

Theater Rules

1. **Safe egress.** All exits and aisles are to remain clear and unobstructed. Exit lights are not to be covered, obscured or disconnected. The location of the exits must be announced to the audience before each performance. Seating arrangements (other than fixed seating) are to be approved in advance by county staff. No additional seats may be added in theatres with fixed seating.
2. **Fire safety and special effects.** All scenery must be rendered flame retardant. No open flame, smoke or pyrotechnic effects are to be used on stage without advance permission. If a permit from the Fire Marshall is required, it is the responsibility of the producing organization to obtain it and comply with its terms. No scenic materials are to be stored backstage once a show has opened.
3. **Tobacco, drugs and alcohol.** All county theatres are smoke free buildings. Smoking is prohibited except where it is an integral part of the performance. Illegal drugs and alcohol are also prohibited.
4. **Prop Firearms.** The use of blank guns and replica firearms must be approved in advance by the county staff. No firearm that can chamber or fire a live round will be approved.
5. **Rigging.** All overhead rigging is to be done according to accepted safe standards, with rated hardware and inspected and approved by county staff.
6. **Safe use of Equipment.** If you are unfamiliar with any piece of rigging, lighting, sound or other stage equipment, do not use it until you have received instruction in its safe operation. Do not operate any tools or equipment if safety devices have been defeated or removed.
7. **Lighting.** All lights hung over the house or stage are required to have safety cables. Wiring of special lighting must be done according to accepted safe standards and codes and be approved by county staff.
8. **Restore lighting, sound and drape hang at strike.** Any lighting, sound, drapes or other house equipment that are moved, removed, re-aimed, reconnected or disconnected are to be restored immediately after the production closes unless prior arrangements have been approved by the Technical Director.
9. **Remove all company property at strike.** All scenery, properties and equipment belonging to a company is to be removed from the theatre immediately after the closing performance unless prior arrangements have been made with the Technical Director. All discarded materials must be removed from the premises. Materials discarded in the dumpster are to be cut up into pieces no longer than three feet or wider than two feet. Please leave the theatre in at least as good a condition as you found it.
10. **Report accidents and equipment problems.** Any accidents resulting in injury, no matter how small, must be reported immediately to the county staff. Any broken, damaged or malfunctioning equipment or unsafe conditions must be reported to the County staff.

The safe operation of this theatre is everyone's responsibility. If you are unsure about anything, ask!

Additional policies and rules may apply in specific venues.

Contact: Hal Crawford, Director Facility Based Services, 703-228-1845, hcrawford@arlingtonva.us .