



Solano College Campus Theatre

Facility Use Guidelines and Procedures

Use of the Solano College Theatre is coordinated by the Managing Director of Theatre Operations: (707) 864-7199. Applications and contracts for use are issued by the Managing Director of Theatre Operations' office. Normally, a 50 percent deposit is required prior to Theatre use.

SCHEDULING

1. The Managing Director of Theatre Operations will maintain the master schedule. All theatre requests shall be directed to the Managing Director's office for consideration.
2. Submission of a completed Campus Theatre Facility Use Application must be made not less than thirty (30) working days prior to the intended use date. No reservations shall be made until the completed packet has been received.
3. Scheduling of music and drama instructional activities will be done well in advance of each semester and prior to the scheduling of outside activities. Instructional programs of the Music and Theatre Arts Departments have priority in scheduling.
4. Changes in the theatre schedule cannot be made informally. Such changes must be made with the Managing Director of Theatre Operations' Office.

OPERATIONS

Staffing

1. All front-of-house, box office, custodial, security, and technical services will be provided by Solano College at the use group's expense. Additional backstage crew may be provided by user, subject to approval by the Managing Director of Theatre Operations.
2. The number and type of staff required to operate an event in a safe and efficient manner shall be at the discretion of the Managing Director of Theatre Operations and shall be included in the Facility Use contract and estimate. The minimum required staff for all events is one technician and one house manager. Any event using the stage rigging in any way will require at least one additional technician. For events requiring an admission fee of any kind, a box office technician is also required. Additional event staff may be required at the sole discretion of the Managing Director or his designate.
3. The Technical Director or his designee shall have sole authority to determine whether a member of the User's crew is qualified to operate theatre equipment. The theatre operations staff reserves the right to remove any person from the User's crew for inappropriate or dangerous behavior.

4. The minimum labor charge for all staff persons is four hours. Technicians shall receive one 15 minute break near the middle of every four hour block of time worked, except during performances, in which case the break may be delayed until an appropriate time. Every four hours, each technician will be given a one hour break.

Scenic Elements

1. Any scenic elements provided by the User, including all flown scenery, flats, platforms, wagons and furniture, must be approved in advance by the Theatre Technical Director.
2. All scenery must be flame proofed or sealed on both sides. Flame proofing must be Rosco Corporation's Flamex (or equivalent). Open flames and pyrotechnic devices are prohibited. The use of any material or device which constitutes a hazard is expressly prohibited.
3. Flats, platforms and other equipment cannot be placed in the halls or in the passageways either on a permanent or temporary basis. Doing so violates fire regulations.
4. Scenery and properties can not be set up so that they interfere with the operation of the fire curtain.
5. All rigging and operation of flown scenery shall be done by theatre production staff, under the supervision of the Technical Director. Users may not operate any theatre line sets at any time.
6. Outside groups may not use the shop (except as a passageway to load-in equipment into the theatre) or the equipment in the shop. The college will not provide tools of any kind for use groups. The loading dock may be used under the supervision of college personnel only.
7. No nails, screws, etc. shall be driven into the hardwood or Vinyl wall coverings. All such items used in the soft wood sections of the stage floor shall be removed when the stage is cleared.
8. Nothing shall be fastened or hung from the stage curtains or drapes. No pins, wires or other fastening devices shall be attached to the stage drapes for any purpose.
9. Structural modifications (such as painting or affixing anything to the building itself) are not permitted without prior consent of the Managing Director of Theatre Operations.
10. No scenery, properties or costumes may be left at the college between rehearsals or between performances unless permission is secured in advance from the Managing Director of Theatre Operations. All scenery, props and costumes must be removed from the college premises immediately after the final performance. Items left will be disposed of at User's expense.

Lighting/Sound

1. A repertory lighting plot will be provided by the college. This lighting plot may not be altered in any way without prior arrangement with the Production Manager. Specialized equipment and/or hardware of any kind will not be provided by the college.
2. Changes to the repertory lighting plot shall only be made by the Master Electrician or by staff under his/her supervision. User may provide qualified lighting crew, subject to approval of the Master Electrician and Technical Director. Use of any non-repertory equipment is subject to approval and may require additional costs.
3. User shall be charged the labor costs of changing and restoring the repertory light plot. All proposed changes must be submitted to the Master Electrician not less than three weeks prior to the event.
4. User shall be responsible for procuring any additional lighting and/or sound equipment (including intelligent devices, special effects equipment, microphones, speakers, playback and processing equipment). Installation and use of outside equipment shall be subject to approval by the Technical Director, the Master Electrician and/or the Production Manager.
5. Cueing of scene shifts, lighting and/or sound cues must be provided by a stage manager supplied by the User.
6. The House lighting and sound systems may only be operated by SCC staff or persons expressly approved by the Master Electrician.

