

Access Theater – Black Box House Rules & Facilities Manual
(Ryder to LETTER OF AGREEMENT)

The Access Theater
380 Broadway, 4th Floor
New York, NY 10013
(212) 966-1047

Artistic Director – Jackie Christy
Producing Director – Margaret Perry

All procedures outlined in this manual are binding under the LETTER OF AGREEMENT. All parties responsible for activities performed in any space held by the ACCESS THEATER and covered under the LETTER OF AGREEMENT are responsible for reviewing and understanding all policies herein. All procedures must be followed as outlined unless specific written permission from the ACCESS THEATER managing staff or technical director is given. In the event that any policy violates local, state or federal building or life safety codes or laws, the code or law supercedes the policy stated in this manual.

Note: The Black Box House Rules & Facilities Manual is regularly updated as needed, please check with the ACCESS STAFF or the ACCESS THEATER website at www.accesstheater.com for updates.

Introduction

This manual is intended to make the renting process smooth, help lower theater maintenance, ensure safe operating procedures and make transitioning the space from one production to another an easier process. We are in a continual process of upgrading and refurbishing our facilities and we ask that each renting group help us to maintain the space in its full working capacity. We feel the following policies are in accordance with common theatrical and building maintenance practices and a strict reading of this manual is required. We are a small theater with only a few part time staff members and because of this we need all the support possible from our renters to maintain the space in a useable manner. Please feel free to contact Access staff about any questions or special needs.

Copies of this manual and all accompanying forms may be found at <http://www.accesstheater.com/>

Please note: **The Access Theater reserves the right to cancel individual performances, the entire run of a contract, or withhold security deposits if the rules and practices set out in the BLACK BOX HOUSE RULES AND FACILITY MANUAL are not followed.**

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1. Access Theater Contact Information

Access Theater – 380 Broadway, 4th floor
New York, NY 10013
(212) 966-1047

Artistic Director – Jackie Christy

2. If You Read Nothing Else Section!

Below is a list of the most common overlooked points in the Black Box House Rules and Facilities Manual. While certainly not a full overview of the manual please make sure to pay particular attention to the points below as we enforce these rules regularly.

- ✓ NO PRODUCTION EQUIPMENT, CABLES OR SCENERY MAY BE ATTACHED DRAPED OR TIED OFF TO ANY SERVICE PIPES. THIS INCLUDES ALL SPRINKLER, GAS, CONDUIT & WATER SERVICES. EVER!!! WATCH OUT! WE HAVE A GOOD NUMBER OF THEM!
- ✓ NO PRODUCTION MATERIALS MAY BLOCK THE REAR EXIT (BACKSTAGE) AT ANY TIME
- ✓ ALL PRODUCTION MATERIALS MUST BE REMOVED FROM THE SPACE BY THE END OF YOUR CONTRACT, NO MATERIALS MAY BE STORED OR THROWN AWAY WITH THE ACCESS TRASH
- ✓ NO PRODUCTION MATERIALS MAY BE STORED UNDER THE SEATING, OVER THE DRESSING ROOM OR BACKSTAGE PAST THE LINE MARKED ON THE FLOOR AT ANY TIME
- ✓ NO FOOD OR DRINK IN THE BOOTH (NOTE THE ELECTRICAL SUB-PANEL BY YOUR SIDE!)
- ✓ NO SMOKING ANYWHERE AT ANY TIME (INCLUDING THE BATHROOM)
- ✓ ALL LIGHTING EQUIPMENT MUST BE STORED ON THE LIGHTING RACK BACKSTAGE WHEN NOT IN USE – THE RACK IS NOT FOR PROPS OR PRODUCTION MATERIALS
- ✓ EMPTY THE TRASH WHEN IT IS FULL!
- ✓ SHUT OFF ALL EQUIPMENT PRIOR TO LEAVING
 - BOOTH MAIN DISCONNECT
 - SOUND EQUIPMENT (AND AMPLIFIER)
 - HOUSE AND WORK LIGHTS
- !!!!!KEEP THE SPACE CLEAN AT ALL TIMES!!!!

3. Definitions

ACCESS THEATER – Lessee of the 4th floor, 380 Broadway, New York, NY 10013. Owner of all properties housed at same. Controlling party of all spaces in the LETTER OF AGREEMENT.

ACCESS THEATER STAFF (STAFF)- All persons under section 1. **Access Theater Contact Information.** The only persons able to give approval for exceptions to the Black Box House Rules & Facilities Manual.

