

**The Etherredge Center**  
University of South Carolina Aiken  
Technical Information and Policies

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The Staff of the Etherredge Center wants to make every user's experience in the facility as pleasant as possible. The following technical information and policies have been developed to encourage the safe and efficient use of the facilities. Please contact us if we can answer any questions.

To facilitate the satisfactory completion of each event's requirements, each user will need to attend a production meeting with Etherredge Center staff prior to the event. The information provided at the production meeting will be utilized by the Etherredge Center staff to complete preparations for the event.

All users of the Etherredge Center must comply with all Local, State and Federal laws, all ordinances of the City of Aiken and all regulations of the Fire and USCA Police departments.

**Section 1, Technical Information:**

**1. Stage Dimensions (see attached ground plan)**

- a. Overall Depth: 28' – 7"
- b. Plaster line to back wall: 25' – 6"
- c. Plaster line to apron edge: 3' – 1"
- d. Plaster line is defined by the downstage edge of the fire curtain smoke pocket
- e. Proscenium opening: 37' – 0" wide, approximately 20' – 0" tall
- f. Triangular elevator apron/orchestra lift: 32' – 0" wide, 11' – 0" deep tapering to 1' – 7" deep at sides
  - i. Lift travels from stage level to 8'-0" below stage level
- g. Fly tower height: 48' – 6"
- h. Vectorworks or .pdf ground plan, center section, and house light plot available through the Technical Director.

**2. Stage Rigging**

- a. No fly moves are permitted without full work lighting on.
- b. No fly moves are permitted with performers or staff on stage.
- c. 17 line sets.
- d. Only authorized Etherredge Center employees may operate the fly system.
- e. There is no walkable grid. All loft blocks are under hung. There is no personnel access to the top of the fly tower.
- f. All Line sets are winch driven, constant speed 46 fpm with the exception of line 4.
  - i. Fly time from low to high trim approximately 60 seconds.

- ii. Line set 4 has a capacity of 1500 lbs, but must be counterweighted, has a shorter high-travel limit of 31'-6" from the deck, and moves very slowly. Time to fly from low to high limit is 5 minutes.
- g. Maximum weight per line set: 1000 lbs. Maximum live load: 860 lbs.
- h. High trim: 46' – 0" from stage floor. Low trim: appx. 4' – 0" from stage floor.
- i. Winches are controlled from a touch-screen panel in SR wing.
  - i. Only one batten can be in operation at any time.
  - ii. Active flying of line sets during an event requires a minimum of three dedicated staff for operation.
- j. House hanging schedule on p.7.
- k. A small acoustic shell is available onstage and reverberation control curtains are available to be opened and closed in the house. Use of the acoustic shell must be prearranged.

### **3. Lighting**

- a. There are four permanent electricians over the stage, Lines 3, 7, 13, and 15. All connectors are 3-pin stage connectors.
- b. Company power is located upstage left: 3 phase, 300 amps per leg, 208 volt.
- c. Lighting control board is located in the control booth above the audience.
- d. Lighting Equipment inventory located on page 6.
- e. There are no floor pockets.

### **4. Sound**

- a. Mixing station may be located in either the control booth or in the house (extreme right side of seating half-way back).
  - i. House sound location is limited in available space. Seating will not be removed nor blocked to accommodate large mixing consoles or other equipment. The house sound location also provides space for handicapped seating. No equipment or cables may impede with access or egress of disabled persons.
- b. Multi-input boxes (24 mic lines and 4 speaker lines) are located upstage right, stage left and in orchestra pit.
- c. Two shielded CAT-5e lines have been installed that run between the house sound position and backstage left.
- d. Fan output (console connection) locations in control booth and mid house right.
- e. System signal-flow diagram is available from the Technical Director.
- f. Clear-com intercommunication system available with seven headset/belt packs.
- g. Audio equipment inventory on page 4-5.

### **5. Loading Dock**

- a. The loading dock is at stage level and is elevated 3'-8" from driveway.
- b. Loading door dimensions 7'-6" wide by 9'-11" tall.
- c. Loading doors lead directly onstage from stage left.
- d. Dock plate is 4'-0" wide and 3'-0" long.
- e. A 10' x 2'-9" rental truck style ramp is available for unloading.
- f. There is no shore power for vehicles available in the loading dock.
- g. Idling of engines in the loading dock is prohibited. The fresh air intake for the facility is located in the loading dock.

