



FACILITY GUIDE & REGULATIONS

Updated: January 2018

MuCCC is an all-volunteer run facility.
Adhering to these guidelines helps us keep the venue affordable for you.

Contacts

Doug Rice
917.224.2347 dougricex@me.com

John Borek
585.455.6921 johnwborek@yahoo.com

Kevin Indovino
585.317.9071 kindovino@hotmail.com

Before your performance week:

Make sure Doug has information about your show:

6 – 8 weeks in advance is preferred.

Use the Show info form at <https://www.muccc.org/performance-info-form>

Send poster images, etc. to dougricex@me.com

Check website @ muccc.org to make sure correct information and images are up.

A meeting with the Facility / Technical Manager before your show is mandatory. Please make the appointment well in advance of your show.

We encourage all artists appearing at the MuCCC to attend our monthly Theater Talk meetings; held at 10:30am, the last Saturday of each month EXCEPT November and December.

Entering the Building

You will be given an access code and a keycard that opens the exterior stage door on the Fairmont Street side of the building. The code can be given to your actors and crew. With this code, the exterior door should remain locked at all times. With that door locked, you can prop open the interior door during your performances. Next, you will use a security code to open up the internal door. The code given to you should not be given to anyone outside of your production cast and crew.

SECURITY IS A TOP PRIORITY AT MUCCC

At least one of the stage doors needs to be kept closed and locked at all times unless you have someone sitting backstage monitoring who is coming in.

Front double doors and the public entrance to the lobby: Use an allen-style key, hanging on a chain next to each door, to manually unlock the push bars.

If you're not using the front double doors for entrances during your performance, it's best to keep them locked.

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The lobby door is to remain closed and locked at all times when there is no one stationed in the box office or monitoring the lobby area.

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At the end of each night THE LAST PERSON OUT is responsible for checking all doors and windows to make sure they are securely closed and locked.

Check lobby door, make sure push bar is locked

Check the double front foyer doors, make sure the lock pins on the left door are engaged and the push bar is locked.

Check the dressing room and bathrooms, make sure windows are securely locked.

Sometimes your actors will open a window without your knowledge.

Make sure push bar on stage door is locked when exiting for the night.

Work Lights

Work lights are located just inside the gallery door and next to the balcony door. Stage Managers or House Managers should make sure these work lights are turned off before opening house to audiences.

Also, be sure to check "John's Light": the light that shines over the café window – switch is in kitchen area.

Thermostats

There are three thermostats to adjust during rehearsals / performances.

- 1: in the stage area
- 2: in the gallery area
- 3: in the lobby area

During Summer Season:

Set all three Thermostats to "cool" and "auto".

Use arrows to cursor temperature down to 72' when in use.

Cursor back up to 85' when leaving for the evening.

During Winter Season:

Thermostats 1 & 3 remain permanently set to heat and auto.

Use arrows to adjust temperature up to 68 when in use.

Use arrows to set back down to 55 when you leave at the end of each evening

Thermostat #2 (gallery area) should not be used during winter months. This thermostat is for air conditioning only.

Do Not re-program or use the hold button on the thermostats: this will delete the night-time program already set in the system. Use arrows only

Window unit in Dressing Room:

Use remote to power unit and set to heat or cool depending on season.

Set unit to 72 when in use. Turn off at end of evening during warm season. Arrow unit down to 55 during winter months.

Box Office

By this time you should have received information about WIX Ticketing, MuCCC's current ticketing system for presale tickets. Instructions on how to access WIX and call up your show are in a white binder under the box office counter. For door sales you will use MuCCC's I-Square system. Instructions for use also in white binder. Door sales are time stamped and attributed to the appropriate show.

Open Sign and Ramp Lighting

In the kitchen area, next to the window, you will find a switch to turn on the Open sign and ramp lights. On the back of the open sign is a "mode" button. Press this once to set the sign to non-blinking mode. Turn sign and ramp lights off at end of each performance.

Gallery Area: The gallery area and the exhibited art are to be treated and respected as you would any other gallery. The gallery is not to be used as your construction or storage area when building sets. You will be responsible for any damage to art work caused by any member of your cast or crew. There should be no displays or other set ups that would block the art work from public view. The artists represented in the gallery area are to be respected as much as the artists performing on stage.