PRODUCTION – Renting organization as set out in the LETTER OF AGREEMENT.

LETTER OF AGREEMENT – Contract between ACCESS THEATER and PRODUCTION for use of ACCESS THEATER held spaces and communal areas (entry, stairs, etc.) in same building.

ORIGINAL CONDITION – Condition of all spaces and equipment occupied or used by PRODUCTION prior to first date of rental.

BLACK BOX – space set forth in the LETTER OF AGREEMENT for use by PRODUCTION.

4. Black Box House Rules and Facility Manual

All exceptions to the following rules are only valid if given in writing by ACCESS THEATER STAFF prior to the date exception is taken.

- General -

Access Theater Staff

The Access Theater is staffed primarily with part-time volunteers. All requests for service of equipment or the resolution of small problems will be taken care of in a timely fashion, but please allow time to fit requests into staff schedules. Emergency calls will be answered as quickly as possible.

Access Theater Website

The Access Theater maintains a technical information website at www.accesstheater.com to provide our renters with a valuable recourse that covers everything from these house rules to downloadable equipment manuals. Please take the time to look over the website as well as notify all production staff and designers of its existence.

Production Questionnaire

The Production Questionnaire located at <http://www.accesstheater.com/production%20questionnaire.htm> must be filled out and submitted **Two Weeks** prior to load-in.

Insurance

The ACCESS THEATER holds insurance covering the facilities from property damage and ACCESS THEATER liability. This insurance does not cover PRODUCTION damages and liability. PRODUCTION must show proof of insurance or sign a waiver holding the ACCESS THEATER faultless for damages or liability incurred by PRODUCTION at the ACCESS THEATER before first day of rental. More information about insurance as well as links to companies insuring for general liability and volunteers can be found on the Access Theater website.

Security Deposit

Deductions will be made from the security deposit in the event of damage to Access Theater equipment or facilities. Failure to leave the space in its ORIGINAL CONDITION will result in a \$30 an hour fee, not including materials, to return the space to ORIGINAL CONDITION. Materials fees to repair or replace broken equipment will be set at current retail value. The decision to either repair or replace equipment will be at the sole discretion of the Access Theater. Deductions made to replace equipment will not be prorated and will be taken at full replacement price. Disputes over security deductions must be made in writing within forty-eight (48) hours of notice of deduction.

Security

The Access Theater will provide one key for the main entrance to the lobby, which may not be duplicated. **No spaces may be secured in any way that will prevent Access Theater personnel from gaining entry.** The Access Theater does not guarantee the security of any items left within the Black Box Theater. Each production is responsible for guaranteeing to its audiences and staff the security of their belongings.

Keys

One set of keys will be given for each contract. Keys are as follows:

- Lobby stairwell door
- Street entrance
- Dressing Room

This set of keys may not be duplicated and a \$40 fee will be deducted from the security deposit to replace lost sets.

A set of keys for general purpose locks is held in the lobby cash register. These keys may not be taken off the premises and must be left in the register when not in use. Keys are as follows:

- Elevator, fourth floor and street level
- Lobby marquis
- Bathroom paper towel holder

The elevator keys cost the access theater \$200 to replace due to building security restrictions and a \$250 fee will be deducted from the security deposit to replace a lost elevator key.

Buzzer

The Lobby buzzer is paralleled with the Gallery buzzer. The Lobby buzzer can be disabled from a switch at the buzzer (red light). The buzzer must be returned to the ON position (green light) before vacating the space each night.

Lobby Marquis

The Lobby marquis is for the posting of actor and show pictures. Only pictures on glossy photo paper may be used as the tacky back on the marquis will pick up paper fibers and mar the surface. Please see the resources section of www.accesstheater.com for a copy of the marquis user manual. Confirm with ACCESS STAFF before posting any materials that may leave a residue on the tacky back.

Black Box Condition

The Black Box Theater must be maintained in a neat and orderly fashion at all times including load-in, tech and performances. This includes the proper disposal of all trash and foodstuffs, routine sweeping and mopping if necessary and prompt notification of any equipment or facility problems. The BLACK BOX LOAD-IN CHECKLIST (appendix D) must be filled out upon receipt of the Black Box and returned to the office before work can begin to determine its ORIGINAL CONDITION.

