

## General Theatre Guidelines and Upkeep

- You are responsible for your keys and for returning them at the end of your rental period to the key drop slot.
- The key required to use the elevator is hanging from the shelving unit in the janitorial room, labelled and attached to a long rod. Make sure to return it.
- There is a fire exit downstage right that cannot be masked with a curtain. Hard masking in the form of hinged door is provided.

### *Keys:*

The Registry Theatre keys are your responsibility. Be careful not to lose them and do not lend them to any unauthorized person. If misplaced, you may be charged the full cost of replacement and building lock changes.

### *Doors:*

Please use care when rehearsing or working in the building. Do not leave a door unlocked and unattended. Make advance arrangements with group members to let them in, preferably through the back door.

When you leave the building, even for a short period of time, make sure all doors are securely locked and lights are out. Double-check doors, especially at night.

During performances, one or more front of house staff should attend the front door at all times. All other exterior doors should be locked and windows should be closed.

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## On Stage

- Occupancy for the **building in 200 persons**. This includes all cast, crew, volunteers, etc. Please **do not exceed 16 chairs per row**, or you will be in violation of the fire code
- Stage Floor:
  - The stage floor must remain intact and damage free.
  - Do not screw or nail anything into the stage floor.
  - Set pieces must be secured by weights/sandbags
  - Do not paint the stage floor
  - Protect the stage floor from heavy equipment and musical instruments
  - The stage floor must be swept and lightly wet-mopped after each use
  - To turn the lights on in the house, you should enter the theatre from the lobby through the door farthest towards the back of the house. On the wall beside this door, underneath the thermostat, is a three-position switch:
    - CENTRE POSITION: Switch is upright. Lights are off.
    - “NON-DIM” POSITION: Switch is turned to the right. All house lights are on.
    - “DIM” POSITION: Switch is turned to the left. The house lights are now controlled by the lighting board, channel 40. The lighting board must be ON and House fader UP.

Seating aisle lighting is controlled by the switch located behind the lighting desk to the left. Please make sure you turn it OFF at night.

The remaining light switches are easily located on the walls of their respective areas and must be turned off at the end of the night. Please note a few lights in the basement do not have switches and will stay on.

Please put out and turn on the ghost light at the end of the day

Please unplug the work lights before you leave for the day

The only areas designated for postings are doors, glass surfaces and the bulletin boards located at the foot of the main staircase.. Our walls are old, and even the most gentle masking tape will remove paint if you post on the walls. There is a \$50 fine to fix any damages. You may write a message on the blackboard by FOH but please erase it when you leave the space

Please remove all postings on walls and the bulletin boards when your event is complete.

Users are responsible for checking and tidying excessive garbage in the washrooms after their events, and checking that taps and toilets are not left running. Longer-term renters will need to maintain washrooms during their rehearsal period. Janitorial services are usually only provided for performance days. All immediate spills and messes must be cleaned up by the renter.

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### **Technical Equipment**

The standard lighting plot for The Registry Theatre consists of a basic stage wash, utilizing 18 instruments. This plot may be changed by users, using qualified and approved technicians, but must be restored at the end of each event. The user will be charged if the user fails to restore the lighting instruments, plot or board.

At the end of each night please make sure the lighting and sound boards are powered down and covered. As well the working booth lights need to be turned off when you leave for the night.

Please be sure you have SOCAN clearance before using copyrighted music in your performance.

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## Leaving the Theatre After a Rental Period

- Stage:**
  - The stage floor must be cleared of all show related items. The stage must be swept and mopped with a lightly damp mop. Use the appropriate bucket and mop (marked stage use only) located in the Janitorial Room to the left of the stairs leading down from the lobby .
  - The ghost light must be turned on (plugged in) before you leave
- House:**
  - The seating area must be restored to 16 chairs per row except for the back riser which is split 7 and 8.
  - Clear seating areas of all paper and other trash. All food items should be removed. Any spills should be mopped up. All garbage outside of regular usage must be handled by the renter
  - House lights should be turned off, (the switch with the three different levels).
  - The Theatre doors from the lobby should be left open, especially in winter, for heat circulation.
- Lobby:**
  - Please set the fridge level to 1 at the end of your rental period.
  - Debris and spills must be cleaned up.
  - If you wrote anything on the chalkboard behind FOH please wipe it off
- Elevator:**
  - The elevator key must be returned to the Janitorial Room.
  - The lights must be turned off and the doors closed.
- Side Room, Green Room and Dressing Rooms:**
  - The green room and side room should be cleared of all user items (costumes, props, personal effects, poster postings) and returned to their original configurations
- Washrooms should be left the way you would like to find them. Accidents, makeup and spills must be cleaned up.
- Lights and fans must be turned off.
- All exterior doors must be checked to ensure that they are securely locked:



A secure key drop-box is located on the outside of The Registry Theatre office on the lower level by the back staircase. Please check to make sure you have collected all personal items before exiting for the final time.

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### **Emergency**

IN CASE OF EMERGENCY, CALL 911 The address of the theatre is: 122 FREDERICK STREET KITCHENER, ONTARIO N2H 2L9. We are located on Frederick Street, east of Weber, on the north side of the street. When the situation is under control, please notify one person from the list below:

Sam Varteniuk, General Manager: 226-791-0252

Allan Hoch, Technical Director: 519-576-7052 / cell: 519-741-7554

Open flame includes: match, candle, torch, lantern, etc.

Open flame may NOT be used inside The Registry Theatre, including onstage, unless explicit written permission is given by the theatre, in consultation with the Fire Prevention Officer, Kitchener Fire Department.