### **6. Soft Goods**

- a. 4 sets of black legs @ 10' x 22'
  - i. Typically, three sets of legs are hung on battens and others are hung as tabs from the catwalks to block sightlines into the wings.
- b. 3 borders @ 14' x 45'
- c. Main rag is pewter in color and can be flown (slowly, see fly system notes) or travel.
- d. 1 black traveler located upstage on Line 17.

- e. There is no cyclorama or sky drop. The rear wall of the stage is painted white and can be used as a sky drop. This eliminates any onstage crossover if utilized. It is possible to crossover by going through scene shop and loading dock (four doors and exterior exposure).
- f. 1 black scrim @ 45' x 22' available.

## 7. Dressing Rooms

- a. Dressing rooms are located offstage right at stage level.
- b. Two chorus dressing rooms (15 people each) and one star (2 person) dressing room available.
- c. All dressing rooms have toilet(s), basin(s) and shower.
- d. The Etherredge Center will provide restroom paper goods in all restrooms.
- e. Washer and Dryer located near dressing rooms. \*Advance notice required and additional fees will apply

## 8. House

- a. Seating capacity is 687. Lower seating area is 334 seats and has 8 potential wheelchair spaces.
- b. Seating arrangement is continental. There is no center isle.
- c. The control booth and FOH lighting position is located above the 10<sup>th</sup> row and is 40'-0" from the stage. Access to box booms, control booth and FOH position are via catwalk from the scene shop.

## 9. Stage Crew

- a. The Etherredge Center does not have a local agreement with IATSE or Teamsters.
- b. Crews are composed of University students with widely varying ranges of skills.

## 10. Projection

- a. Advance notice required.
- b. Screen is front projection, suspended from fly system. 12' tall by 21'-3" wide.
- c. Projector is located on a movable cart in lighting booth.
- d. Projector is Christie DHD-800 1chip-DLP w/ 1920x1080 native resolution @ 8000 ANSI lumens
- e. Lens is Christie Model 103-120104-01 (1.8 - 2.8:1/SXGA Standard Zoom Lens)

## 11. Piano: 9' Steinway Model "D" Concert Grand (high-polish ebony finish, purchased 2017)

## 12. Miscellaneous

- a. Stage Floor: Black finished Oak on cushioned sleepers.
- b. Stage screws (all styles) and drop-pins are prohibited from being inserted into the stage floor. A limited amount of "toe screwing" with drywall screws is permitted with technical staff approval.
- c. A two-sided (grey/black) dance floor is available, extra fees may apply.
- d. Only dance rosin may be used on the stage or dance floors. Liquid rosin or "coking" of the stage floor or dance floor is prohibited.
- e. 48 "Wenger" music stands are available with advance notice and additional rental fees will apply.
- f. Approximately 10 corded music stand lights are available. \*Advance notice required
- g. Four 4x8 wooden theatrical platforms are available to be legged for outside productions. \*Advance notice required and additional fees will apply
- h. A classroom space, the 40' x 40' **O'Connell black box theatre**, is located adjacent to the Mainstage on stage right and may be used, if available, for additional fees. Prior approval from the Etherredge Center Director, Technical Director, Director of Theatre, and Chairman of the Department of Visual & Performing Arts is required to utilize the space.

## **Etherredge Center Main Stage Sound Equipment Inventory**

\*All audio equipment is shared between multiple performance venues. If you have specific needs inform the Etherredge Center staff at your advance production meeting.

### Console: Yamaha LS9-32

- 32 xlr female analog inputs (4-band graphic or parametric eq and 2 dynamic controls per input channel)
- 2 YDGA I/O slots
- 16 xlr male outputs (customizable for L/R, mono, aux and matrix outputs)
- phantom power

### House Speakers: 8 JBL 4652-DX cabinets

- flown in distributed pairs (monaural feed) with digital delay
- Amplification: 4 Crown Com-Tech 400 stereo amplifiers

### Portable Proscenium Fill system (located on stage outside of the fire curtain travel channels):

- 2 JBL JRX-115 Loudspeakers, Amplification: Crown XLS 602
- 2 JBL JRX-118S Subs, Amplification: Crown XLS 602

