

Rules of Usage

Rules apply to all members of staff, from Producer or Artistic Director through administrative staff to production staff and crew.

- Production schedules are to be submitted to, and approved by Massey Theatre technical staff two weeks prior to arrival. Massey schedules professional staff two weeks in advance in order to fulfill rental requirements. As a result, schedules can not be changed after making those commitments to payment of personnel.
- Massey personnel are entitled to breaks as detailed in the rental contract and in accordance with B.C. Labour Legislation. Rental Clients are required to work with Massey personnel to ensure time is scheduled for those breaks.
- Lighting designs and set ground plans must be approved by Massey Theatre staff.
- A Massey Theatre staff member must be present during any work in progress in the theatre.
- There is no nailing, screwing, cutting, stapling, gaffer's taping, painting or otherwise affecting the stage deck, walls, drapes, etc. without the permission of Massey Theatre staff.
- No onsite set building is allowed. Set fit-up only
- All props, set pieces, furniture, and costumes will be removed by the user group at the end of the strike. No storage or next day pick up is available.
- No smoking, eating or drinking in the theatre.
- No smoking, eating or drinking in the control booth.
- Security is a shared responsibility: close doors behind you, and ensure they are locked where appropriate. Never leave any door open for any reason.....there is NO EXCEPTION. User groups may be held liable for theft, or damage to Massey Theatre equipment.
- Instruct your group not to bring valuables to the theatre. If they do, remind them not to leave items unattended.
- Don't leave children unattended in the dressing rooms.
- Check in with group members and solo workers regularly.

- Theatrical equipment and furnishings are expensive and can be dangerous, discourage your group from handling it, rough housing in the theatre or interfering with workers in action.
- Damage and/or injury may be your responsibility, so be proactive in avoiding it.

These rules are intended to ensure a safe and happy work environment for all. It is assumed that user group members and performers will be made aware of them by the appropriate member of their company staff (e.g. stage manager) who will be responsible for enforcement. However, when necessary, Massey Theatre staff will enforce these rules.