

WPI DEPARTMENT OF HUMANITIES AND ARTS, DRAMA/THEATRE

LITTLE THEATRE TERMS OF USE

The Little Theatre is a valued space where you work towards your academic, or extracurricular goals, exactly like any other lab or space on campus. Just like other campus resources, there are rules associated with use of this space. The following list should apply to all of your work in the Little Theatre.

1) A Little Theatre work study squad member will be assigned to your event and will work as your liaison. Access, times of use, keys, and equipment must all be arranged with your liaison. If you have any questions, please direct them to your squad member.

2) ANY special effects, or strange requests MUST be run by your liaison.

3) The GHOST LIGHT must be turned off when you arrive and illuminated when you depart, for the health and safety of everyone.

4) For the health and comfort of all who use the theatre, the air conditioning unit controlled by the panel nearest the booth must always be left on.

5) The upholstered chairs, both permanent and moveable, provide seating for the audience. These are NOT prop chairs, or chairs to sit on during rehearsal, or technical work, or other non-performance activities. At all times the audience chairs must be covered with the supplied tarps. The moveable chairs live in the corner next to the long seating bank, and must also be covered. They should stay there, unless extra seating is to be placed there, and they should only be moved once the seating is being placed. With all of this in mind, 13 bent wood stage chairs have been provided for rehearsals or any other staging.

6) You must provide at least 99 seats for audience members for your event. There are 67 permanent seats in the theatre at all times. We provide 48 other upholstered chairs, for a total of 115. Additional seating must be negotiated other ways. Talk to your Little Theatre liaison.

7) Work lights for rehearsals may be any and/or all of the house lights in the theatre. If you want or need different lighting, talk to your theatre liaison about the basic lighting plot ready in the theatre at all times. Only by special arrangement can full theatrical lighting be used for anything other than technical rehearsals or performances.

8) If your use of the little theatre includes a performance of any type, you will fill out and file a performance report to be kept in the HU&A department Little Theatre records.

9) "Strike" for your event follows the final performance immediately after the audience departs. No exceptions, no extensions into the next day, and no excuses. You will fill out a strike report to be filed in the HU&A Little Theatre records.

10) If your event is the production of a play of any kind, we will need one copy of the script to be kept on file in the HU&A Little Theatre records.

11) No food or drink in the Little Theatre...EVER!

12) Leave the space better than when you found it.

Application for use of the Little Theatre

Date: _____

Event: _____

Organization: _____

Representative: _____

Phone #: _____

E-mail address: _____

Purpose of Event:

Specific Dates and Times (any dates not listed here initially will have to be cleared though the theatre manager working with you.)

Will any of the time requested be used for performances? (if yes, list the dates and times below)

On the reverse of this page are the rules and regulations for use of the Little Theatre. By signing this document you agree to abide by all of the listed rules and regulations. Your assigned theatre manager will contact you to confirm your request and will work with you periodically throughout your project to help your time be more productive. If you fail to follow the attached rules and regulations, you will lose the privilege of using the Little Theatre.

“I have read the terms of use, agree to abide by them, and will contact my theatre manager if any problems arise during my use of the space.”

(name)

(date)

(sign)