### Monitor / Side Fill:

- 6 JBL JRX-112M
- 2 Galaxy Hotspot Speakers
- Amplification: Channels 1 & 2 – Crown Com-Tech 400, Channels 3 & 4 – Crown XLS 1502
- EQ: dBx iEQ-31 (1unit per amplifier), located in amplifier rack in production booth (or via console)
- 2ea Mackie SRM-450 self-powered 16” speakers

### Amplifiers:

- Monitor / Side Fill – 1 Crown Com-Tech 400 stereo amplifier, 1 Crown XLS 1502 stereo amplifier

### House Speakers and Front Fill Equalization: EQ and compressor/limiter settings are permanently set.

- House EQ / delay / DSP – Peavy Digitool MX

### Microphones:

- 4 Shure SM58
- 7 Shure SM57
- 1 Shure SM94
- 1 Shure Beta 52a
- 1 Shure MX 412 (Podium Mic)
- 1 Shure MX 418 (Podium Mic)
- 6 AKG C1000-S
- 3 Audio-Technica AT853X cardioid mini choir mics
- 3 Crown PCC-160 cardioid floor mics
- 4 Shure SLX Wireless Mic Receiver
  - Choice of SLX2/Beta58 handheld, or SLX1 bodypack w/ lav (Shure WL183)
- 4 Sennheiser EW100 handheld wireless cardioids

### Instrument Direct Boxes: 2 Horizon SL-12, 2 Behringer Ultra-D1 direct out boxes

### Playback Interface: 1 Horizon HMS-1 Signal Mate

### Microphone Stands:

- 12 Boom Stand
- 2 Short Boom Stand
- 2 Large (12’) boom stand
- 10 Straight Stand
- 2 Desk Stand
- 3 Shure A56D Drum Mount

### Playback:

- Tascam CD 200SB –
  - Audio CD / Data CD (wav/mp3/mp2),
  - USB / SD / SDHC (wav/mp3/mp2/WMA/AAC)
- Tascam CD 160 – Audio CD Only

### Hearing Impaired: T-Coil Hearing Loop – fed from OH monitor mics and house speaker feeds.

## **Etherredge Center Lobby Sound Equipment Inventory**

- Able to run stage program feed or accept 2 microphone or line level feeds.
- Local volume control at site

Speakers: 2 mounted Atlas SM82W

Amplifier: Atlas AA240

Equalization: Ashly

# Etherredge Lighting Equipment Inventory

Main Stage Control: ETC Element, 500 channels, 60 faders, two DMX Universes

- Also available is an ETC Express 24/48 which is stored separately and can be used with prior notice.
- A modest supply of DMX cable is available
- There is no dmx or data distribution network installed in the facility. Getting dmx to stage requires hard runs of cable from the control booth.

Main Stage Dimming: 82 ETC Sensor Dimmers (2.4 kW) dimmer-per-circuit

- Dimmer/Circuit availability: FOH-16 Dimmers; Box Booms-8 dimmers each (16 total); 1<sup>st</sup> & 2<sup>nd</sup> electrics-16 dimmers each (32 total); 3<sup>rd</sup> & 4<sup>th</sup> electrics-8 dimmers each (16 total); 2 dimmers available via a single drop box on SL rail.
- There are no Floor Pockets.
- There are 5ea 20A non-dimmed circuits accessible from the SL operator rail to power additional equipment. Connection is via new-style (tit-in) twist lock receptacles. There are limited drop cords (5@ 25') and adapters (2ea twist lock M to Edison F; 2ea twist Lock M to 3-pin F) in our house inventory.
- An additional 24 x 2.4 kW dimmer pack can be connected into SL disconnect box (Not available if using house disconnect for other purposes.) \*Advance notice required and additional fees will apply
- An additional 5(ea) ETC SM4-10-B Smart Module 2 dimmer units (4 dimmers per module, max wattage 2.4kW per module, twist lock M connector) are available. They draw power from the non-dimmed circuits on the SL operator rail. \*Advance notice required and additional fees will apply.
- House Lights are controlled by light board or by remote snapshot controller located in Booth and Backstage Right

O'Connell Theatre Control & Dimming:

- ETC Ion 1024 with 20-fader wing, two dmx universes
- 48(ea) 1.2 kW dimmers – total load cannot exceed panel limit of 300 amps.
- 5 (ea) 20A non-dims – also include in panel load limit.