The black box will be painted semi-gloss black but the Access Theater makes no guarantees as to the condition of the floor treatment. Should an unblemished floor color and appearance be required please make arrangements to paint the floor as needed using latex paints. Should a floor treatment other than semi-gloss black be required PRODUCTION will be required to repaint the floor to semi-gloss black before the end of the rental period.

Lobby

The Access Theater lobby is solely for holding patrons for the black box theatre, though the lobby bathroom is shared with both spaces. Audiences should be held within the Lobby and audience members are not allowed to congregate either in the main staircase or hallway between the Gallery and Lobby. The Lobby & hallway lights and exit signs may not be dimmed or disabled in any way. **No production materials may be held at any time in the Lobby or Gallery hallway.**

Storage

The Access Theater provides no storage or holding area for the Black Box space beyond the designated spaces inside the Black Box. No other space may be used for production materials.

Trash

The Access Theater provides bags and trashcans for all **non-construction** materials. Each production is responsible for legally disposing of all construction materials. These materials include but are not limited to:

- Lumber
- Paint
- Bulk Fabric
- Costumes
- Props and Furniture
- Set Pieces

Full trash bags are to be stored adjacent to, but not blocking, the freight elevator behind the black box stage. It is the responsibility of each production to move **all stored trash** to the sidewalk adjacent to the freight elevator entrance every **Monday and Thursday night after 5:00 p.m. and before 7:00 p.m.** Trash bags for general purpose trash may be found in the kitchen.

Please keep in mind during strike that the ACCESS THEATER will only dispose of (4) four bags of **non-construction** materials after the end of the rental period. **DO NOT PLAN TO DISPOSE OF ALL PRODUCTION MATERIALS, PROPS, COSTUMES, ETC. BY BAGGING THEM AND LEAVING IN THE SPACE FOR REGULAR PICK-UP.** The ACCESS THEATER reserves the right to use Production security deposits to pay for the immediate removal of all trash exceeding the (4) four bag limit or comprising construction materials.

The ACCESS THEATER can provide a list of companies and contact information for a number of trash disposal options including curbside pickup, dumpster rental or a local carting service that will even sweep the floor before leaving. All options generally require at least 24 hours notice and scheduling during normal business hours Monday-Friday, please plan ahead. Some disposal option information can also be found on our website at <http://www.accesstheater.com/>

Freight Elevator

Freight elevator keys will be made available at the beginning of the rental period as part of the in-house set of keys. These keys may not be removed from the space at any time. When not in use they **MUST** be returned to their storage location. The freight elevator is not to be used to transport audience members and renters are cautioned against advertising the ACCESS THEATER as handicapped accessible, which it is not.

Kitchen

The kitchen sink, coffee maker and refrigerator are available for PRODUCTION use but must be cleaned out nightly. No Access Theater dishes or foodstuffs may be used without prior written permission from ACCESS STAFF. Any food placed in the refrigerator must be clearly marked. The refrigerator gets cleaned out once a week and all unmarked food will be thrown away.

Strike

All duties set out in the STRIKE CHECKLIST (appendix B) must be completed before PRODUCTION security deposit will be returned.

Please see the **Trash** section about disposing of production materials during strike.

Concessions

The ACCESS THEATER does not hold a liquor license and the sale of alcoholic beverages is expressly prohibited. If Alcoholic beverages are to be given free of charge, PRODUCTION is responsible for checking I.D. The ACCESS THEATER must be notified of the distribution of Alcoholic beverages before opening night. All other concessions are permitted and any trash containers used for concessions must be emptied nightly and securely bagged.

Sandwich Board

A sandwich board is available for PRODUCTION use on the street outside the main entrance. The board must be fastened to the railing and sit no further than twelve (12) inches from the side of the building. The board may be put out one hour prior to show time and must be returned to under the front hallway mailboxes immediately after each performance.

Impactive Movement

Impactive movement must be kept to a minimum (jumping, stomping, etc.) due to floor construction and consideration for the tenants below. Please coordinate the use of impactive movement with ACCESS STAFF.

Illegal Substances

Illegal substances are prohibited from any part of the ACCESS THEATER at all times by all PRODUCTION staff or audience members.

