

Susan Stein Shiva Theater

Statement of Responsibility for the Theater

This will serve as an agreement between you and the Office of Campus Activities that you, as the organizer of an event in the Susan Stein Shiva Theater at Vassar College, assume full responsibility for the safety and appropriate training of people working with you, as well as the cleanliness, security, and integrity of the theater for the duration of time you are scheduled to use the theater, for rehearsal, technical preparation, and performance.

It is your responsibility to make sure all students working in the theater have been trained by the Shiva Staff to operate equipment, follow all safety procedures, and are aware of all other theater policies and regulations.

When working in the scene shop, you must wear, and make sure all other students wear, safety goggles and sturdy shoes (We strongly recommend steel toed boots). No bare feet or sandals permitted. Tie back long hair and loose clothing, and use the guards on all power equipment. Only those who have been trained by the Shiva Staff to do so may operate and/or use the genie, power tools, the light/sound boards or any other electrical equipment in the theatre. There must be at least two (2) people in the theater at all times when the genie is in use. No one may walk out on the window ledges and/or sunken areas of the light booth for any reason. There is **no** smoking in the theater.

You are responsible for leaving the theater clean after you have used it every day. Dispose of garbage in the bins provided. Brooms are available. Any cleaning costs incurred will be billed to your sponsoring organization.

It is your responsibility to make sure all the lights have been turned off and all the doors and windows are locked when you leave the theater. See the checklists throughout the theater for what to do every night when securing the building. Any damage and/or missing items resulting from a failure to do this will be billed to your sponsoring organization.

It is your responsibility to make sure the theater is locked and empty by 1am. No exceptions will be made for you to stay later.

Any problems, requests, or changes in the schedule, inventory and /or the policies of the Shiva Theater must be reported to the Shiva Theater Manager.

PARTICIPANT (please print): _____ DATE: _____

SIGNATURE OF PARTICIPANT: _____

SPONSORING ORGANIZATION: _____