



# **SECTION 1:**

## **Opening the Theatre and Getting Oriented**

**This section contains information on:**

1. The building layout
2. Locating light switches
3. Keys
4. Heating, cooling and ventilation (HVAC)
5. Elevator

## 1. The Building Layout

The Registry Theatre is a split two-level building.

**Upper Level:** Theatre  
Lobby  
Green Room

**Lower Level:** Washrooms  
Dressing Room  
Janitor Room  
JM Drama spaces (not accessible to rental clients)  
Utility Room (not accessible to rental clients)

These two levels are connected by two sets of staircases. The main stair is accessible from the front door off Frederick Street. The back stair is accessible from the ground-level door in the rear parking lot. A wheelchair lift, on the east side of the building, makes the building fully accessible.

You will probably have accessed the theatre from the parking lot, and found yourself in the back staircase. If you were to take these stairs up, they would lead you to the Stage Right backstage area. If you were to take them down, they would lead you to a general hall-way and storage area, with access to the washrooms and Dressing Room.

When in the parking lot, you would have noticed an exterior metal staircase to a double-door entrance. These doors directly access the Stage Right backstage area, and allow you to load-in large set-pieces and equipment. Do not use these doors when a show is in progress, as light will flood the theatre.

Your audience, entering through the main doors from Frederick Street, will find themselves in a small foyer where the box office station is located. The main stair goes up and down from this point. Direct your audience up the stairs to the lobby and theatre. Direct them down the stairs to access the washrooms.

Taking the main stair up, then turning right, allows you to access the green room. The green room has a second door which opens into the Stage Left backstage area. This room is also the access point to the wheelchair elevator for the main floor. The brown curtain hanging there is to provide your group with visual privacy while the elevator is in use.

## **2. Locating Light Switches**

### **➔ INSIDE THE THEATRE – House Lights:**

To turn the lights on in the house, you should enter the theatre from the lobby through the door farthest towards the back of the house. On the wall beside this door, next to the fire-extinguisher, is a three-position switch.

CENTRE POSITION: Switch is upright. Lights are off.

“NON-DIM” POSITION: Switch is turned to the right. All house lights are on.

“DIMMER” POSITION: Switch is turned to the left. The house lights are now controlled by the lighting board, channel 32. Only the lights above the audience will come on in this state. However, the lighting board must be ON and Channel 32 must be UP.

### **➔ INSIDE THE THEATRE – Seating Riser Lighting:**

Seating riser lighting is controlled by the switch located behind the lighting desk to the left. Please make sure you turn it OFF at night.

### **➔ INSIDE THE THEATRE – Stage Lights:**

At the back of the house are the operating stations for sound and lights. A power bar on the floor to the left of the sound desk will turn on work lights as well as the sound console.

Turn the lighting board on by locating the power switch at the front of the lighting board to the left. If there is no power, locate the power bar under the lighting console. Turn this on, then try the lighting board again.

*For more detailed technical information on our stage lighting system, please see Section 4: Technical Information.*

### **➔ PUBLIC AREAS – Hallways, washrooms, lobby etc:**

The remaining light switches are easily located on the walls of their respective areas. Please note that, in the basement, the light by the lift, one light in the hallway by the washrooms, and one light in the yellow room remain on at all times. Please turn off all other lights.

### 3. Keys

As a user, you will have been given a set of keys on loan for the Registry Theatre. It is your responsibility to look after and return keys after your rental period has ended. Please keep them safe. They are:

- K-3000: interior doors, exterior doors (except entrance from police parking lot)
- Allen Key: Front doors, parking lot door (see “Unlocking Panic Bars” below)
- FPL: Electrical panels

If you cannot open a door, it is because these areas are off-limits to you as a renter.

An elevator key is available to you. It is labelled, and attached to a long rod. You can locate it inside the janitor room, hung from a shelving unit against the back wall. Please return it after you are finished. *For instructions on how to use the elevator, please see Item 5 in this section.*

#### ➤ **Unlocking Panic Bars:**

The Allen Key can be used to unlock the panic bars on the front doors and parking lot door. This keeps the doors unlatched so that individuals can enter without a key.