- Occupancy & Safety -

Occupancy

The Black Box has a working capacity of 74 persons, including all production staff. This number may not be exceeded for any reason. No waivers will be given for larger occupancies. The Access Theater reserves the right to either turn away over capacity guests or shut down a particular performance if occupancy is exceeded. **Total audience capacity cannot exceed 60 persons.**

Lobby Stairwell Door

The lobby stairwell door must be kept closed while unattended, by NYC fire code. The stairwell door may be held open while attended by PRODUCTION staff but must be in plain view of staff members at all times and must be closed for performances. In case of emergency, PRODUCTION FIRE GUARD must close door after all audience and staff have been evacuated.

Emergency Exits

The Lobby and Black Box Backstage stairwell doors must be kept clear of any obstacles and a **36” clear path to audience seating areas must be maintained at all times.** The emergency exit panic bars may not be disabled in any way. All floor cabling must be covered and no furniture or drapery may be put between the audience and the emergency exit without proper signage and Access Theater staff approval. The main Black Box doors may not be locked or covered at any time.

Emergency Exit Signage

Emergence exit signs and exit lighting may not be disabled, altered or covered in any way. If the main exit sign to the lobby is not visible from all seating, loose exit signs must be provided leading to the stairwell. The Access Theater has appropriate loose exit signs and any use of loose signage (no matter the provider) must be cleared with Access Theater staff before use.

Seating

(50) fixed seats have been provided for audience members. A total of (10) loose chairs may be added in front of the first row of fixed seating. The distance from loose seat-back to fixed seat-front must be a minimum of 12” when the fixed seat is in the down position. Seating must be arranged to provide a clear path to the lobby exit without having to traverse the set or other technical elements of the production. No scenery, props or other equipment may be positioned in an aisle while audience members are in attendance.

NO STANDING ROOM IS ALLOWED, ALL AUDIENCE MEMBERS MUST HAVE A SEAT

House Lighting

House lighting must be used during preshow, intermission and postshow to provide an illumination of ten (10) footcandles or more (average house lighting illumination) for all seating and aiseways.

Personal Safety Equipment

PRODUCTION is responsible for providing all safety and protective equipment to ensure a safe working environment for all PRODUCTION staff. PRODUCTION is required to ensure the safe working order of all ACCESS THEATER facilities and equipment before use. PRODUCTION is responsible for adhering to all standard theatrical building practices, material handling practices, building regulations and OSHA requirements.

Sound Levels

No event may exceed an average production Sound Pressure Level (SPL) of 85db_{SPL} for more than five (5) minutes or instant levels of over 100db_{SPL}.

- Equipment & Facilities -

Load-In Checklist

PRODUCTION is responsible to fill out provided Load-In Checklist (appendix D) upon receiving use of any ACCESS THEATER space. The Load-In Checklist is to be turned in to the office before any work may begin and will be used to assess the condition of all facilities and equipment after the PRODUCTION has vacated all ACCESS THEATER spaces.

Defective or Broken Equipment

Due to the fact that all Access Theater Staff are part-time volunteers we are not able to continuously check-up all systems and equipment. If equipment or facilities are found to be broken or close to broken please mark equipment and place a note under the office door as to which equipment is broken and if possible how it happened.

Equipment and Drapery

All equipment (sound, lighting, seating, furniture, etc.) and drapery must be returned to its ORIGINAL CONDITION or as noted below. This includes folding and storing all drapery, striking all lighting equipment and cabling the sound system back to its neutral set-up.

Service Pipes

All service pipes (Sprinkler, Gas, Water, Sewer, Electrical Conduit) are to remain clear of PRODUCTION materials. No materials may be hung or fastened to service pipes for any reason. If

materials are found on any service pipe by Access Staff those materials must be immediately removed by PRODUCTION. Depending on the circumstances, PRODUCTION may be given Twenty-Four (24) hours to remove materials. No audience members are allowed into the Black Box during this time.

NO LIGHTING INSTRUMENTS MAY BE POSITIONED IN SUCH A WAY THAT THE BODY OF THE INSTRUMENT IS WITHIN 18” OF ANY SPRINKLER HEAD.

Care should be taken not to damage any service pipes with particular attention paid to sprinkler heads.

Electrical Tie-Ins

The electrical sub-panel in the Black Box is to be left as-is. No electrical tie-ins are permitted without express written consent by ACCESS STAFF and performed by a licensed New York City Electrician or ACCESS STAFF.

Fastening or Painting ACCESS THEATER Facilities and Equipment

ACCESS THEATER facilities and equipment may not be altered or fastened to, including painting, without permission from ACCESS STAFF. If permission is given, nailing is not permitted, only the use of screws or clamps may be used on ACCESS THEATER facilities. All suspended materials must be cleared in advance with the ACCESS STAFF.

