

GRAVELY HALL **PERFORMING ARTS CENTER**

SAFETY INFORMATION SHEET

Lecture Classes- General Safety

WHAT THIS SHEET APPLIES TO

Anyone using Gravelly Hall, the Green Room, Dressing room or other designated rehearsal space.

RISKS INCLUDE

Personal injury, injury to others, damages to the facility and its equipment.

GUIDELINES, RULES & PROCEDURES

- **DO NOT PLAY IN, ON OR WITH THE STAGE CURTAINS.**
- **NO FOOD OR DRINK ALLOWED IN THE THEATRE. NO GUM, CANDY ETC.**
- If returning from lunch, all food and drinks are to be disposed of before entering theatre.
- Gravelly Hall should be treated as you would your classroom, computer lab, library, etc.
- No running or jumping either onto or off of the stage, please use stair access.
- Do NOT SIT on the edge of the stage with feet hanging over the edge.
- Do NOT put feet on the back of auditorium chairs.
- Students who deface school property, (removal of chair arms, putting gum on back of chairs, floor, etc. or any other source of vandalism) will be subject to disciplinary actions.
- No student is allowed to use the fly system.
- House lights will remain on during theatre use.
- Students are not allowed in the backstage shop, loading dock, fly system or loft areas.
- Students should not use, pick up, turn on, or play with any power tool, or equipment.
- Only students who are in the class or participation group are allowed in the theatre.
- Know the location of the nearest first aid kit, fire extinguishers, fire alarms and evacuation plan.
- Horseplay, practical jokes, or misuse of facility and/or its equipment or any other potentially dangerous activities are not permitted.
- Always use safe lifting procedures. (lift with the legs not your back)
- Always use the “buddy system” when lifting heavy objects.
- Any identified safety hazard must be clearly labeled and every effort made to make it safe and please notify proper personnel.
- The facility must be kept clean and organized **AT ALL TIMES. All equipment, props, chairs, tables, etc. must be returned to its proper storage area after use.**
- Doorways, stairwells, hallways, and aisles must be kept clear at all times.
- Do not use any equipment without proper training or supervision from facility Technical Director, Arts Director or supervisor, i.e. Soundboard and/or Light board.
- No student is allowed to operate the Sound Board, or Light Board without Tech Director/Arts Director, supervision or prior approval.
- Please close all doors, and turn off all lights when leaving the auditorium.