#### **Front Door:**

1. Hold the push bar down.
2. Insert the allen key into a hole on the side of the push bar unit. Each push bar has 4 such holes, 2 on each side where the push-bar connects to the door. You can use any one of these, but you must use the same one to release the bar later.
3. Turn the key clock-wise until it tightens and the bar is held in place
4. To release the push-bar, insert the allen key into the same hole as was used to lock the push-bar. Turn the allen key counter-clockwise until the push-bar is fully released.

#### **Parking Lot:**

1. Hold the push bar in.
2. Insert the allen key into the hole in the middle of the push-bar.
3. Turn clock-wise to tighten.
4. To release the push-bar, turn the allen key counter-clockwise.

## 4. Heating, Cooling and Ventilation

### ➤ HEATING AND COOLING SYSTEMS:

The building is equipped with two separate heating systems:

#### 1. The basement boiler:

This system feeds the radiators in the lobby spaces and the basement rooms.

#### Instructions for Adjusting the Temperature in the dressing room, if needed:

There is a thermostat in the dressing room on the wall between the dressing and yellow rooms that can be raised to a maximum of 20 degrees Celsius in very cold weather. Please return it to 15 degrees Celsius when you leave.

#### 2. The rooftop unit:

This system provides both heat and air conditioning. The thermostat is located on the stage left wall of the stage.

#### Instructions for Adjusting the Temperature in the theatre, if needed:

Instructions for the thermostat are located on the wall by the unit.

The thermostat should be adjusted to 68 degrees during occupied times only. When leaving the building, please turn the thermostat DOWN in winter, and UP in summer. This will help save energy and costs for all of us.

In winter, turn to HEAT and leave the fan setting to AUTO. In summer, turn to COOL and leave the fan to AUTO. DO NOT LEAVE THE HEAT/COOL SETTING TO AUTO, as this will cycle the operation between heating and cooling to maintain constant temperatures. **Please turn OFF when leaving the building.**

### ➤ AIR EXCHANGER:

The Air Exchanger can be used when the lower level rooms are in use. To turn it on, locate Electrical Panel B in the wide hallway (yellow room) that runs parallel to the rehearsal room, and links both sets of stairs. The switch is labelled.

**Please ensure that you turn it OFF again when leaving the building.**

## 5. Elevator

The purpose of the elevator is to transport individuals who use wheelchairs or have mobility difficulties. **Please note the posted weight restrictions.**

A key is required to use the elevator. The key is labelled and attached to a long rod. You can locate it inside the janitorial room, hung from a shelving unit against the back wall. Please return it after you are finished.

**To use the elevator:**

1. Insert the key, turn it and press the call button.
2. Open the door and enter the elevator cab.
3. Turn on the lights by the small silver switch inside the cab.
4. Insert the key, turn it.
5. Press and hold your destination level button. It may take several seconds for the cab to move.
6. Turn off the light and close the door upon exiting.
7. Return the key.



## **SECTION 2:**

# **General Guidelines**

**This section contains information on:**

6. Occupancy and Theatre Seating
7. Using the Stage
8. Painting: supplies and clean-up
9. Guidelines for Postings
10. Vestibule, Lobby and Fridge
11. Washrooms
12. Garbage and Recycling
13. Equipment Storage

## 1. Occupancy and Theatre Seating

### ⇒ Occupancy:

Occupancy for the theatre is: **200 persons**  
This includes audience, performers, crew, etc.

The theatre can accommodate 143 seats in its standard configuration (see below). One additional row can be added in the front, on the floor to bring this to a maximum of 159 seats. The chairs are readily available

### ⇒ Theatre Seating:

In its standard configuration, the seating in the theatre consists of 9 rows, with 16 chairs per row. The last row at the back of the house is split to accommodate the technician booth, with 7 chairs on one side and 8 on the other.

