

Annex rules

- **Health and safety**

- If in the annex, closed toed shoes must be worn
- The appropriate PPE must be worn (e.g. when sanding use a mask, goggles and gloves)
- Power tools, paint and spray paint are to be used outside (with the occasional exception of painting very small props inside)
- Power tools can only be used by those who are tool trained
- If spending longer than 60mins inside the annex room you must take breaks
- If working inside the annex space, door is preferably kept open for ventilation
- If there are any problems or anything gets broken or damaged SEOs are to be contacted

- **Show shelf etiquette and tidying up**

- Don't remove anything from someone else's show shelf without direct permission from the stage manager
- Don't use supplies/paint another show has bought without direct permission from the stage manager
- When painting, building or creating something in the annex space you must clean up after yourself. That includes sweeping up anything from the floor, clearing the tool bench off if it was used, and washing paint brushes and rollers in the wash basin provided (there is a tap on the outside of the Confucius building for water)
- If anything is used, moved or removed from the annex it is to be put back where it was found
- No food to be consumed in the annex (please take food waste and rubbish home with you and don't leave it in the annex bin)

- **Annex hours**

- Annex hours are rehearsal hours (Sun 12-6, Mon 6-10, Wed 6-10)
- If you want to use the annex outside of these hours, SEOs must be informed
 - If you are using the annex outside rehearsal days then it can only be used during office hours (8am-8pm)

- **Prop and costume loans**
 - Everything in the annex is only to be used for LUTG shows
 - Nothing can be removed or borrowed for personal use
 - If there are extraneous circumstances (e.g. Goblins gifts) then the item will be priced accordingly by the SEOs and can be bought from the society

- **Who can be in the annex**
 - Only members of LUTG can be in the space
 - Preferably only people who are tool trained should be working in the annex
 - Preferably no actors in the annex for prolonged amounts of time. The annex is a very small place so the least amount of people in it possible. (if costume needs to be tried on please take the costume to the rehearsal room and actors can get changed in the nearest toilets etc, not crowding the annex)
 - No one should be alone in the annex other than SEOs. ASMs and SSMS must have a SM with them and vice-versa.

Thank you for helping to keep the annex safe and tidy.

If there are any questions or concerns about anything annex related don't hesitate to contact the SEOs

SEO 1: Name _____ **Phone number** _____

SEO 2: Name _____ **Phone number** _____