in an appropriate place. The house manager/usher shall return items to the patron following the event.
12. **All ushers remain on duty through the entire performance** to assure safety and appropriate behavior of audience members.
13. No photography is permitted during performances and rehearsals unless the house lights are up full and permission has been granted to do so. Ushers shall enforce the photography policies.
14. Ushers shall ask patrons to leave the theatre if they are disturbing the CenterStage event. If young audience members are disturbing the event, the accompanying guardian shall be asked to leave the theatre with them if the disturbance does not cease.



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15. Latecomers are to be detained in the rear of the house until an appropriate break in the performance occurs, permitting seating of them with the least disturbance to other audience members and the performance.
16. All ushers should dress appropriately for the event.
17. Ushers shall not allow open food and drinks in the theatre.
18. There is an in-house communication system with phones located in the vestibule (between the two sets of double doors from the lobby to the theatre), control booth, backstage right, and in the dance studio. These phones are used by the house manager, stage manager, ushers and any production staff who need to communicate with someone in any of these areas. The house manager and stage manager communicate with each other before events begin and at the end of intermissions, if they occur. The house manager and ushers are responsible for getting audience members into the theatre and closing the double doors so the event can commence. House manager/usher and stage manager notify each other when they are ready to go (lobby clear, theatre doors closed, performers are at “places”, and technicians are on “standby” to begin).
19. The house manager and/or ushers are responsible for clearing all patrons from the house area and announcing “Clear” to the technical staff so strike may begin. This also includes monitoring the stage area, following the event, to prevent patrons from going onstage or backstage. The stage areas are restricted to technical staff, rental clients’ staff/volunteers, and performers/participants in the event.
20. The house manager is responsible for locking the theatre doors and returning the hex-head wrench to the appropriate location.
21. The house manager and ushers are responsible for inspecting the theatre following events. Trash shall be picked up and discarded. Items found that are left behind by patrons should be turned in to the front desk, to be put in the Lost and Found holding areas.



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