**Please do not exceed 16 chairs per row, or you will be in violation of the Fire Code.**

If you need to remove the chairs from the theatre, please use the yellow dolly usually located in the basement or the green room. Chairs should be stacked neatly and safely away from doorways or hallways, so as not to block fire routes or exits.

## 2. Using the Stage

### ⇒ Stage Floor:

The stage floor must remain intact and damage-free. Please note the following requirements:

- Do not screw or nail anything into the stage floor. Set pieces must be secured by weights / sand bags.
- Do not paint the stage floor.
- Protect the stage floor from heavy equipment and musical instruments, for example, always use a mat under a kick drum / high hat peddles.
- The stage floor must be swept and lightly wet-mopped after each use.

### ⇒ Stage Blacks (masking and curtains):

The stage has a series of masking panels which should not be moved unless you have received special permission.

There are two sets of travellers: one upstage and one downstage. Upon leaving the space, the upstage traveller should be pulled closed and the downstage traveller pulled open.

If you temporarily pin or clamp any masking or curtains, **please remove at the end of your event.**

➤ **Stage Right Masking - VERY IMPORTANT:**

The entrance to downstage right from the audience is a **fire exit** and cannot be masked by a curtain. Hard masking in the form of hinged door is provided. **Do not cover this entrance/exit with a curtain.**

**PLEASE ENSURE THAT YOU PLUG IN THE EXIT SIGN IF YOU CLOSE THE HARD MASKING.**

➤ **Movie Screen:**

The movie screen can also function as a cyclorama, and is located behind the upstage traveller. You will need advance permission and a key to unlock this system. Instruction on the following will also be provided.

**Instructions for lowering:**

1. Go to the tie-off area located upstage left.
2. Unlock the padlock and remove.
3. Carefully unhook the coiled rope and knot from the lowest hook.
4. Grab both ropes above the figure-eights and hold tightly.
5. Undo both figure-eights.
6. **Slowly** and carefully, allow the screen to lower while maintaining control of the ropes and keeping both even.
7. Secure the knot on the top-most hook.

**Instructions for raising:**

1. Go to the tie-off area located upstage left.
2. Unhook the knot from the top hook.
3. Grab both ropes securely and pull them slowly downwards to raise the screen. Keep them even.
4. When fully raised, tie off one figure-eight while maintaining your hold on the second rope.
5. Tie off the second figure-eight by **reversing** the knot pattern. Failure to do this will cause the screen to eventually slip.
6. Hook the knot onto the bottom hook and neatly coil the remaining rope. Ensure that it is not a tripping hazard.

### **3. Painting: Supplies and Clean-up**

The Registry Theatre does not provide painting equipment or supplies. You are required to supply your own paint, equipment and drop-cloths. Please note the following requirements while painting in the theatre:

- Always use a drop cloth to protect floors and walls.
- Only paint in the dressing room on the lower level.
- Do not use the washroom sinks for cleaning paint equipment. Use the utility sink in the Janitorial Room only.

- Clean up all paint and equipment.
- Only water-based materials may be used in the theatre.
- Remove all paint supplies and paint cans (empty and full) when your event is complete.
- Please, please be careful. You will be responsible for repairing any damage and/or re-painting costs.

#### **4. Guidelines for Postings**

The only areas designated for postings are the bulletin boards located at the foot of the main staircase, any doors, and any glass surfaces. Our walls are old, and even the most gentle masking tape will remove paint if you post on the walls. **Please do not post anything on painted walls or wainscoting. There is a \$50 fine for this.**

Please remove all postings when your event is complete.

#### **5. Vestibule, Lobby and Fridge**

##### **↻ Entrance Vestibule:**

A desk and chair are provided in the entrance vestibule for your ticket selling needs. Most groups sell tickets right at the door at the bottom of the stairs and collect tickets at the entrance to the theatre at the top of the stairs.

##### **↻ Lobby:**

The lobby furniture, if moved, must be returned to its original configuration.

The curtains can be closed during performances.

##### **↻ Fridge:**

The fridge in the lobby may be used during your rental. Plug in the fridge, turn the dial to 7, and use the on/off switch for the light.