Instrument Inventory (Shared by both spaces – total inventory not always available):

## **Ellipsoidals**

- 6 10° ETC Source 4 575W HPL
- 20 19° ETC Source 4 575W HPL
- 18 26° ETC Source 4 575W HPL
  - 9 additional 26° lenses available for swap w/ other units
- 25 36° ETC Source 4 575W HPL
- 18 50° ETC Source 4 575W HPL
- 40 26°-50° Selecon Pacific Zoom 575W GLA
- 6 14°-35° Selecon Pacific Zoom 575W GLA

## **Fresnels**

- 66 Selecon Acclaim 4.5" Fresnel 575W JCS 120 (20 barn doors available)
- 30 Altman 6" Fresnel 500W BTL (10 barn doors available)

## **Follow Spots**

- 2 Lycian 1209 "midget HP" (Main stage Only)MSR 575 HR

## **PAR / Cyc / Broad Light**

- 32 Source 4 PAR 575W HPL (VN, NSP, MFL, WFL Lenses)
- 12 PAR 56 500W MFL only
- 9 Altman Econocyc 3-cell 750W EMD (500W FCL available)
- 6 12" Scoop 1k PS lamp – no replacement lamps available
- 5 6' four-channel strips 450W per channel – in poor repair and missing lamps

## **Other Lighting Equipment**

- 4 10' booms on circular steel bases (appx 30" in diameter)
- 25 c-clamp side arms
- 15 6" Top hats
- 4 doughnuts for 360Q ellipsoidals
- A&B size gobo holders for all ellipsoidal models (appx 15 ea)

## Etherredge Center Standard Line Set Schedule

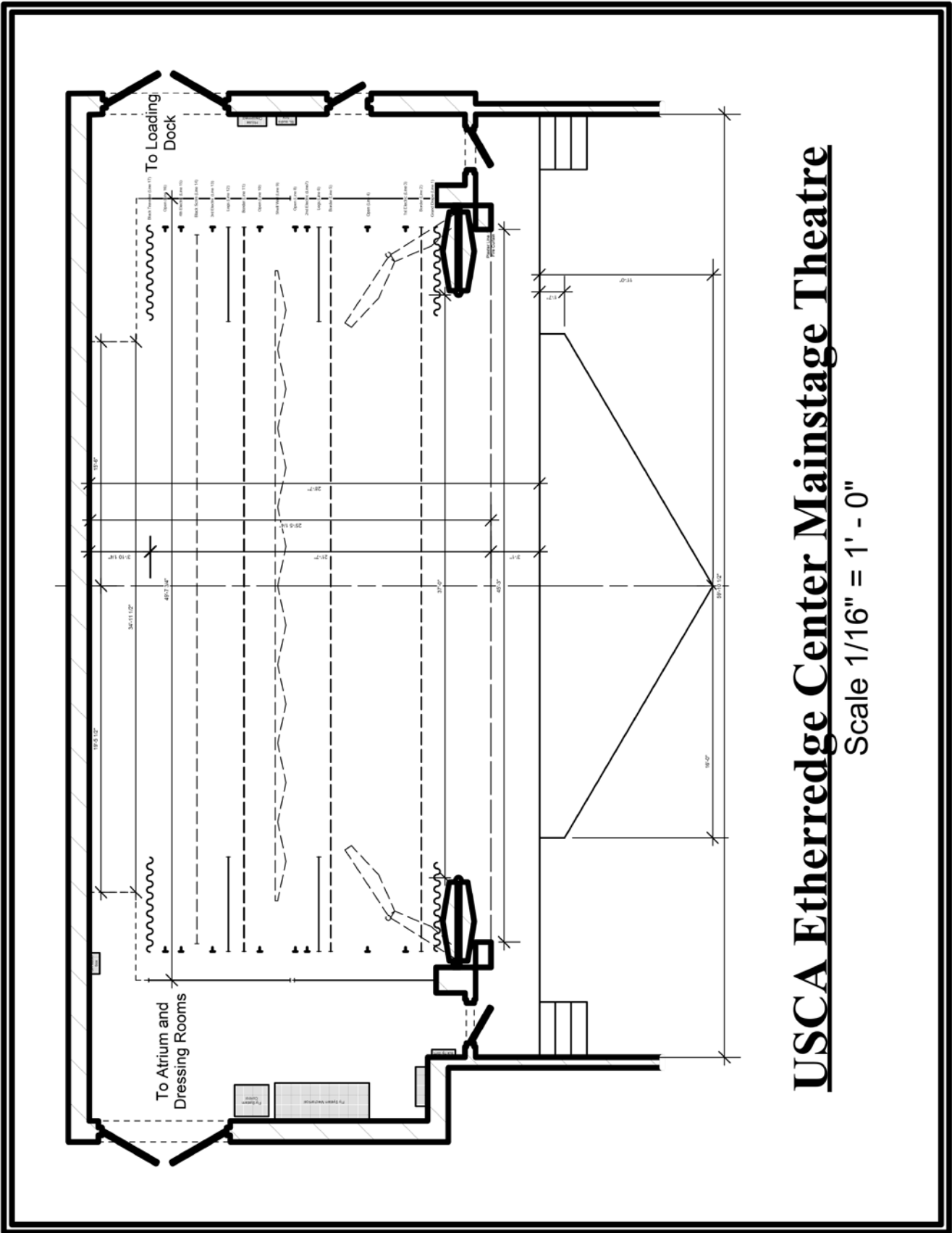
- No fly moves with personnel under the system.
- No fly moves without full work light conditions.
- All Line sets are winch driven, constant speed 46 fpm with the exception of line 4.
- Fly time from low to high trim approximately 60 seconds.
- Maximum weight per line set: 1000 lbs. Maximum live load: 860 lbs.
- Line set 4 has a capacity of 1500 lbs, but must be counterweighted, has a short high-travel limit of 31'-6" from the deck, and moves very slowly. Time to fly from low to high limit is 3 minutes.

