



Space Usage Policy & Guidelines

Purpose

The purpose of this document is to provide a clear explanation of the guidelines for reserving and using the various spaces within the Cottage Theatre facility.

This policy establishes guidelines for the use of Cottage Theatre by staff, volunteers, patrons, and renters, in service of Cottage Theatre's mission of engaging and enriching our community through the magic of live theatre.

Any questions regarding these guidelines should be directed to the Executive Director: info@cottage theatre.org or (541) 942-8001.

Cottage Theatre spaces referenced in these guidelines

Front-of-house spaces:

Auditorium: Fixed theatre seating for 195, including 5 designated wheelchair spaces with adjacent companion seats.

Lobby: Large open area divided into two main mingling areas at the North and South ends of the building. South end also include Box Office and Concessions areas set off behind counters. Lobby seating typically includes four 4' benches, 8 chairs, two low tables and two standing tables. Additional padded chairs may be moved in from the House Right storage closet if needed.

Community Room: an approximately 600 square foot flexible space equipped with 20 padded chairs rimming the room. Folding 6-foot tables (stored in the Rehearsal Hall) may be set up for meetings or events.

Backstage spaces:

Stage & Rigging

Booth & Grid

Shop

Costume Loft

Rehearsal Hall (aka Yellow Room)

Costume Room

Dressing Rooms

Basement Prop & Set Storage

Other Storage Areas

Scheduling

Space usage requests should go through the Executive Director. When there are competing demands for space, the following priority order applies:

1. Show currently on stage
2. Upcoming (next) show in rehearsal
3. CT PLAY programs
4. Future Cottage Theatre shows
5. Other meeting/rehearsal requests from CT staff or volunteers
6. External renters

Space Usage Guidelines

Front-of-house spaces:

Auditorium

Primary use is for rehearsals and performances. Ghost light is to be left turned on for safety when space is unoccupied. No food or drink in this space other than water.

Lobby

Primary use is for audience gathering before and after performances and during intermission. Food and drink is permitted. (Any consumption of alcoholic beverages is governed according to the terms of Cottage Theatre's Controlled Substances Policy.) Can also be used for receptions and special events. Four 6' tables with tablecloths are available for reception use.

Community Room

Primary uses are for Cottage Theatre meetings and special events. This room is to be maintained to an "audience ready" standard of cleanliness and order at all times. This

room may not be used for storage. This room may potentially be reserved for external meetings.

Backstage spaces:

Backstage access

Backstage access is restricted to current show cast and crew, and permanent members of the Cottage Theatre staff (Executive Director, Technical Director, Community Engagement Manager, Box Office staff, and members of the Production & Facilities Committee). No audience members, visitors, or volunteers from past productions are allowed.

Stage & Rigging

Primary use is by cast and crew during rehearsals and performances. At the end of rehearsals and set work calls, the stage is to be left in a clean and safe condition for the next users of the space, who could include children in CT PLAY programs.

Accessing and/or handling the stage rigging should only be done by persons who have received the relevant safety and operational instruction. The Technical Director will determine who is authorized to access and/or handle the rigging.

The stage itself is for the use of cast and crew only. No audience members should walk on the stage.

Booth & Grid

This space is for the use of current show lighting and sound technicians during both rehearsals and performances. Accessing and/or handling the booth and grid equipment should only be done by persons who have received the relevant safety and operational instruction.

Booth volunteers are responsible for keeping this space clean and well-ordered, and for emptying trash on a regular basis, as the theatre's cleaning service does not cover this space.

Shop

Primary use is for tool, lumber, and paint storage - and temporary storage of set pieces during performances as needed. Cottage Theatre's Technical Director (TD) is

responsible for managing the Shop, and questions regarding tool usage or whereabouts should be directed to the TD.

Accessing and/or handling shop tools and equipment should only be done by persons who have received the relevant safety and operational instruction. The Technical Director will determine who is authorized to access and/or handle tools and equipment.

Costume Loft

Primary use is for costume storage. This space is to remain locked, and may only be accessed with a costumer present, or by members of Cottage Theatre's permanent staff.

Rehearsal Hall (aka Yellow Room)

Primary uses of this space are for rehearsals, after-school theatre classes, and summer camps. In large cast shows, or shows with youth actors, a section of the room may be walled off to form an additional dressing room.

This room has a sprung dance floor (painted blue). To protect the integrity of this floor for dance safety, no heavy furniture or pianos should be placed on the dance floor.

Food and beverages are permitted in this room. (Any consumption of alcoholic beverages is restricted according to the terms of Cottage Theatre's Controlled Substances Policy.) There are smocks provided to cover costumes, should an actor wish to eat or drink while in costume.

This is a shared, multi-use space and users are asked to keep the room as clear as possible. This space is not a long-term storage space; any exceptions must be cleared with the Technical Director.

Costume Room

Primary use is for costume production, repair, and laundering. With costumer approval, this room may sometimes be used as an extra dressing room during shows.

Dressing Rooms

Primary use is for dressing, makeup application, and costume changes during rehearsals and performances. For security, dressing room exterior doors should

remain locked whenever the dressing room is empty (which includes when actors are on stage during a performance.)

Basement Prop & Set Storage

Primary use of the basement is for small prop and set storage. Currently the north end of the basement is used for prop storage and the south end for set piece storage. The current Props Manager (member of the Production & Facilities Committee) is in charge of the props end and the Technical Director is in charge of the set storage end. In case of space usage disputes, the Technical Director shall have final say over this space.

This area has been known to flood, so please be careful what you put on the floor.

Other Storage Areas

Set pieces which are not temperature or moisture sensitive may be stored in the Shed located at the North end of the Cottage Theatre building. The theatre also currently rents an offsite storage unit, which is where large props and furniture are stored. A list of the contents of this offsite storage is included in a binder on the shelf at the foot of the Basement stairs for reference. Questions about the contents of these other storage areas should be directed to the Technical Director.