If you have booked the Dressing Room as part of your rental, a chest freezer and fridge are also available for your use.

#### **6. Washrooms**

If you need to re-stock washrooms during your event, toilet paper and paper towels are stored in the Janitorial Room on the lower level. A key for the paper towel units is kept on the utility cart inside this room also.

Users are responsible for checking and tidying excessive garbage in the washrooms after their events, and checking that taps and toilets are not left running. Longer-term renters will need to maintain washrooms during their rehearsal period, as janitorial services are usually only provided for performance days. (An exception to this is children's groups.)

## 7. Garbage and Recycling

### ➤ Regular Garbage:

A garbage container is located in the rear parking lot. Please collect your garbage in garbage bags and move it to this container after your event. For longer-term users, please note that a Registry Theatre staff will empty this container on Thursday evenings and move all garbage to the front of the building for City collection.

Always ensure that the outdoor garbage container is properly closed.

### ➤ Food Garbage:

Food garbage left overnight will attract pests. Food garbage must be collected and removed from the building daily. Please put it in bags, and into the container in the rear parking lot.

### ➤ Recycling:

Waterloo Region will not collect recyclables from this building. If users choose to use the recycling bins kept in the Janitorial Room, then you are responsible to take these recyclables away for collection. This includes cans, bottles, paper and cardboard.

## 8. Storage

For groups with storage requirements **during their event** for such items as instrument cases, props or personals, there is some storage space provided:

- Groups may use the Dressing Room to store items while their event is in progress.
- With all items stored, please ensure that they are tucked safely out of the way, keeping traffic routes and fire exits clear at all times.



## **SECTION 3:**

# **Front of House Information**

**This section contains information on:**

14. Front of House Kit
15. Relevant paperwork
16. Vestibule, Lobby and Fridge
17. Front of House Staff

## 1. Front of House Kit

A grey toolbox, located inside the cooler in the lobby, serves as The Registry Theatre Front of House Kit. It contains a number of important and useful items for Front of House staff:

- First-Aid Kit
- Pencils
- Important forms and checklists (see below)

Please feel free to use these items to better serve your patrons and your event. All items should be returned after use. If you have suggestions for additional items or if the flashlights are not working, please let the Theatre Manager know.

## 2. Relevant Paperwork

In the bottom of the Front of House Kit are a number of paper-work items which your event leaders should be aware of. Completed forms can be deposited in the Key Return Slot on the lower level by the back staircase. Listed items marked with a ⚡ are attached under Section 8, Appendix B.

### ⤷ **User's Checklist ⚡:**

This checklist is for your use at the end of your rental period. If you lose the one that was given to you, please use one from the handbook. Completing all items on the list will ensure you will not be required to pay any extra charges.

### ⤷ **Patron Illness / Injury Reports ⚡:**

Please familiarize yourself with this reporting form. If a patron falls suddenly ill or is injured during your event, you **must** complete this form. This form is important for issues related to liability.

### ⤷ **Refusal of Ambulance Form ⚡:**

In case of serious injury, please call an ambulance to the building. If the person feels they do not need the services of the ambulance, you **must** complete the Refusal of Ambulance Form. This form is important for issues related to liability. We suggest keeping a copy for your records, and leaving the original in the Key Return Drop Slot by the back staircase on the lower level.

### ⤷ **Fire Safety Guidelines:**

Please read these guidelines carefully as they will instruct you what to do in case of fire and emergency. Please familiarize yourself with the location of fire exits and fire extinguishers. You will be responsible to direct and guide the audience to safety in a fire situation. A summary of guidelines is included in Section 8 at the rear of this binder.

### **3. Vestibule, Lobby and Fridge**

*Please see Section 2, Part 5 for information on this area.*

### **4. Front of House Staff**

The Front of House staff team are a very important part of your event. They will:

- Check that the theatre is ready for an audience
- Greet arriving patrons
- Accept tickets / money
- Sell refreshments
- Direct patrons to their seats
- Direct patrons to the washrooms
- Hand out programs
- Guide patrons who must leave during the event
- Assist persons with disabilities if required
- Control and assist with an emergency situation
- Call emergency services (911) if required
- Thank patrons when they leave
- Check that the theatre and lobby are clean (free of litter, programs) when the event is over.