The Black Box stage floor and stage walls may be painted with latex paint. Any surfaces painted must be returned to semi-gloss black and dry before the end of the rental period. When returning any surface to semi-gloss black the entire surface, regardless of how much was originally treated, must be painted. Please leave time for multiple coats of paint for surfaces that were treated with bright colors or patterns.

Sound and Lighting Equipment

All sound head-end and lighting control equipment must be covered while not in use and during construction.

Prohibited Materials

Materials prohibited from the ACCESS THEATER either for PRODUCTION or personal use without written permission from the ACCESS THEATER:

- Sand
- Sawdust
 - Except for sawdust created during building, which must be cleaned up before vacating the space each night.
- Concrete
- Eggs
- Live Animals
- Unpreserved Dead Animals
- Leaves
- Hay or other Dried Grass
- Solvents
- Untreated combustible materials
- Spray paint
- Dirt
- Pools of standing water

- Tires

Materials prohibited from use on any ACCESS THEATER facilities or equipment:

- Tapes
 - Duct
 - Masking
 - Electrical
 - All non cloth or spike tapes
- Paint
 - Must have ACCESS THEATER written approval.
 - Must be returned to original color and dry before contract expires. No partial painting, any surfaces partially painted by PRODUCTION must be completely repainted to keep color consistent.
- Nails
- Fishing line
- Dyes

- Fire Policies -

Fire Guard

Each PRODUCTION must dedicate one person on their staff as the dedicated Fire Guard. This person must execute all responsibilities of a NYC FIRE GUARD and keep a log of each work call, rehearsal or performance in the log provided by the ACCESS THEATER. The FIRE GUARD is not required to be certified by the city of New York but it is strongly recommended .

The Current Black Box Fire Guard Log contains a description of all required procedures and inspection locations as well as reference information and the location of local fire and police precincts. The log is located by the lobby cash register and must be filled out prior to each work call, rehearsal or performance. The fire guard log will be checked regularly by Access Staff and a \$20 penalty will be issued for each undocumented work call, rehearsal or performance.

The Fire Guard Log is required by New York City fire code and is checked for completeness by any building inspector or Fire Marshall conducting regular inspections. Please make every effort to keep the log up to date to prevent fines or summons.

Flame-Proofing

All scenic elements (platforms, curtains, flats, furniture, etc.) must be flame proofed prior to the first performance. The FIRE GUARD is responsible for signing off on the flame proofing in the fire guard log provided by the ACCESS THEATER. Swatches of all flammable materials must be made available for periodic checks to ensure proper flame-proofing. Shows will not be allowed to run should they fail flame-proofing tests. **Materials that cannot be flame proofed may not be brought into the ACCESS THEATER.**

Smoking

There is absolutely no non-show related smoking by PRODUCTION staff or audience members at any time. This is in accordance with the Clean Air Act and is New York City Law. Exceptions may be made for show related use only and must be in accordance with ACCESS THEATER POLICY:

- The ACCESS THEATER must give written permission before the first use of smoking onstage for either rehearsals or performances.
- Smoking is to be restricted to a maximum TOTAL burn time of sixty (60) seconds for the entire production.
 - Example: 1 cigarette for one minute or ten cigarettes for 6 seconds each.
- Two (2) remotely located signs must be posted in clear view of all patrons which read: “CIGARETTE SMOKING WILL OCCUR IN THIS PRODUCTION”
- The use of Cigars, Cloves or mock marijuana cigarettes are permitted as well. Signage should be adjusted accordingly.
- The use of lit pipes is not allowed due to the danger of loose tobacco.
- One PRODUCTION staff member must be ready with a fire extinguisher and have a clear line of site and path of travel to the cigarette at all times.
- A NYC certified Fire Guard must be present for all shows. The ACCESS THEATER must have on file a copy of the FIRE GUARD’S NYC certification.

Any persons found smoking for non-show related reasons will be immediately escorted from the theater and may not return for 24 hours, no matter their role or position in the production. After the first offense the entire production staff will be asked to leave for 24 hours, regardless of the production or performance schedule.

Enclosed Flame

Enclosed flame (candle in glass, etc.) can be used with **prior written permission** from the ACCESS THEATER. All smoking burn time rules apply.

