



Theatre Safety, Security and Protocol Guidelines

1. The event coordinator is responsible to secure the facility when the event is over. Check all doors, check under the stage, and check both bathrooms. Please do not leave the building open for the custodians to secure.
2. No one is allowed to sit in the isles of the theatre.
3. No food or drink is allowed in the theatre. Event coordinator must plan for ushers to monitor doors of the theater for food and drink. Please walk through the facility and check for left over trash and personal items.
4. A responsible adult must be in the theatre, and/or any of the external rooms at all times until the room is secured.
5. Please do not prop doors open with chairs, rocks or other items. The theatre doors can be unlocked to provide access.
6. Please pick up and take with you any and all personable items left in the theatre. Check the theatre, the stage, the shop and the ticket booth. If applicable please turn over to custodian for school lost and found. Items left in the theatre may be lost or stolen.

I have read the above guidelines.

Date _____

Name (signature) _____

Print _____