We suggest placing 2 Front of House staff inside the theatre at the front row on each side of the theatre.

All Front of House staff should be aware of the nature of the event, the itinerary and duration. They should also be familiar with the building's layout, location of fire exits and fire extinguishers. They will have to answer numerous questions and inquiries during the event and should have enough information to do so.



## **SECTION 4:**

# **Technical Information**

**This section contains information on:**

18. Stage Lighting System
19. Sound System
20. Communication Equipment
21. Other Equipment (ladders, etc.)
22. Lighting for Dummies

## 1. Stage Lighting System

### ↻ Standard LX Wash:

The standard lighting plot for The Registry Theatre consists of a basic stage wash, utilizing 16 instruments. This plot may be changed by users, using qualified and approved technicians, but must be restored at the end of each event. **The user will be charged an hourly rate (see price list in Section 8: Appendix E) for the cost to return the plot to its original state if the user fails to do so.**

The dimmer packs are located in the Dressing Room. As the board can be soft-patched, there should be no reason for a renter to need to access the dimmers. They should remain ON at all times, as turning off the main breakers weakens them, and the dimmers draw minimal power when not in use.

### ↻ Changing the Standard Plot:

In order to make significant changes to the Lighting Plot, The Registry Theatre must first be satisfied that the user is working with at least one sufficiently qualified individual. The Registry Theatre can help find such an individual if necessary.

Several conduits are installed for special runs of DMX cable to each of the three grid locations. These conduits originate above the dimmers and terminate beside each Soca-pex break out location.

Please see the standard plot attached under Section 8, Appendix C.

### ↻ Lighting Console:

The lighting console is a Strand Preset Palette 32/64.

Remember that channel 24 is reserved for the house lighting system.

### ↻ Rental Items:

Please see the price list in Section 8: Appendix E for the following lighting equipment and accessories that are available for a minimal rental fee or free of charge:

- Additional lighting instruments
- Twist-lock cable, various lengths
- Gels
- Gel Frames

### ↻ Replacement Bulbs:

If your event is running over several days, you may request that replacement light bulbs for the stage lighting instruments be left out in case one needs changing. The Technical Director or manager will ensure that a qualified person in your group will be on hand to change the bulb, and to report back as to which instrument received a new bulb.

## 2. Sound System

### ➤ Basic House PA System:

There are 2 powered 16" JBL Eon speakers hung at the down stage teaser curtains. These amplify the signal sent from the Mackie 16 x 4 console located on the Technician's table. All outputs are 1/4 " TRS style, with TRS inserts. Mic inputs are TRS or xlr. There is a 16 x 4 xlr snake which is run to the upstage wall of the theatre.

The Registry Theatre **does not** provide xlr to 1/4" adapters.

There is a partial sound rack containing:

- A peavey 31band EQ,
- A Behringer Comproser Pro (interactive dynamic processor-limiter),
- Two CD players with pitch control

**Please do not change the EQ or Processor settings.**

**Please be sure you have SOCAN clearance before using copyrighted music in your performance.**

### ➤ Rental Items:

Please see the price list in Section 8: Appendix E for the following sound equipment and accessories that are available for a minimal rental fee or free of charge.

- 2 microphones: SM5P and SM5P wireless
- 2 boom stands
- 1 DI instrument box
- xlr cable, several lengths
- DEP5 EX Unit

### ➤ Live Telephone:

If you need to use a ringing telephone onstage, a phone jack is located at the Technician's desk and runs to the upstage wall by the snake.

### 3. Communication Equipment

#### ↻ Backstage Communication:

There are four headsets and belt-packs available for rent (see price list in Section 8: Appendix E), with advance notice. This includes a power supply which can be used anywhere along the system.