Open Flame

All open flame or ignited materials are prohibited without prior written permission by the ACCESS THEATER. Permission is not typically granted.

Fire Arms

Fire arms may not be used onstage without written permission by the ACCESS THEATER. PRODUCTION accepts responsibility for the safety of all PRODUCTION staff and audience members. PRODUCTION shall provide a trained Gun Wrangler to oversee the proper training of all staff handling Fire Arms. PRODUCTION shall provide proof that all Fire Arms have been properly blocked or made inoperable with live rounds.

NFPA 160

All use of flame must be within the limits set under the National Fire Protection Association (NFPA) 160 – Standard for Flame Effects Before an Audience. The ACCESS THEATER keeps a copy of NFPA 160 in the office for examination upon request. Copies of NFPA 160 can be purchased for download from the NFPA website, <http://www.nfpa.org>.

Appendix A – Black Box Equipment and Facility Overview

This following is not a hard and fast inventory of Access Theater equipment but provides a general overview of the theatre specifications. For further equipment information and specifications please refer to the Access Theater technical website at:

www.accesstheater.com

Access Theater equipment is always being upgraded and serviced, please check for an updated copy of this overview before loading in any show.

Lighting System:

Service	(1) 100 amp sub-panel located in black box booth with accompanying main disconnect
Distribution	(4) 120v 20 amp edison quad boxes located in booth (1) 230v 20 amp line for main Air Conditioner – not for production use
General Purpose Outlet	(1) 120v 15 amp edison quad box located in rear stage wall for rear A/C, dressing room and spare utility
Fixtures	(16) 500 watt 6” fresnel (4) ### watt par 46 (2) 500 watt axial elipsoidals 4.5x6, Note elipsoidals do not have template slots Assorted clip lights
Cables	Assorted 5’, 10’, 15’, 20’ 15amp edison cables Assorted 3-Way Cube-taps
Dimming & Control	(4) NSI 4 channel 4600 portable packs, 600 watts per channel (in fixed locations spaced evenly over grid) (1) NSI 7016 16 channel controller

Notes:

- While portable, dimmer packs may not be relocated without prior permission from access staff
- Dimmers are internally fused, please be aware of the 600 watt maximum due to down time in changing fuses
- The Dimming system runs on a proprietary multiplexed control signal which is **NOT DMX COMPATIBLE**. A de-multiplexer may be rented from Big Apple Lighting to interface standard DMX controllers.
- Please refer to the access theater technical website for dimming and control equipment manuals
 - www.accesstheater.com

Sound System

Playback	(2) Sony consumer grade 5-disc cd changer
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	(1) Double deck cassette player (provided upon request)
Mixer	Yamaha 12/4 mixer, 12 channel stereo Mic/Line Mixer
	8 mono input channels with balanced XLR mic and ¼” TRS line inputs
	2 stereo input channels with balanced ¼” TRS jacks for balanced or unbalanced
	4 aux busses (independent output), basic onboard eq and processing
Amplifier	QSC RMX-850 stereo power amp
	200W at 8ohms, 300W at 4ohms
	Neutrix and terminal post output
	¼” TRS and XLR input
Loudspeakers	Pair of generic reinforcement speakers

Rigging

Overhead Pipes	Four 21’ 1-1/2” I.D. schedule 40 pipes running stage left to stage right
	Pipes mounted 10’-0” above floor
	Pipes have not been engineer certified and currently carry no recommended p.p.l.f.
	Please use best judgement when loading pipes lighting equipment and scenic bracing only, no excessive or dynamic loads
Stage Left Hooks	Eye bolts are located 6” below ceiling level along the stage left wall for running cables back to the booth from the overhead pipes
	No service pipes are to be used to run cable at any time, regardless of existing cabling

Notes:

- Numerous service pipes (gas, electric, sewer, water) are located throughout the black box. At no time are cables, lighting fixtures or scenery to be attached to these pipes regardless of existing cabling. All production materials found at any time during your stay will need to be removed before the next rehearsal, work call or performance without question.

Drapery

Blacks	Assorted sizes and thread counts found in storage throughout the black box
	Some blacks are high quality velour while others simple low count masking
	Blacks are on an as found basis; there is no exact inventory

Notes:

- All drapery must be hung from the dedicated overhead lighting pipes or from a freestanding rig. Using overhead service pipes will not be allowed. Please take this into consideration when planning for your load in period and production requirements.