General

1. No chairs may be set up on the carpeted sections of the seating area. Any obstruction, regardless of size (including video cameras), set up in any row precludes the seating of patrons of a performance from sitting in that row. The exits from the seating area may not be blocked in any way. The maximum capacity of the seating area must be adhered to: (374 or 321 depending upon theater configuration - check with Managing Director of Theater Operations to determine maximum capacity for any particular event). Seating of patrons is limited to the seating area of a theatre. All fire laws must be adhered to.
2. Possession or consumption of alcohol or narcotics of any kind is not permitted on college property and any person under the influence of such shall be denied opportunity to participate in any manner.
3. Eating and drinking are not permitted in the theater seating area, control room, shop, backstage or orchestra pit at any time. Smoking is not permitted in any campus building.

4. Damage to, or loss of, college property will be charged to User. Excessive clean-up labor will be billed to User. Any group dirtying the lobby carpet in an excessive manner as determined by the Managing Director of Theatre Operations will be billed for cleaning the lobby carpet and all contiguous carpet, including that contained within the seating area.
5. All concession services will be provided by and all concession revenues retained by the Solano College Theatre Association. No use group may sell concession items in the theatre lobby or related areas.
6. No catering or other food service of any kind is allowed in the theater or related areas without the written permission of the Managing Director of Theatre Operations.

BOX OFFICE

1. Ticketing for all events in the Campus Theatre will be done utilizing the SCC Box Office system at the User's expense. Box office hours of operation will be determined and scheduled by the Managing Director of Theatre Operations. Additional hours and clerks may be scheduled at the User's expense if so requested.
2. A box office reconciliation report will be provided within fourteen (14) days of the conclusion of the use group's event. Any revenue received beyond the amount due the college for theatre use and services will be remitted to the use group within 21 days of the reconciliation report.
3. For events at which there is no charge of any kind for admission, the Managing Director of Theatre Operations may waive the normal box office fees and authorize the printing of tickets for distribution to the use group at actual cost.
4. There are no refunds or ticket exchanges. This information will be printed on the tickets and should be included in any advertising.
5. Groups wishing to distribute free tickets outside of the Box Office must make special arrangements with the Box Office Manager.
6. No changes to ticket prices are allowed after tickets have gone on sale.
7. All promotional offers, discount coupons, vouchers, etc. must be filed with the box office before they are offered to the public. The box office will not honor any such promotions which are not already on file.

Lighting Equipment Inventory:

ALWAYS Check with Master Electrician for Updated Inventory!

PAR 64		
Wide Flood	--	13
Medium Flood	--	17
6" Fresnel		
Century/Strand	--	13
Altman	--	5
8" Fresnel		
Century/Strand	--	4
Altman	--	4
10" Beam Projector	--	4
14" Scoop	--	6
6'x6" R40 Striplight	--	13
Century 2 cell Ground Cyc	--	5
Ianero 2 cell Sky Cyc	--	5
ETC Source Four Bodies	--	18
50 degree lens	--	6
26 degree lens	--	19
Altman 360 Q		
4 ½ x 6	--	1
6x12 with iris	--	2
6x16	--	24
Century 2211 Bodies	--	57
4 ½ x6 lens	--	2
6x6 lens	--	31
6x9 lens	--	23
Altman 1KL 20-40 Zoom	--	8
Spots (19 deg. S-4's)	--	2

Lighting Accessories:

7.5 " Barn Doors	--	4 (complete)/2 (partial)
10 " Barn Doors	--	2 (complete)/2 (partial)
10" Top Hats	--	10
2' Square 1½ " Boom Base	--	4
8' x 2' Ladders (3 rungs)	--	2

Lighting Circuits:

Location	Circuit #	Location	Circuit #
1st house	1-20	2nd house	21-34
1 Box Boom Left	35-38	1 BBR	39-42
2 BBL (and center 4 circuits on auxiliary pipe)	43-48	2 BBR	49-54
3 BBL	55-57	3 BBR	57-60
1st Electric	61-86	2nd Electric	87-102
3rd Electric	103-118	4th Electric	119-137

Location	Circuit #	Location	Circuit #
Unknown	138-142	Grid	143-146
Stage floor pockets	147-164	Unknown	165-170
Stage floor pockets	171-173	Booth 30 Amp circuits	174-175
Unknown	176-184		

Notes:

1. Cyc lights are pre hung and positioned on fourth electric and floor beneath.
2. Dimmers 1 through 36 are 4kW; 37 through 46 are 6kW; 47 through 50 are 12kW.
3. Dimmers 51 through 54 are house lights; 54 spills all over the front of the stage and is not usually used. Dimmer 54 is currently out of service. House lights are controllable from the light board.
4. Dimmers 55 through 58 are non-dim # 1 through 4.
5. Light board is an Obsession 2 ML running 4.1 software. Obsession off-line (DOS 6.22 or later) can be downloaded from <http://www.etconnect.com>.
6. Auxiliary pipe is cabled to the first and/or second house, and uses up circuits located there.
7. All circuits are 2kW except auxiliary pipe that is 1.6kW.
8. There are 20 circuits distributed along the auxiliary pipe.
9. Patching is accomplished by re-plugging circuits into the dimmers. It is strongly advised that circuits patch into only one dimmer! Patching circuits are labeled with colored phase tape to identify the A, B, C and D patches, and then bundled as a dimmer group.
10. Century 6X6 units have the same field angle as a normal 6 X 12 (28°; Beam angle is 18°). These units incorporate stepped lenses, and do not project patterns well. They do not focus to a hard edge. Their shutter cuts are marginal. Source fours are preferred for image projection.
11. Strip lights have both hanging irons and floor trunions.
12. All instruments are 750 watts except beam projectors, 20-40 zooms, pars, Q-lites, and cyc lights that are all 1 kW. Q-lite Jr. is 650 watts. Source fours are 575 watts. Strip lights are 150 watt floods, with 4 lamps per fixture.(600W per color per unit)
13. Strip lights are 6' long with 3 circuits. We have red, yellow and blue spread roundels in stock (check on quantity early.) We have gel frames for them as well. (Source Four gel cut work in strip light gel frames.)

Campus Theatre Lineset Schedule

Lineset Number	Distance Plaster Line	House Hang	Notes
27	31'-5"	Cyclorama	
26	30'-9"		Typically Storage
25	29'-5"		Traveler Track
24	28'-1"		Storage
23	26'-1"	4th Electric	
22	24'-5"	Border / Legs	Roto-Drapes
21	23'-1"		
20	22'-5"		
19	20'-5"		
18	19'-1"	3rd Electric	
17	17'-9"	Legs	Roto-Drapes
16	17'-1"	Border	
15	15'-1"		
14	13'-1"		Blue Cyc (west coasted)
13	11'-9"	2nd Electric	
12	10'-5"	Border	Roto-Drapes
11	9'-9"		
10	9'-1"		
09	8'-5"		
08	7'-9"		
07	7'-1"		
06	6'-5"		
05	5'-1'	1st Electric	
04	3'-9"	Legs	Roto-Drapes
03	3'-1"	Border	
02	2'-9"		
01	1'-9"	Main Curtain	
0	0'-0"	Plaster Line	

Campus Theatre Fee Schedule

Class I Users (SCC Administration, Departments, Programs, ASSC Clubs)

Personnel:

Theatre Technician	\$13.75/hour - 4 hour minimum
House Manager	\$10.00/hour - 4 hour minimum
Box Office Technician	\$10.00/hour - 2 hour minimum
Usher	\$ 8.50/hour – 2 hour minimum

Equipment, Facilities, and Services:

Use of Stage Lighting Equipment	\$100/day + labor
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Class II Users (Non-profit organizations, public agencies, community groups)

Personnel:

Theatre Technician	\$13.75/hour - 4 hour minimum
House Manager	\$10.00/hour - 4 hour minimum
Box Office Technician	\$10.00/hour - 2 hour minimum
Usher	\$ 8.50/hour – 2 hour minimum

Equipment, Facilities, and Services:

Box Office Services	\$100 per performance + \$1 per ticket
Use of Stage Lighting Equipment	\$100/day + labor
Theatre Rental:	
-Event (any public presence)	\$225/hour – 4 hour minimum or 23% of gross ticket revenue (whichever is higher) + labor
-Non-event (rehearsal, etc.)	\$200/hour – 4 hour minimum + labor

Class III Users (Commercial Groups, For-profit Organizations)

Personnel:

Theatre Technician	\$13.75/hour - 4 hour minimum
House Manager	\$10.00/hour - 4 hour minimum
Box Office Technician	\$10.00/hour - 2 hour minimum
Usher	\$ 8.50/hour - 2 hour minimum

Equipment, Facilities, and Services:

Box Office Services	\$100 per performance + \$1 per ticket
Use of Stage Lighting Equipment	\$100/day + labor
Theatre Rental:	
-Event (any public presence)	\$350/hour – 4 hour minimum or 30% of gross ticket revenue (whichever is higher) + labor
-Non-event (rehearsal, etc.)	\$300/hour – 4 hour minimum + labor