<b>Line #</b>	<b>Description</b>	<b>Distance*</b>
1	Grand Drape Permanent	3' – 4"
2	Border or Legs	4' – 8"
3	1 <sup>st</sup> Electric Permanent	5' – 11"
4	Open, very slow speed max height 31'-6"	8' – 4"
5	Border	10' – 0"
6	Legs	11' – 3"
7	2 <sup>nd</sup> Electric Permanent	12' – 1"
8	Open	12' – 9"
9	Shell Wall (clearance from stage floor to wall base when flown is 27'- 0") Permanent	13' – 6"
10	Border	14' – 7"
11	Legs	15' – 7"
12	Projection Screen (12' x 21'-3") – movable w/ advance notice	16' – 7"
13	3 <sup>rd</sup> Electric Permanent	17' – 7"
14	Black Scrim	18' – 7"
15	4 <sup>th</sup> Electric Permanent	19' – 7"
16	Open	20' – 7"
17	Black Traveler Permanent	21' – 7"

\* Distances measured from plaster line are best estimates, but not perfectly accurate.

### NOTES:

- The fire curtain is centered 6" upstage of the Plaster Line. Any stationary or moving objects cannot impede its path of travel during any public performance.
- The fire curtain, audience divider curtain, shell wall (line 9) and Line 4 are not controlled from the console. The controls for these winches are located in the stage right wing.



Scale in this Plan altered to fit the page. Ground plan, center section, house lighting plot drawings available through the Technical Director.



## **Section 2, Policies:**

### **I. Technical Personnel**

- a. Both Etherredge Center and user personnel must participate safety orientation before being permitted to operate any equipment in the facility. Only qualified personnel approved by the Technical Director or Assistant Technical Director may operate Etherredge Center equipment.
- b. The Etherredge Center reserves the right to use Etherredge Center technical staff personnel in key technical positions where safety or expertise is a consideration. User supplied volunteers or staff with proper training and expertise allowed only with the approval of the Executive Director and the Technical Director.
- c. With the exception of the staff listed above, University students perform all labor. Each student's individual level of training and expertise vary. If the user requires specific areas of expertise, advance notice should be given to Executive Director and Technical Director. If the user requires union or other external labor, it is the user's responsibility to hire and compensate that staff. The TD or ATD must approve any externally hired staff to use house equipment.
- d. One Etherredge Center technical staff member or student technical staff member is provided to facilitate the technical aspects of all users' events. This staff member may be acting in a supervisory capacity only and may have simultaneous responsibilities within the facility. This staff member will act as the Etherredge Center's representative regarding enforcement of all technical policies.
- e. Events with complex stage, lighting or sound cues require the presence of a qualified stage manager. If a user who has such requirements does not provide a qualified stage manager then the Etherredge Center will require that the user hire a student staff stage manager for additional fees.

