

GPHS Theatre Department

Chambers-Keel Usage Agreement

GPHS Theatre is more than pleased to share the Chambers-Keel Theatre space with other departments and programs. We thank you for your interest in using the Chambers-Keel theatre as a venue for your event. We value all parts of our facility and its capabilities and hope you will as well. As such, please keep in mind the following policies for using any part of our theatre space:

- **The Stage**

- Please do not drag chairs, instruments, scenery, or other objects across the stage floor. This aggressive movement can and will damage our stage over time.
- The use of any liquids or uncommonly used stage materials (water, fake blood, baby powder, Silly String, etc) must be pre-approved by a GPHS Theatre faculty member before the event takes place.
 - Items such as these must be cleaned up by the participants bringing them. See notes on cleanliness below.
 - The use of live flames is strictly prohibited per the fire marshall law.

- **Backstage**

- Please do not operate the fly system on your own unless you have been trained to do so by a theatre faculty member. We are willing to assist you with this matter.
- The control panels backstage can alter the status of any technology within the theatre. Please do not press any keypads or change any settings without a theatre faculty member or otherwise trained personnel present or approving.

- **Booth**

- Please do not enter the theatre booth without a theatre faculty member or otherwise trained personnel present.
- Please limit the number of persons in the booth.

- **Food and Drink**

- No food is permitted anywhere within the Chambers-Keel Theatre space (house, stage, dressing rooms, shop, booth, etc).
 - Food and drink can be eaten in the lobby outside the theatre.
- The selling and consumption of concessions are strictly prohibited
- Only bottled water is permitted inside the theatre space, and only in the house and dressing rooms.

- **Cleanliness**

- In showing respect to the space and the uses it serves, please clean up any messes you and your participants may create in the theatre, backstage, dressing rooms, or downstairs shop areas.
- In the event a large mess is created, please let a theatre manager or administrator know.
- Please keep glitter and sequin usage to a minimum on scenery, costumes, props, and bodies. These visual enhancements can be damaging to the surface of our stage and curtains over long periods of time and are difficult to remove completely.

- It is nearly impossible to repair or clean a cyc once damaged. It is also difficult to clean curtains once soiled. In the event that your organization requests the use of the upstage cyc, back traveler, legs, mid-traveler, or grand drape, please refrain from touching them with hands or objects.
- Should you need to leave items in our space after your event, please arrange with the theatre manager to pick them up within one week.
- **Safety and Responsibility**
 - Our downstairs shop space is equipped with multiple tools and items we use to create our productions (scenery, tools, paint, props, etc.). We request you do not move or utilize any of these items, should you need to utilize the shop space. In the event you need to use any of these items, please ask before using any of these materials.
 - The downstairs shop area is also a laboratory classroom for the technical theatre courses. As such, there are often projects in progress and stored in the shop. Please keep this in mind and advise your students not to utilize or alter projects found in the shop.
 - Illegal or dangerous/potentially damaging activity to the Chambers-Keel Theatre is strictly prohibited. Violation of this statute will result in a ban for all individuals *and* groups involved in the activity.
 - Responsible adults provided by the school/organization must be supervising youth or children's groups at all times.

GPHS Theatre reserves the right to charge an appropriate cleaning fee or property damage compensation once we have completed our post-event walk through.

If you have any questions about these conditions, please don't hesitate to contact Grace Hellyer, Technical Director/Theatre Manager (grace.hellyer@gpsid.org).

I, the undersigned, take responsibility for my organization following the conditions listed above and understand the consequences if I or my organization am found to be in breach of this agreement.

Group/Event Name (Printed)

Renter's Name (Printed)

Date(s) of Usage

Renter's Signature

Date of Agreement

Chambers-Keel Theatre Manager

Date of Agreement

Please email signed copy to grace.hellyer@gpsid.org or attach to your Chambers Reservation Request.

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COVID Addendum

GPHS Theatre is committed to the safety of its visitors and the students in the theatre department. As such, the following COVID procedures must be followed and enforced by a staff member during your event.

- Social distancing must be maintained at all times.
- Masks must be worn at all times, including when you are speaking into the microphone
- If possible, wear gloves when handling the microphone or other equipment (cables, remotes)

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