

MOLINE HIGH SCHOOL TECHNICAL THEATRE RULES

1. Cleanliness- Replace any tool that you used during the course of the day. Clean up any debris that you generate, particularly screws. Any paint brush or roller that you use **MUST** be cleaned before you leave. If you fail to do this, the brushes/rollers may be rendered useless. Per the Moline Fire Marshall, flammable liquids/paint cans must be covered and returned to the paint cabinets and the doors kept closed. Walkways must be established and maintained through the shop to facilitate quick egress should an emergency develop. Gels, gel trimmings, instruments, lamps (and their packaging) must be picked up at the end of each day. Remember that we share the theater with a wide variety of groups who must still be able to use the facilities while we are preparing for a show.
2. No horseplay. No throwing of any items, ever.
3. If you hurt yourself in any fashion, you are to notify a staff member immediately.
4. No open-toed or open-heeled shoes. No stocking feet or bare feet allowed in the shop or on stage. Boots are encouraged in the scene shop, particularly steel-toed boots with a metal shank in the sole.
5. Use common sense. If you think that something may not be safe, it probably isn't. Similarly, if you are asked to do something that you feel is beyond your skill level or just makes you uneasy, let the instructor know. We will either assist you or find someone else to do it. We will never force you to do anything you aren't comfortable doing. To do otherwise is asking for trouble.
6. Cell phone use is only allowed outside of the shop/theater. If you must take a call, **ANSWER** it outside of the shop/theater. If you are in the middle of something, do not abandon it to answer the phone. This is a safety issue and this is what voicemail is for. Wait until your presence is no longer necessary and you are in a safe position, eg., out of the shop/theater to check your voicemail and answer/return the call. This also applies to texting. We realize that this may pose an inconvenience for some parents, but past experiences have shown that this is necessary for the safety of all students.
7. If you are unable to reach something, ask for help.
8. If you are in doubt about **ANYTHING**, ask a staff member for a definite answer. As this is designed to be a learning situation, we encourage questions.
9. Only students who have received formal training from the MHS performing arts staff are allowed to operate or touch the fly rail. When a fly rail operator announces that a baton is coming in or out, yell "thank you" to acknowledge that you are aware of what is going on. The exception to this rule is during performances. Never, never, never sit on the fly rail. If anything breaks or falls, you won't have enough time to react. No student should be in the loading rail area without Mrs. Koski, Mr. Holmes, Mr. Morton, Miss Seabloom, or the Auditorium Manager.
10. If you are taking any medications, prescription or over-the-counter, that may affect your alertness, please do not work in the shop, in the light booth, or backstage. If you are on psychiatric medications, we ask that you not work in the shop if your levels are being adjusted or if you have missed a dose. Given the potential danger posed by unsafe use of tools, we feel that this is a necessary safety request. Additionally, if you have any physical or mental health issues that could affect your ability to safely work in the shop and with others, please advise the technical director. We will, of course, maintain strict confidentiality of all student health issues.
11. No food or drink in the Auditorium. It's a really nice facility; please help us keep it that way. While we do allow food and drink in the shop, no glass containers are permitted. Students are encouraged to consider how dirty the shop environment is prior to eating in there. On a related note, this is a good incentive to keep the place clean.
12. Students are expected to maintain a professional attitude at all times. This is extended to their relationships with each other and with the various theater sponsors. Slander, put-downs, and

discourteous talk will not be tolerated. While you are entitled to your opinions, please be extremely careful how you express them.

13. When hanging lights, it is highly recommended that you wear gloves. Leather is best as it does not transfer heat as readily as other materials. Also, it doesn't melt.
14. If you are hanging lights from an elevated position, we require that you secure any wrenches or other tools with a safety line.
15. If a tool or lighting instrument breaks while you are using it, please notify a staff member immediately so that we may get it repaired or replaced in a timely fashion.
16. The staff supervisors in the shop or theater are the final authority on all issues that may arise during the course of a production and that have not been covered in the rules above.
17. While you are at tech, the tech director is responsible for your well-being; therefore, if you need to leave the tech area to go to the vending machine, bathroom, or outside, always ask for permission from the tech director first.

Scene Shop

18. No student is allowed to use any power tool on which they have not received training from a staff supervisor.
19. Clear, non-tinted or yellow-tinted eye protection must be worn in the shop when using any tools. We have approximately 20 safety goggles available if you do not have your own.
20. Ear protection is optional, but encouraged when using power tools. We do provide ear protection.
21. All structures that are not self-supporting must be secured lest they fall onto someone or something. This means that they must either be held by someone or leaned against a wall
22. Personal headphone usage is not allowed in the shop; however, there is a speaker provided with a BT connection. The radio is not allowed to be played so loudly that it prevents conversation or disturbs rehearsals. This is both a safety issue and a courtesy issue and it will be strictly enforced. Music containing profanity and/or offensive lyrics will not be permitted. The loudness threshold and the appropriateness will be determined by the supervising staff.
23. Wear clothing that is suitable for shop work. Clothing should not be excessively loose as it can get caught on things or in tools. Consider the value of your clothing when working in the shop as they can and will get dirty/torn/burned/covered in paint. We recommend that you bring a change of clothing for shop work and not wear your shop clothes all day. Generally speaking, if you are dressed to paint every day, you'll be properly dressed for whatever comes your way.
24. Ladders must be opened completely and locked open prior to climbing them. Ladders must be placed on level surfaces only. Ladders may not be placed on rolling platforms. Never stand or sit on top of a ladder. NEVER leave a tool on top of a ladder.
25. Spray paint must only be used outdoors. There are too many people who have chemical sensitivities/respiratory illnesses to allow spray painting indoors. While painting outside it is essential that you do not paint the sidewalk, parking lot, or building.
26. If you have long hair, it must be tied back so that it does not get caught in any equipment.
27. The use of respiratory protection in the form of a dust mask is required for those applications that generate a lot of particulate matter, ie, sanding, spray painting, etc. There will be dust masks available in the shop for your use.

Last Name, First Name _____

MHS Technical Theater Safety Contract

I have received a copy of the Moline High School Technical Theater Safety Contract/Rules. I agree to abide by these rules while I am involved with the Moline High School theater program. I further agree that if I am found in violation of any of these rules, or if I am found behaving in a manner that is unsafe to me or those around me, that I will be removed from the theater facilities for the remainder of the day. If I continue to violate these rules, I understand that I will be banned from participation in the MHS theater program.

Student Signature

Date

I, _____ (parent of student above), have read and understood the technical theater program contract. I understand the expectations that the theater department at Moline High School has for its students. I will abide by and promote their expectations.

Parent or Guardian Signature

Date

Contact Information

1. Emergency Contact Name _____

2. Emergency Contact # _____

3. Check one below:

☐ Student is a member of the Drama Club Remind (text 81010 the message @mhstage)

☐ Student is NOT using Remind. Student Cell # _____ (will only be used for emergency purposes)

Theater Safety Checksheet

For director use only

Tool	Date	Student Initials	Instructor Initials	Tool	Date	Student Initials	Instructor Initials
Jig saw				Orbital Sander			
Chop Saw				Belt Sander			
Circular Saw				Lightboard			
Table Saw				Soundboard			
Hand Saws				Loading Rail			
Drill/Driver				Fly Rail			