### **II. General Equipment and Safety**

- a. Sound and Lighting control boards, speakers, light trees, etc., intended to be placed in the seating areas will be located at the discretion of the Etherredge Center staff. Under no circumstances will the placement of any equipment be allowed to interfere with patron access/egress or block any emergency exits.
- b. All cables, cords, etc., must be securely fastened to the floor and cannot pose a risk to theatre patrons, performers or event staff.
- c. The fire curtain is centered 6" upstage of the Plaster Line. Any stationary or moving objects cannot impede its path of travel during any public performance.
- d. Users who utilize Etherredge Center equipment but operate that equipment with non-Etherredge Center staff assume the fiscal responsibility for repair or replacement of any equipment damaged as a result of improper use of the equipment.
- e. Failure to provide the Etherredge Center's staff with technical information on an event will result in extra charges and/or equipment being unavailable. The Etherredge Center's equipment is limited and scheduled on a "first-come, first-served" basis.
- f. No stage equipment of any kind may be used without the prior approval of the Technical Director or Assistant Technical Director.
- g. All tools and/or loose objects must be secured when going to the loading rail, grid, lighting positions or up any ladder.
- h. The Etherredge Center, The University of South Carolina, its personnel and staff are not fiscally responsible for any equipment supplied by the user.
- i. No house equipment may be used as set pieces.
- j. No equipment, scenery, properties or costumes that are the property of USCA University Theatre may be used without permission.

### **III. Other General Policies**

- a. No decorations, tables or signs shall be placed in any rooms, hallways, lobby or other areas without the permission of the Executive Director. Any tables or other items permitted must be set up in areas designated by the Executive Director. Damages resulting from violation of this rule will be charged to the user.
- b. Performers wearing body makeup, greasy or oily products, or body glitter should consult with the staff about where application can occur and should not sit in upholstered furniture / audience seating. Likewise, they should not lean against walls or behave in any manner that would transfer makeup or glitter to any surface.
- c. Animals are not allowed in the facility for any reason other than as licensed guide animals. Use of animals in a production must be approved through the Executive Director and Technical Director prior to load-in. Users are responsible for cleaning up after approved animals. Additional use and cleaning fees may apply.
- d. The user shall provide identification and/or complete lists of all persons to be allowed in the backstage area. This list must be provided by load-in time and approved by the Technical Director. The Etherredge Center reserves the right to restrict backstage access to anyone.
- e. All cast and crew are to use the stage doors and should not enter the auditorium or lobby once house is open.

### **IV. Safety / Tobacco / Effects / Flame**

- a. The user is responsible for ensuring that all costumes, sets and soft goods are made of inherently flame retardant materials or are treated with fire retardant.
- b. Tobacco products and vaping are prohibited both inside and outside the facility. USCA is a tobacco – free campus.
- c. At no time may access to emergency exits, fire alarms, fire extinguishers, or other safety devices/features be blocked or impeded by any user of the Etherredge Center. This includes the wing spaces and backstage areas.
- d. All flames, incendiaries, explosives, lasers, and smoke effects are prohibited. Inert versions of these products must be approved in advance by the Technical Director and must meet all applicable federal, state and local fire codes.
  - i. Department of Homeland Security license and demonstration before local fire marshals of any explosive or incendiary devices will be required before they are permitted inside the Etherredge Center.
- e. The use of fireworks is strictly prohibited.
- f. No matches, lighters or other flame producing devices shall be used on stage unless it is pre-approved by the Technical Director and is a legitimate piece of stage business in a scripted dramatic production. Torches are prohibited. The use of electric candles is encouraged over the use of live flame in stage action.
- g. The use of any oil-based, flammable chemicals or other irritating chemicals in fog or haze machines is prohibited. Only water-based OSHA approved atmospheric devices allowed.
- h. All scenery and soft goods brought into the theatre by the user must be flame proofed and/or be inherently flame retardant.

### **V. Lighting**

- a. A standard “House Lighting Plot” is hung in the theatre for all events that do not provide a lighting design and lighting director for the event.
- b. The house lighting plot provides basic front, side and back lighting; provides a number of focusable “specials” and lighting for the back wall (cyclorama).
- c. Users who require any significant deviation from the house lighting plot will need to provide a lighting plot, instrument schedule, and lighting director to supervise the focusing and cueing of the event. Users requiring a custom light plot will incur the expense of the

personnel required to hang, focus and cue the event's light plot as well as the expense of the labor required to restore the house light plot at the conclusion of the event.