Appendix B – Strike Checklist

This Strike Checklist comprises the main strike and clean-up duties expected of all persons or companies who rent any part of the Access Theater. This list is meant to act as a guideline, covering a typical rental situation, and should not be taken as absolute. All renters are expected to leave any space occupied during their stay in a similar or better condition than originally received. Any questions as to the strike needs of particular renters should be asked well in advance of the final occupation date. Any duties not performed by the end of renter's lease will result in a deduction of renter's security deposit equal to all labor (\$30 per hour), materials and renting time lost needed to complete strike by Access staff.

General

- ❑ **All Materials not owned or held by the Access Theater are to be removed. The Access Theater will not dispose of ANY production materials except for food, drink and bathroom materials accumulated during typical lobby use. For more information please contact Access Staff.**
- ❑ **ALL areas used by renter must be cleared of trash, swept and mopped except for the Black Box booth, which must be cleared of trash and swept only.**

Bathrooms (lobby & backstage)

- ❑ The Bathroom must be cleared of all trash. The trashcan must be emptied into the lobby can and the floor swept and lightly mopped.

Black Box

- ❑ The Access Theater does not have the space to house large amounts of building materials. While we appreciate donations of unused materials we ask that arrangements be made in advance with the Access Technical Director before deciding to leave any materials. We will occasionally accept uncut lumber, tape, fasteners and other supplies but due to space limitations cannot do this as a rule.

Booth

- ❑ All booth equipment must be returned to its neutral state and in working order. See the "Black Box equipment block diagram" for further information about equipment setup.
- ❑ All equipment manuals must be returned to their folder on the back wall.
- ❑ The lighting disconnect and the general purpose power strip must be turned off.
- ❑ All equipment must be covered.

Lighting and Sound Equipment

- ❑ All Lighting equipment must be struck from the lighting pipes and neatly returned to the open shelves adjacent to the dressing room.
- ❑ Any broken equipment must be labeled with a tag found on the lighting shelves. Do not tape the tag to the equipment. Please notify Access Staff of broken equipment either by slipping a note under the office door or e-mailing
- ❑ All tape must be removed from equipment and any residue removed with a non-abrasive cleaning solution and dried.
- ❑ Both loudspeakers must be hung on the most upstage lighting pipe left and right.
- ❑ All equipment in the *Black Box Equipment Inventory* must be accounted for.

Dressing Room

- ❑ All furniture must be returned to original configuration (chairs, mirrors, cabinets, etc.).
- ❑ Check for valuables that might fall behind the desks or cabinets, especially jewelry. The Access Theater is not responsible for lost or stolen property and cannot disrupt the next production to search for lost property.

Backstage

- ❑ The backstage area, including the Access lumber and material storage area in the far back, must be left clear of all production materials. In the case that a renter has arranged **IN ADVANCE** to store materials to be picked up at a later date an aisle to the rear of the space must be kept clear.

When organizing the backstage area the rear exit door and elevator doors must be kept clear with an easily navigated aisle to the stage.

Appendix C – Local Resources

Chinatown Building Supply Inc.
72-76 Walker St. (b/t Broadway & Lafayette)
(212) 431-0099

C L Lights and Lighting
317 Canal Street
(212) 219-8076

Canal Plastics Center
345 Canal Street
(212) 925-1032

Pearl Paint Co. Inc. – Home Furnishings & Painting
56-58 Lispenard St.
(212) 431-7932

Appendix D – Load-in Checklist

Please fill out and slide under office door before starting to work in the black box. This checklist will be used to help determine original condition during your load-out.

- All areas (lobby, seating, backstage, dressing room, bathrooms, booth) are clean, swept and free of previous production materials.

If Not, Please Describe: _____

- Stage Floor is painted semi-gloss black and free of obvious defects or patterns that would cause production problems.

If Not, Please Describe: _____

- Lighting equipment is neatly organized on the rack next to the dressing room.

If Not, Please Describe: _____

- Overhead service pipes (not grid pipes) are clear of cables.

If Not, Please Describe: _____

- Kitchen and refrigerator are clean and lobby trash has been emptied

If Not, Please Describe: _____

- There are no obvious conditions that would compromise working in the Black Box or constitute a violation of the BLACK BOX HOUSE RULES AND FACILITES MANUAL

If SO, Please Describe: _____

Production: _____ Signature: _____ Date: _____