Lobby and House Activities
Eissey Campus Theatre
(including guidelines for outside contractors hired by the renter)

While we want you to have a fun and wonderful event while you are here there are some rules that must be followed in the lobby and the house areas for safety reasons...

1. **No consumables** – that includes anything that you can eat or drink (food, water, soda, popcorn, candy, etc.) may NOT be sold or distributed in the lobby if the concession stand is open. Concessions will be open for all shows with an intermission. If your show has no intermission any consumable to be sold or distributed must be approved by the Theatre Director or Ticket Office Manager at least two weeks prior to your event. No exceptions...anything that is brought at show time that has not been pre-approved will not be allowed. No food or drink (except water) is allowed in the theatre seating area under any conditions.

2. **Confetti, streamers or glitter** – any type of confetti cannon, streamers, glitter, etc. Anything besides a program that you wish to distribute in the house or shoot into the seating area must be approved at least two weeks before your event by the Technical Director. No exceptions...if you bring it to the event without pre-approval you will not be allowed to distribute it or shoot it.

**Outside Contractors** – if you hire an outside contractor to provide any of the above items at your event...please be aware of the following:

1. Name of the outside contractor, their contact information and what they are providing is due to the Technical Director at least 2 weeks before your event for theatre approval. This is mandatory. No exceptions...if an outside contractor arrives to your event without pre-approval they will not be allowed to operate.
2. The specific location of the outside contractor is at the sole discretion of the Technical Director and/or the Stage Manager. This will be determined BEFORE day of your event.
3. **We do not provide adapters, cables, power strips, equipment, etc.** of any kind to accommodate the outside contractor, this includes stage crew to assist them. Please make sure that they know to come fully prepared. If they are not familiar with our space it is highly recommended that they come well before sound check.
4. **All outside contractors are required to wear a name tag** during the event so they can be identified by the House Manager. The renter is responsible for providing the name tag or requesting one from the theatre staff.

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