

# **Front of House**

## **House Policy:**

1. Strollers/Carriers are not permitted in the aisles or seating area.
2. Strollers/Carriers must be stored in the designated area within the lobby.
3. Cell Phones must be silenced prior to the start of an event.
4. Photography/Recording Devices are strictly prohibited in the theatre.

**RECORDING DEVICES/CAMERAS.** The College of The Arts prohibits the use of *Recording Devices and Photography* during performances. It is solely the responsibility of the Licensee to monitor these devices during their scheduled performance. The staff of Events & Production Services will assist with the monitoring of the house for flash photography during the performance.

5. Food & Drink are not permitted in the theatre. Water is okay!
6. The USF College of The Arts reserves the right to advertise/promote any/all of the CoTA performances/exhibitions/lectures in its facilities. This includes but is not limited to any signs, advertisements, lithographs, posters or cards of any description at, in or about the facilities.

## **House Announcement:**

***Life Safety Code requires the following announcement or other pre-approved announcement to be played prior to all events in the College of The Arts!***

Welcome to the University of South Florida College of The Arts. At this time we ask you to please silence your cell phones. We also remind you that the use of recording devices and flash photography are strictly prohibited in the theatre. This includes the cameras installed on your cell phones. If you must leave this performance at any time, please wait for a member of the house staff to guide you back to your seat. This performance contains live flame effects (if applicable). In the event of an emergency, exits are located to your left and right through the lobby doors.

Sit back, relax, and enjoy the performance.

## **Posting of signage in the facilities:**

Posting of event flyers on lobby windows, doors, and walls will be prohibited. Please use the assigned college bulletin boards in TAT and the message board near USF Concert Hall-Box Office. Event flyers are not permitted in the THR-Lobby due to space availability. The use of electronic signage is available in Theatre 1, Theatre 2, Barnes Recital Hall and the USF Concert Hall for event information.

## **Event Start/Late Seating:**

### ***BLUE ITEMS VIEWED BY GENERAL PUBLIC ONLY:***

*All events are expected to start at the published time.*

**CoTA houses open 30 minutes prior to the start of the performance.**

-Special Requests to this rule must be submitted on FASTBOOK and approved by the CoTA- Director of Events & Production Services

### ***Technical Difficulties/Performer-Crew related issues prior to house opening:***

All parties must first make an attempt to deal with the difficulties/issues while the house is open and seating. If this is not possible, the production manager and/or stage manager will notify the house manager of the problem and arrange a new house opening time.

### ***Event Start Procedure:***

Five minutes prior to the start of the production, the CoTA Box Office will identify a position in line that will act as the final sale before start. Late arriving patrons will be seated at the appropriate interval.

**Performances requesting no late seating will start 5 minutes after the published start time.**

*-Productions using no late seating must state this request prior the start of ticket sales.*

*NO LATE SEATING will be printed on all tickets!*

**CoTA Events and Production Services will provide lobby televisions with sound for all events in TAT for late arrival patrons.**

## **Security for events:**

At the discretion of Events & Production Services, events with the potential of reaching maximum occupancy will require an officer assigned to the event for security. The cost of this officer will be the sole responsibility of the producing unit/licensee. EPS will handle the coordination of this individual for the event. The average cost of an officer is 34.00 per hour. The officer will be present one hour prior to the start of the event and assigned through its completion.

# **Facility Information**

## **Security Procedures:**

### **Procedure for securing the College of The Arts Performance Spaces (Theatre 1 Theatre 2 and the USF Concert Hall):**

CoTA Events & Production Services requires the following procedures to be followed prior to or after an Event/Performance or Rehearsal.

#### ***Event/Performance:***

1. Prior to an Event/Performance, the stage manager or designated individual will meet with House Management to establish the time the audience will be cleared from the house following the Event/Performance.
2. House Management, following the last audience member to exit the building, must secure the theatre lobby.
3. Individuals requesting to meet performers/crew members should be directed to the backstage door following an Event/Performance.
4. At the conclusion of an Event/Performance the stage manager or designated individual must lock the backstage area and dressing rooms following the closing procedures. The stage manager or designated individual will be identified by the Faculty/Staff supervising the Event/Production. The name of the stage manager or designated individual needs to be reported to the Director of Events & Production Services.
5. The stage manager or designated individual must be the last person to exit the stage portion of the theatre.
6. Any concerns regarding the facility should be reported to Events & Production Services through email at the end of the performance.
7. If an emergency occurs during a performance, the Director of Events & Production Services should be notified @ 813-294-4402 after emergency personnel has been contacted.
8. The stage manager or designated individual is responsible for arming the booth and placing the "Ghost Light" on the stage.

#### ***Rehearsal/Load-In:***

1. The stage manager must lock the backstage area and dressing rooms following the closing procedures.
2. The stage manager must be the last person to exit the building.  
*Exceptions:*
  - A. The director/designer/technician requests extended time in the space.
  - B. A group of individual's request extended rehearsal time in the space. A faculty/staff member is required to supervise. It will be the responsibility of this individual to lock the building.
3. The stage manager or faculty/staff member is responsible for arming the booth and placing the "Ghost Light" on the stage.