#### Key Guidelines:

- Before putting down a headset, make sure that the mic is OFF. Leaving it on will not only hurt other users' ears, but will also break the unit.
- Turn off the Power Supply after each performance.

#### ↻ Program Sound:

There is a program sound mic located upstage centre and connected to the sound board's AUX Send 1. It uses a Realistic amplifier downstairs in the rehearsal room.

#### ↻ Communication to Dressing Room and Green Room:

An xlr control cable is linked to the rehearsal room and located on the electrical wall. This can facilitate circuitry patching or communication to the actors on the lower level.

Communication to the stage is facilitated through the 16 channel sound snake running to the upstage wall of the stage.

#### ↻ LCD Monitors

LCD monitors are installed in the lobby (no sound) and in the rehearsal/dressing room (with sound) and are connected to a camera in the theatre. By turning these monitors on (ensure the black box next to the one in the rehearsal/dressing room is on Channel 1), you will be able to see what is happening on the stage. The camera cannot be used to record your show.

### 4. Other Equipment / Items Available

#### ↻ Ladders, Scaffolding:

The Registry Theatre can make available ladders and scaffolding for accessing the lighting grid or for other work that requires height. Safety must be kept as the highest priority when using this equipment. Therefore, requests to use ladders or scaffolding must be received with sufficient time for The Registry Theatre Technical Director to review safe operating procedures.

#### ↻ Grand Piano and Digital Piano:

The Registry Theatre has two pianos available for rent (advance notice required – see price list in Section 8: Appendix E):

- Yamaha 5'8" Concert Piano
- Technics SX-PR51 Digital Ensemble

➤ **Flats, Jacks and Sand Bags:**

For a minimal rental fee (see price list in Section 8: Appendix E), the following various sized flats are available. Advance notice is required and rental must be arranged through JM Drama:

- 1 x 8
- 2 x 8
- 4 x 4
- 4 x 12
- 4 x 8

➤ **Dance Floor:**

There is a Rosco dance floor available for rent (see price list in Section 8: Appendix E). It comes in four pieces approximately 24' x 22' in size. Advance notice is required.

➤ **Podium:**

A podium is also available for rent. See price list in Section 8: Appendix E.



## **SECTION 5:**

# **Strike, Clean-up and Lock-up**

**This section contains information on:**

- 23. Strike and Clean-up
- 24. Theatre Lock-up
- 25. Return of Keys

## 1. Strike and Clean-up

At the end of your rental period, you are responsible for ensuring that the theatre is returned to its original state. Please note that, as per the rental contract, the user will be charged either a flat fee or an hourly rate for any action item which requires a staff person or technician to correct (see price list in Section 8: Appendix E). The following guide will assist you:

### ↪ Stage Lighting Systems:

- The stage lighting should be returned to the standard plot as per the plot and patch schedule found in Section 8: Appendix C. The focus should be soft edged, with overlapping pools of light to ensure no dead spots. There should be five areas of light across downstage, three across upstage, three along stage right, and three along stage left.
- All fixtures, accessories, and cable not indicated as part of the Standard Plot must be removed from the grid and placed in the yellow room in the basement.
- Leave non-working items separate from working items with a note attached as to the problem, and inform the Technical director and/or the theatre manager of the problem by phone or e-mail.
- Identify any instruments where bulbs have been replaced.

### ↪ Sound System:

- All sound equipment including wiring, speakers, microphones, headsets and other intercom equipment, etc. should be returned to their pre-show placement or yellow room in the basement. Make sure that AUX cables are returned to their original locations, that the channels are muted, tone controls are neutral and that the assign buttons are all up.
- Non-working items should be noted and the theatre manager and technical director informed by phone or e-mail.

### ↪ Control Booth:

- The lighting control console must have cues and patches cleared. Standard patch is 1 to 1 as per the patch schedule attached in Section 8 as Appendix C.
- Bring masters and sliders down on both sound and lighting board before turning off power.
- Technician's table and under the table must be cleared of paperwork, garbage and personal effects.
- Seating Riser lighting should be turned off at switch located behind the Technician's table.

