



**Multi-use Community Cultural Center**

FACILITY GUIDE & REGULATIONS

Updated: 2022

MuCCC is an all-volunteer run facility.

Adhering to these guidelines helps us keep the venue affordable for you.

## **Contacts**

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Before your performance week:

Make sure Doug has information about your show:

8 – 12 weeks in advance is preferred.

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

Send 1000 x 1000 pixels square jpeg image for MuCCC's website to

[mucccwebsite@gmail.com](mailto:mucccwebsite@gmail.com)

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 access code(s) to enter the stage doors 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.

## **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.

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

At the end of each night **THE LAST PERSON OUT** or an assigned person on your crew 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**

The switches for stage work lights are located backstage, to the left of the stage left door.

Switches for work lights in the gallery area are located just inside the gallery area to the right of the gallery / backstage door. Stage Managers or House Managers should make sure these work lights are turned off before opening house to audiences.

## **Thermostats**

There are three thermostats to adjust during rehearsals / performances.

#1 & #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.

At end of rehearsals / performances, cursor back up to 80' when leaving.

### **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 50 when you leave.

Thermostat # 2 is set to "fan" only to help circulate air. This unit does not have heating option.

## **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 respected as you would any other gallery. The gallery is not to be used as your construction or storage area. 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 artwork from view. The artists represented in the gallery are to be respected as much as the artists performing on stage are.

**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 Facility Manager 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.

**Painting:** Productions are free to paint stage walls and/or floor providing they can have the walls / floor repainted at least 8 hours 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

### **Projector**

MuCCC has a high end (5000 lumens) projector available for your use. The projector unit is not to be moved or altered in any way without prior permission. The unit has two cable feeds, 1 HDMI and 1VGA. Your laptop or playback unit should have one of these outputs. Mac users will probably need an adapter to convert your video output to HDMI.

**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:**

Use recycling bin located in the kitchen to recycle returnable bottles and cans. All other recyclable materials can be trashed or taken off premise.

**Supplies:**

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

**Do not** stock up toilet paper on the shelves in the bathrooms; people steal them. Each bathroom has two holders for toilet paper – more than enough for each performance. 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.

Liquid soap refill and other cleaners are located under the kitchen sink

Trash bags are stored in the back room, labeled according to size.

**Sanitizing:**

MuCCC has an electrostatic sanitizing sprayer to use either before or after each performance: over the audience seating area only

Additional cans of disinfectant are available to use on hard surfaces such as bathroom fixtures, doorknobs, light switches and counter tops.

**Snow Removal:** Under the bench in the lobby, you will find snow-melt to use on steps and sidewalks.

MuCCC generally tries to hire people to shovel sidewalks and stairs, but occasionally you may need to take responsibility for clearing ice and snow during your rehearsals and performances. Shovels can be found backstage and in the backroom.

MuCCC has a service to take care of plowing the parking lot.

**Strike: Check List**

At the end of your production, you are responsible for removing all set, and construction materials, furniture, props, costumes, etc.

**DO NOT** leave anything behind even if you think someone else could use it – We don't want it. Simply: **If you brought it in – Please take it out.**

Do not leave set or construction garbage at side of the road. Our facility does not have City garbage pickup service.

Any surface damage to walls or floor needs to be repaired and repainted.

**Strike:**

	Vacuuming: Gallery, Lobby, Restroom Area, Backstage Left & Right, Dressing Room, Stage floor and Audience risers need to be mopped:
	Mopping: Stage Floor, Audience Risers, Bathrooms, Kitchen, Box Office
	Cleaning/Sanitizing: Bathrooms, Kitchen, Dressing Room, Concession Area, Box Office Counter
	Props, Sets, Costumes: All removed from premise
	Balcony / Tech Booth: Cleaned, Swept and/or vacuumed
	Garbage: bagged and deposited in blue bins outside in trash area. <b>DO NOT</b> leave any garbage on the ground. If it doesn't fit in bin, you must take it off premise.
	Thermostats: Reset for overnight stand by
	All lights off, except for backstage right light.
	All doors secured shut and locked.