

# McAfee Center House Policies Agreement

- All fire lanes, exits, aisles and hallways must be kept clear of obstruction at all times.
- Prior to every performance an announcement must be made asking patrons to turn off cell phones etc, pointing out the fire exits, and warning of any sudden lighting or sound effects (e.g. strobes).
- All scenery, props, and draperies must be flame-proofed before installation.
- The following are prohibited in the McAfee Center:
  - Alcohol
  - Animals (except ADA service animals)
  - Chewing Gum
  - Fire or Flames of any kind (including candles and incense)
  - Flash Photography
  - Food and Beverages (except in the lobby and the green room)
  - Pyrotechnics
  - Photography and Video Recording of copyrighted material
  - Smoke, Fog, Haze, and Dry Ice Effects
  - Spray Painting of any kind
  - Standing during a performance (every patron must have a seat)
  - Tobacco use in any form
  - Weapons of any kind

Please see the attached page for policy details.

## Statement of Acceptance:

I have read and understood the McAfee Center House Policies. As the responsible representative of this event, I will ensure that all persons associated with this event will comply with these policies. *I understand that violation of these rules will result in additional charges at the discretion of the Theater Manager.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Responsible Organization

Please sign and return this form  
with your application to:

McAfee Center  
Saratoga High School  
20300 Herriman Avenue  
Saratoga, CA 95070

# McAfee Center House Policies

Please keep these pages for reference, and ensure that **all production members** are aware of and obey these policies.

**Aisles:** All fire lanes, aisles, hallways, and exit paths must be kept clear at all times.

**Alcohol:** State law prohibits the possession, sale, and consumption of alcohol anywhere on the Saratoga High School campus, including in and around the McAfee Center.

**Animals:** Animals are prohibited in the McAfee Center with the exception of ADA service animals.

**Announcements:** Prior to every performance an announcement containing the following information must be made by a live person: the locations of the fire exits; a reminder to turn off cell phones etc; special warnings regarding the use of lighting effects (i.e. strobes), sharp noises (i.e. gunshots); recording restrictions; etc.

**Cleaning:** You are responsible for returning the theater to the condition it was in when you arrived. This includes restoring the rep plot, zeroing the sound console, striking equipment, picking up programs left in the auditorium, and making sure all garbage is placed in receptacles. Additional cleaning and technician charges will apply if necessary.

**Damages:** You will be charged for any damage to the building or equipment resulting from your event.

**Fire and Flame:** Open flames of any kind are strictly prohibited, including candles, matches, lighters, incense, etc.

**Flameproofing:** All scenery, properties, and soft goods used must be flameproofed before they may be used on stage. Productions must show certification of flameproofing upon request and are subject to inspection and testing by the state fire marshal and/or McAfee Center management.

**Food and Beverages:** Food and beverages are not allowed in the auditorium, on stage, or in the control booths. Concessions may be served in the lobby and food may be served in the green room. Chewing gum is strictly prohibited at all times. All food privileges may be revoked at any time.

**Lighting Effects:** The use of strobe lighting and ultra-violet light must be approved by McAfee Center management prior to load-in. A notice must be posted in the lobby for any performance using these effects.

**Movies:** The McAfee Center is not licensed to show movies. It is against the law to show any copyrighted film in a theater, even to a non-paying audience, without a license from the film's distribution company. A license granted to an individual or organization does not apply to the showing of a film in a performance venue. The license must be granted for the McAfee Center.

**Parking:** If your event occurs during school hours (7:30am - 3:30pm weekdays), you must provide alternate transportation and parking for your patrons. During school hours the Saratoga High School parking lot is reserved for staff and students. Saratoga High School does not have bus parking available. Due to parking restrictions, we will not accept bookings for events coinciding with major campus events (e.g. home football games and dances).

**Photography and Recording:** Flash photography is not allowed. Written permission must be obtained from the publisher of any copyrighted works before photography or recording may be made. Due to fire safety, approved video recordings may only be made from the aisle behind the back row of seats in the center section of the auditorium.

**Publicity:** All publicity must refer to the McAfee Center as one of the following: "McAfee Center"; "McAfee Performing Arts Center"; "McAfee Lecture Center"; or "McAfee Performing Arts and Lecture Center".

**Pyrotechnics:** The use of any form of pyrotechnics is strictly prohibited.

**Scenery and Rigging:** All scenery and rigging is subject to inspection, approval, and modification by the McAfee Center management. No rigging, materials, or construction which is deemed unsafe will be permitted. The fly rail is to be operated only by house personnel.

**Signs and Decoration:** No sign or decoration is allowed on the building exterior or sidewalks. Decorations or signs shall not be placed anywhere in the building without the permission of the management. The party responsible for the damage will pay for any damage caused by improper mounting.

**Smoke Effects:** All smoke, fog, and haze effects are prohibited due to the sensitivity of the McAfee Center's fire suppression system.

**Spray Painting:** No spray painting of any kind is allowed in or around the McAfee Center.

**Standing Room:** Due to fire regulations, standing is not permitted anywhere in the auditorium during a performance. The McAfee Center has a maximum seating capacity of 569. Every person must have a seat.

**Tobacco:** State law prohibits the use of tobacco anywhere on the Saratoga High School campus, including in and around the McAfee Center.

**Weapons:** State law prohibits the possession of weapons anywhere on the Saratoga High School campus, including in the McAfee Center. This includes, but is not limited to, firearms and knives. Any weapons to be used in performance must be approved prior to rehearsal by McAfee Center management. Stage firearms must not be capable of firing any projectile. Firearms which fire blank cartridges are not permitted. Stage knives must be dulled and/or retractable. Any prop which is deemed to be unsafe will be confiscated.