### ↪ Stage:

- If the screen was unrolled, it must be rolled back up as per the instructions in Section 2.
- The upstage traveller must be closed.
- The downstage traveller must be open.
- Fire aisle at stage right must be left clear and free of any obstructions.

#### ➤ **Stage Floor:**

- The stage floor must be cleared of all equipment and items and swept with the stage broom and lightly damp mopped. Use the appropriate bucket and mop (marked stage use only) located in the Janitorial Room.

#### ➤ **House:**

- The seating area must be restored to its standard configuration (16 chairs per row except the back riser which is split 7 and 8).
- Clear seating areas of all paper and other trash. All food items should be removed. Any spills should be mopped up.
- House lights should be turned off.
- Theatre doors should be left open, especially in winter, for heat circulation.

#### ➤ **Lobby:**

- Please set the fridge level to 1 at the end of your rental period.
- The lobby furniture (green sofa, chair and piano) must be returned to their original locations.
- Garbage must be bagged, removed and taken to the outside bin at the back of the building.
- Debris and spills must be cleaned up.

#### ➤ **Elevator:**

- The elevator key must be returned to the Janitorial Room.
- The lights must be turned off and the doors closed.

#### ➤ **Rehearsal Room, Green Room and Dressing Rooms:**

- The green room and dressing room should be cleared of all user items (costumes, props, personal effects) and returned to their original configuration.
- The garbage must be collected and placed in the garbage bins outside.

#### ➤ **Painting Clean up**

- Paint trays and brushes must only be cleaned in the Janitorial Room sink with the strainer in place. Please be sensitive to our environment: no brushes with oil paints may be cleaned in the building.
- Trays, brushes, paint and other supplies must be taken with you after the strike. We are not responsible for anything left behind.

### ➤ Washrooms

- Washrooms should be left the way you would like to find them. Accidents, make up and spills must be cleaned up.
- Lights and fans must be turned off.

## 2. Theatre Lock-up

All exterior doors must be checked to ensure that they are securely locked:

### ➤ Front Door:

- Use the allen key to ensure that the push-bars are opened to the widest positions.
- On the outside of the front door, use the key to lock the door and ensure that the toggle (below the lock) is locked and cannot move freely.
- When standing inside, close the right door first, then the left door and push on the the bronze piece above the push-bars to ensure they are secure.

### ➤ Side Door (beside the elevator):

- Check that the door is locked (bar is out).
- Check that the power to power door is off (toggle down).

### ➤ Loading Dock Doors (stage right):

- Check that both doors are securely locked.

### ➤ Back Door (to rear parking lot):

- Check that the push-bar is out. Use the allen key if necessary.
- Check that the door is securely locked.

It is strongly recommended that you check all 4 doors a second time from the exterior of the building. Please pull on them to ensure they are secure.

## 3. Key Return:

The keys must be left inside the building, so please check to make sure you have collected all personal items before exiting for the final time.

A secure key drop-box is located on the outside of The Registry Theatre office on the lower level, in the yellow vestibule by the back staircase.



## **SECTION 6:**

# **Emergency, Safety and Security**

**This section contains information on:**

- 26. IN CASE OF EMERGENCY
- 27. Safety Guidelines
- 28. General Security
- 29. Emergency and Fire Procedures

## **1. IN CASE OF EMERGENCY**

### **IN CASE OF EMERGENCY, CALL 911**

The address of the theatre is:

**122 FREDERICK STREET  
KITCHENER, ONTARIO  
N2H 2L9**

We are located on Frederick Street, east of Weber, on the north side of the street.