- d. Users / events whose lighting production needs are beyond the capabilities of the house equipment (listed in section one) assume responsibility for providing and operating the additional equipment.

## **VI. Sound**

- a. When amplification of any kind is used, sound pressure level in the theatre shall average no more than 85Db (all frequencies), and shall not exceed 95Db (all frequencies).
- b. House sound equipment is available for use when arranged with the Executive Director and approved by the Technical Director (additional charges may apply).
- c. As sound levels are a major concern of our patrons, the Etherredge Center staff, including House Manager, shall have final authority to adjust sound levels as necessary.
- d. Settings on any or all of the equipment located in the house amplifier rack cannot be changed at any time. This includes the Digital Signal Processor, compressor/limiters, digital delays, or ANY other equipment located in the rack. Adjustments to the Monitor EQ settings can be made by permission and with supervision.
- e. Events that elect to install sound equipment and operator in the house must limit the size and quantity of their equipment to fit within the space provided. Seating will not be removed or blocked to facilitate the use of large mixing consoles or other equipment.
- f. Users / events whose audio production needs are beyond the capabilities of the house equipment (listed in section one) assume responsibility for providing and operating additional equipment as well as providing installation staff and engineers.

## **VII. Scenic and Technical Production**

- a. Scenic construction (except in the installation and removal of stage scenery) and scenic painting are prohibited on stage.
- b. The use of the scene shop for any form of technical production (i.e. scenic construction or painting) is not included with rental/use of the facility. The Executive Director, Chairman of the Department of Visual and Performing Arts, the Director of Theatre, and Technical Director must approve activity in the scene shop, costume shop, or any other technical production facility. All activity, if approved, must be supervised by the Technical Director or the Assistant Technical Director and may incur additional charges.
- c. Use of any tools or equipment owned by the Department of Visual and Performing Arts (i.e. power and hand tools, sewing equipment, O'Connell sound equipment) is prohibited without prior approval of the Chairman of the Department of Visual and Performing Arts and the Technical Director. The Technical Director and/or the Assistant Technical Director must directly supervise any such activity.

## **VIII. Alcohol and Other Substances / Weapons**

- a. Alcoholic beverages of any kind shall not be served or consumed in the theatre without special permission of the Executive Director. Under no circumstances will alcoholic beverages be served, consumed, displayed or transported on stage or in the backstage areas.
- b. The possession of illegal substances, controlled substances, firearms, knives, or other weapons on University premises are strictly prohibited and will result in confiscation and intervention by University Police.
- c. Notify the Technical Director and/or ATD about any stage weaponry (prop guns, sword, knives, etc) that will be brought into the building as a part of a production. University police will be notified of the stage weapon's presence in the building.
- d. The Etherredge Center reserves the right to inspect and deny permission to utilize any stage weapon.

**IX. Delivery and Storage of Goods**

- a. No materials delivered to the Etherredge Center when the user is not on the premises will be accepted unless prior arrangements have been made.
- b. The Etherredge Center will not accept any goods shipped to user if any sum is to be paid to the carrier upon delivery.
- c. The Etherredge Center will not store any property after load-out is complete.
- d. The Etherredge Center is not responsible for any items stored in the facility during an event or items left behind after load-out.

**X. Parking**

- a. Trucks, busses and all other vehicles will be parked in appropriate spaces.
- b. At no time can vehicles or equipment in the loading dock or its driveways obstruct the access of emergency vehicles to the Etherredge Center.
- c. Vehicles in the process of loading or unloading that do temporarily block emergency vehicle access shall have a driver and keys for the vehicle available at the loading dock at all times.
- d. Arrangements for vehicle parking should be made at least two weeks in advance of events. Rental of the Etherredge Center does not necessarily include arrangements for vehicle parking.
- e. There is no shore power available in the loading dock.

**XI. Smoking / Tobacco Products**

- a. Smoking and the use of tobacco or “vaping” products is not permitted on the USCA campus.

