



Second Street Players *at the Riverfront Theater*

2 S. Walnut Street
Milford DE 19963

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Second Street Players Rules and Procedures for Performers

(excerpted from SSP Rules and Procedures)

Adopted May 1, 2018

Rules for Performers and Rehearsals

1. There are restrooms in the lobby and backstage. Please clean up after yourselves and take out the trash when cans are full. Trash cans are located outside the backstage doors. If problems arise with supplies, plumbing, or electrical systems, please notify your director, stage manager, or producer.
2. Use **only** the side and back doors during rehearsals and set work. For your safety, the front doors are to remain closed and locked during all rehearsals. Do not exit through the front doors.
3. Do not enter the *loft area* or the *lighting booth* without authorization.
4. All snacks and beverages located in the lobby are *not to be consumed* during any rehearsal.
5. Do not store personal items in the lobby refrigerators.
6. The computer, lobby counter, file cabinets, and equipment behind the lobby counter are off limits.
7. The telephone in the lobby may be used for local calls only.
8. When exiting the theater after rehearsal, it is the *director's* responsibility to turn off all lights and check that all doors are locked. Please check from the *outside* to assure all doors are locked.
9. Please follow all generally accepted safety standards including proper use of equipment, safe use of materials, proper lifting, and climbing techniques.
10. Power tools are off limits without a member of the board present, or an adult approved by the board.
11. Wear shoes inside the theater at all times.
12. No person involved in any production shall be permitted in the building if they are consuming alcohol, or arrive at the theater intoxicated, in possession of, or under the influence of any controlled substances. This includes having the odor of recent alcohol intake on your breath.
13. SSP has WiFi. Please see your show director or producer if you require the password.
14. Please talk to your show's director, producer, or any board member if you have any questions or concerns throughout any production.

15. All participants in a production must sign our waiver of liability and acknowledge our Code of Conduct. All production participants will be given a copy of these rules and the Code of Conduct at the start of a rehearsal period. Signed waivers and acknowledgement of the Code of Conduct are required for participation.
16. All participants in a production must participate in the strike.

It is everyone's responsibility to treat this theater and those who come to volunteer with courtesy and respect. Please be prepared to clean up after yourselves and to leave the theater in better condition than you found it.

Enforcement of these Rules

Any production member, cast or crew, including the lead production staff, who breaks these rules may be subject to removal from the production.