When the situation is under control, please notify one person:

Lori Straus, Theatre Manager:	519-573-2875
Allan Hoch, Technical Director:	519-576-7052 / cell: 519-741-7554
Don Bourgeois, Chair of the Board:	519-580-4923

## 2. Safety Guidelines

*“Health and safety is a shared commitment. It is everyone’s responsibility to recognize hazards in the workplace, to protect their own safety while they are working in the theatre, and to respect health and safety policies of the theatre.*

*“At the Theatre, the safety of the public, our volunteers and anyone who works in the Theatre is important. Health and safety will take priority in all areas of the theatre, and there is no task so urgent that it cannot be completed safely...”*

-“To Act in Safety”, published by Theatre Ontario

### ➤ Use of Tools:

Please ensure that tools are used only by individuals who have been properly trained on their safe use, and who have been authorized to use them. Check that:

- the work area is clean and free of hazards.
- appropriate protective equipment are worn i.e. safety-goggles, work gloves, steel-toe boots etc.
- jewellery, long hair and loose clothing are secure.
- the tool in use is clean, free of debris, well-maintained and has the appropriate safety guards/mechanisms in place.
- no one is using tools while under the influence of drugs, alcohol or excessive fatigue.
- frequent and regular breaks are taken while doing repetitive tasks.
- work is never done alone, is done within earshot of other people and a leader in your group checks on all workers regularly.

### ➤ Ladders:

Please ensure that all individuals are properly trained on the set-up and take-down of ladders.

- Check for and stay clear of overhead hazards including lighting instruments.
- A minimum of two people are required for safe use of a ladder.
- One person should stay on the ground as a “spotter”, ensuring the safety and stability of the climber.
- Avoid hazards such as opening doors, heavy traffic, and stairs.

### ➤ Open Flame:

Open flame includes: match, candle, torch, lantern, etc.

Open flame may NOT be used inside The Registry Theatre, including onstage, unless explicit written permission is given by the theatre, in consultation with the Fire Prevention Officer, Kitchener Fire Department.

### 3. General Security

#### ➤ Keys:

The Registry Theatre keys are your responsibility. Be careful not to lose them and do not lend them to any unauthorized person. **If misplaced, you may be charged the full cost of replacement and building lock changes.**

#### ➤ Doors:

Please use care when rehearsing or working in the building. Do not leave a door unlocked and unattended. Make advance arrangements with group members to let them in, preferably through the back door.

When you leave the building, even for a short period of time, make sure all doors are securely locked and lights are out. Double-check doors, especially at night.

During performances, one or more front of house staff should attend the front door at all times. All other exterior doors should be locked.

### 4. Emergency and Fire Procedures:

It is recommended that your group decide on a meeting point in case of emergency. Should you need to evacuate the building, head to the designated meeting point and conduct a head count. Inform fire personnel of any missing individual(s) and where they may have been last working or seen.

A copy of the Ontario Fire Code is kept by J.M. Drama Alumni by the bulletin board in the basement.

The building's fire-route map is attached under Section 8 as appendix D.

#### ➤ Upon Discovery of Fire:

- Leave fire area immediately, take key.
- Close doors behind you.
- Call Kitchener Fire Department / 911 - Never assume that this has been done.
- Give the address (122 Frederick Street) and location of the fire in the building.
- Leave building via stairwells to nearest exit.
- Do not return until it is declared safe to do so by a fire official.

#### ➤ Upon Hearing a Fire Alarm:

- Before opening door, feel door and door knob for heat.
- If not hot, brace yourself against door and open slightly.

- If you feel air pressure or hot draft, close door quickly.
- If you find no fire or smoke in corridor, close door behind you and leave by nearest exit stairwell.

➤ **Upon Encountering Smoke:**

- If smoke is heavy in the corridor, try an alternate exit or return to your room.

➤ **If You Cannot Leave Your Area Due to Fire or Heavy Smoke:**

- Close door.
- Unlock door to allow firefighters to enter.
- Phone 911 and tell fire department where you are.
- Signal fire-fighters.
- Seal all cracks where smoke can get in by using a wet towel or similar textile at base of door and to seal vents. Wide masking tape is useful.
- Crouch low to the floor if smoke enters the room.
- Move to the most protected area and partially open the window for air.
- Close the window if smoke comes in.
- Remain calm. Wait to be rescued. Do not panic.