



# Second Street Players *at the Riverfront Theater*

2 S. Walnut Street  
Milford DE 19963

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Milford DE 19963

## Second Street Players 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.

## Theater Scheduling

To ensure fairness between productions rehearsing at the same time, and maximize the user of the theater, effective October 2017, the Board of Directors of SSP has adopted the policy described below.

In the case that your rehearsal period overlaps with another show (generally, an overlap can exist between a main stage show and a children's production), the following guidance applies:

The main stage show's director will pick three rehearsal dates/times per week, and then the children's show can pick three other rehearsal dates/times per week (The main stage production will get first choice). Any additional timeslots available can be used by either show when the theater is available by mutual agreement between the directors and clearing them through the calendar coordinator (in case other events might be scheduled). Saturdays are generally reserved for set building and tech weeks are exclusively for the current show.

Before finalizing your rehearsals, you need to confirm that the theater is available on our online master calendar. Just go to [www.calendarwiz.com/secondstreetplayers](http://www.calendarwiz.com/secondstreetplayers). Check with the SSP Board secretary if you need access.

## Board Members

1. Board members are reminded that the Code of Conduct applies to interaction between board members, both at meetings and between meetings.
2. Our Bylaws contain an attendance policy that requires board members to attend and participate at meetings. If a board member reaches four unexcused absences in the prior 12-month period, he/she can be dismissed from the board.
3. Excused absences include: illness of board member; family emergency; or participation in a production's tech week. Note that any other rehearsal is not an excusable absence. Although rehearsals can be scheduled for board meeting nights, any board member involved in a production in *any capacity* is expected to be at regularly scheduled board meetings unless a board meeting occurs during a tech week.

## Safety of Children

SSP is particularly concerned with the safety of children when they are involved in any production, whether main stage or the Children's theater program.

1. Children are to be supervised at all times. The production staff cannot supervise children who are not on-stage during a rehearsal, so parents of children must arrange among themselves a schedule to ensure that children are being supervised by a parent of children involved in a production.

2. Any rehearsal without the required supervision available is canceled.
3. Children must be closely supervised if involved in set building, and are not permitted to use power tools.
4. Children must remain inside the building at all times. Playing in front of the building or the parking lot is dangerous and prohibited.
5. A minimum of two adults present when children are involved in a production is required. A single adult is not to be left alone with children.
6. As we are not covered by our insurance carrier outside of the theater, there are to be no off-site rehearsals involving children.
7. A member of the building committee must be present during strike to ensure safety, that areas are left clean, and access to safety systems and tools are not blocked. The building committee has the final say on what we save and how things are stored. Nothing can be blocking our HVAC system or stored under it. Items in the loft must be secured to prevent them from falling. All saved pieces (flats, furniture, etc.) must be returned to their designated storage areas unless the Director for the next show asks for them to be left out. If set pieces are left out for the following production, they must be stored on the stage or in the wings to allow access to other areas in the “green” room.
8. Original copies of participant’s signed waivers/emergency contact info, and Code of Conduct documents are to be kept in a binder designated for the current production a designated location in the lobby. They are to remain on the premises at all times so they can be accessed in the case of an emergency.

## **Financial Procedures and Show Budgets**

1. The show budget must be set by the Director and/or Producer in the timeframe required by the Treasurer, usually shortly after show directors are selected so a budget can be submitted for approval by our membership.
2. The Director and/or Producer (one should be designated as the primary responsible person for each production) is responsible for assuring compliance with the overall budget.
3. Any request for reimbursement is to be approved by the show’s Director or Producer before being forwarded to the Treasurer. The Treasurer will not accept requests for reimbursement that are not approved by the show’s Director or Producer.
4. The Director or Producer can re-allocate funds from one line item to another without additional authorization, provided that the overall budget is not exceeded. For instance, if a show is budgeted for \$250 for sets, and \$100 for costumes, the Director or Producer can authorize an expense that goes up to \$150 for costumes, provided that the set budget is reduced to \$200.
5. No production member should incur expenses without consulting with the Director or Producer first. Expenses that are not budgeted for and not approved will not be reimbursed.
6. All expense requests should be submitted within 30 days of the expense being incurred. Late requests may not be reimbursed.
7. The amount of all cash funds must be verified and signed off on using the forms provided by the Treasurer before any funds are handed over to the Treasurer.

## **Keys**

1. Keys may be issued to Board members, some committee members, or certain production staff members. Keys remain the property of Second Street Players, and must be surrendered upon request.
2. No SSP key is to be duplicated.
3. Keys are not to be shared. Access to the building is meant to be for the key holder!

4. When leaving the building, make sure ALL doors are locked, even if you didn't use all of them.
5. Violation of our key policies will result in forfeiture of your key. Remember that you could incur a high cost to SSP if we have to change all of our locks.

## **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.