**XII. Souvenir Sales**

- a. Sales of recordings, clothing items and other souvenirs are privileges granted by the Etherredge Center and not a right of contracted performers and facility users. As such, the Executive Director will determine where and if such sales may be made.
- b. The Etherredge Center shall receive a commission of 15% of gross sales, payable upon demand, at the end of such sales.
- c. The Etherredge Center does not provide personnel to staff retail activities.

**XIII. Opening of the House / Intermission**

- a. The House Manager will open the house one-half hour prior to contract curtain time.
- b. Under no circumstances will the performance begin or the intermission end without the express verbal permission of the House Manager.

**XIV. Technical Rehearsal**

- a. All major events must have a technical rehearsal with the theatre staff under the direction of the Technical Director or Assistant Technical Director at least 2 ½ hours prior to the house doors being opened. This policy is applicable to all events requiring any fly cues, audio playback/reinforcement, or light cues (beyond standard house-light and stage light fades).
- b. The technical rehearsal may be a “cue to cue” rehearsal and not a complete run-through of the performance.
- c. All events not requiring a technical rehearsal are required to meet with Etherredge Center staff members at least 1 ½ hours prior to house being opened. A production meeting held prior to the signing of rental/use contacts will not be a sufficient substitute for this meeting.

**XV. Strike Policy**

- a. All equipment, materials, tools and props brought into the Etherredge Center must be removed immediately following the final performance. The Etherredge Center does not accept any responsibility for items left after strike.
- b. All house soft goods, lighting & sound equipment, and tools must be returned to their proper location and be in good working order at the completion of each event.

- c. The stage floor must be cleared of tape and swept clean.
- d. The control booth and technical areas must be restored to pre-show condition.
- e. The company manager or user's representative must check out with the staff member on duty prior to departure. Failure to do so may lead to extra charges.
- f. Approval of the completed strike is the decision of the Etherredge Center technical staff member on duty.

**XVI. Dressing Rooms and Lockers**

- a. Even numbered Etherredge Center dressing room lockers are available for use by any USCA students participating in USCA theatrical productions. Students may install a personal lock to provide security for their personal belongings. All locks and locker contents that have not been removed by the last day of classes in the spring semester will be forcibly removed and all contents properly disposed of.
- b. Outside users of the Etherredge Center are welcome to utilize odd numbered lockers, but we do ask that any locks placed be removed before the end of your event
- c. Neither USCA nor the Etherredge Center is responsible for any items left in lockers or dressing rooms. We recommend that no valuable items be left unattended anywhere within the Etherredge Center.
- d. Messy and disorganized dressing rooms are not serviced by housekeeping.
- e. No food or other perishable items should be stored in lockers, dressing rooms, or any other backstage space in the Etherredge Center. Likewise, unwashed clothing should not be stored in lockers or dressing rooms. Foul odors are reason enough to remove locks, locker contents or any other item from the dressing rooms.
- f. Do not attach tape, stickers, labels or anything else to the exterior or interior of lockers.

**XVII. Cleanliness**

- a. Users are required to maintain and leave all spaces within the Etherredge Center in a clean and organized fashion. Users who fail to leave the theatres, dressing rooms, green room, lobby, catering area, backstage or any other part of the facility in acceptable condition will be charged clean-up fees.
- b. No food or drink allowed on stage unless it is a legitimate piece of stage business in a scripted dramatic production.
- c. No food or drink allowed in any seating areas or the control booths.

**XVIII. Piano**

- a. Users may reserve the use of the grand piano for additional fees. The fees cover one tuning.
- b. The piano is tuned to A-440 concert pitch only.

**XIX. Recording and Camera Usage**

- a. No violations of copyright laws permitted. Visiting companies accept all responsibility for arranging the rights to produce, perform, or record any performance.
- b. The House Manager and Technical Director / Assistant Technical Director have the final word on placement of cameras and other equipment. No equipment/cable placement can impede access to fire exits or emergency equipment.
- c. No flash photography, video or audio recording allowed during performances without prior approval.
- d. If permission has been given for recording and/or rebroadcast of an event, written and verbal credit must be given to the Etherredge Center, i.e. "Recorded live at the University of South Carolina Aiken Etherredge Center for the Performing Arts."

**XX. Children / Minors**

- a. Users must provide adequate adult supervision for all events involving children.
- b. Unsupervised and/or improperly supervised minors are not permitted in the Etherredge Center.

- c. The Etherredge Center, USCA, and all of its faculty and staff bear NO responsibility for supervising children or minors.