

# The Monckton Theatre

## SGSU Rules of Use

1. **Keep the rear doors locked** and use the Monckton ground floor entrance (only allow people to leave through the rear doors at interval/the end)
2. **Leave the Monckton as you find it**
3. **Do not allow anyone to eat or drink** in the theatre aside from water
4. **Do not leave anything lying around** (bits of set, clothing, lights) put it behind the stage if you need to leave it
5. **If you are given any keys (e.g. to the projection booth) look after them.** If keys are lost or the combinations you are given abused you will be held accountable
6. **If you do have the keys to the booth you will be held responsible** for anything that happens to the facilities in the booth.
7. **Food/water is not permitted in the projection booth**
8. **DO NOT attempt to move the lectern**, you must ask Phil Harvey first. It can be removed for one rehearsal and all shows but you must ask. Otherwise do not touch it
9. **Do not touch equipment unless you have adequate training.** If you don't know exactly what something on the lighting/sound desk does do not touch it.
10. **Look after the microphones.** Whoever signs them out is responsible
11. Sets must be **kept behind the projection screen**
12. The set or flats **may not block access to fire escapes**
13. **The back wall must not be drilled into, painted or damaged in any way**
14. **Ensure that set building does not get in the way of lectures or resuscitation services who use the Monckton Well Foyer area.**
15. **Any wires must not run across the fire escapes** if using spot lights use the cleaners sockets on the projection booth wall and run wires under the step
16. **All wires must be gaffer taped**, and run along walls or at 90 degrees to them