Staging: Under no circumstances are you allowed to nail, screw or tape anything onto the covered windows around the stage areas. These windows are covered with thin ¼” Masonite with only insulation and glass behind. Any use of nails, screws and even tape will damage the facing and risk breaking the glass behind. Please consult with Technical Advisor about your construction / hanging needs.

No Duct or Gaffer’s Tape: It strips off the paint from walls and floor. Please use painters blue tape or professional spiking tape where needed.

Securing scenery: thin zip screws, such as drywall screws can be used in the floor. No bolts or larger size screws. If used, please unscrew appropriately, do not rip up with hammers or pry bars. Scenery can also be hung from lighting bar. If there are questions / concerns please consult with Technical Advisor.

Painting: Productions are free to paint stage walls and/or floor providing they can have the walls / floor repainted at least six hour prior to the next group coming in. Productions are responsible for purchasing replacement paint: MuCCC’s official paint / colors are posted back stage on fliers that you can take to Home Depot. Only official paint / colors are to be used on MuCCC’s walls and floor at the end of your production. Please use the utility sink backstage to clean paint brushes and rollers. Do Not use kitchen sink

If during your production or strike, if you damage, scratch or chip the wall paint or seriously scratch the floor, you are responsible to repaint before the next group comes in.

Note: Floor paint needs at least 8 hours to dry before next group comes in. Please plan accordingly.

Projector

MuCCC has a very high end (expensive) projector available for you use, but you must first consult with technical director. the projector unit is not to be moved or altered in any way without prior permission.

Garbage:

All garbage must be placed in the **BLUE** garbage bin, located outside in the fenced trash area. If it doesn't fit in the blue garbage bin you must dispose of the garbage elsewhere. Do not leave any construction materials, Paint or left-over set pieces in this area. Our garbage service does not accept these

Recycling:

The bin with the **YELLOW TOP** is for recycling only . Use recycling bins located in the kitchen and back stage for all recyclable bottles, cans, paper and cardboard. **DO NOT recycle coffee cups, plastic bags, styrofoam or other questionable items. Do not put trash in the recycling bins – it may seem obvious but you'd be surprised at some of the stuff we've had to pull out of the bins.**

Supplies:

Generally, there are restroom supplies of paper towels and toilet paper stored in the back room. If supplies are getting low, email Doug Rice.

Do not stock up toilet paper or paper towels on the shelves in the bathrooms. People steal them. Each bathroom has two holders for toilet paper – more than enough to get by for one night. If toilet paper rolls are getting low in the bathrooms, replace with a full roll and save the smaller rolls for use in the backstage bathroom

Soaps and other cleaners are located under the kitchen sink

Trash bags, Cups, Coffee, Teas, Sugar, etc. may be available in the open cabinets in the kitchen. Whatever is left over from previous productions is available for your use.

Otherwise you'll need to purchase your own.

Snow: Under the bench in the lobby you will find snow-melt to use on steps and sidewalks. It is your responsibility to ensure sidewalks and steps are cleared of ice and snow during your rehearsals and performances.

Snow removal.: Rosco's phone number is posted inside the kitchen area door. He will come and shovel if you need him to.

MuCCC has a service to take care of plowing the parking lot. Phone number is also inside kitchen door area.

Strike: Check List

	At the end of your production you are responsible for removing all set, and construction materials, furniture, etc. If you brought it in; you take it out. DO NOT leave anything behind even if you think someone else could use it – We don't want it. Do not leave set or construction garbage at side of the road. Our facility does not have City garbage service.
	Any surface damage to walls or floor needs to be repaired and repainted.
	Stage and Audience risers need to be mopped: Mops and buckets located backstage
	Kitchen and bathrooms cleaned, trash emptied, floors mopped
	Lobby, Gallery and Dressing Room carpets vacuumed. Vacuum located backstage.
	Box Office cleaned of any leftover items such as bottles, cups, food, papers, receipts, etc.
	Balcony / Tech area cleared of any debris such as bottles, cups, food, scripts, etc. Garbage bagged and removed.
	Dressing room / Backstage cleared of all costumes and props, Sinks and counters wiped down.
	Garbage bagged up and placed in BLUE trash bin outside. If garbage bin is full you must dispose of garbage elsewhere. DO NOT leave garbage on the ground.
	Recycling placed in YELLOW top bin outside, (No Styrofoam, plastic bags or coffee cups)
	Check thermostats to reset to night-time temperature

If after your show we need to re-paint, repair or extensively clean the theater, we will bill you \$35/ hour of our labor.