



CHECK LIST FOR RENTERS

1. Daily:

Out of Building before 10pm (or closing: Sat 3pm, Sun 5pm)

Doors Locked: Upon exiting, go to front desk, request all upstairs doors be locked
Storage/Costume Room - Green Key

Equipment Stored in Storage Room

Dims

Sound System

Personal

All windows shut and locked

Curtains dropped - 1 window per curtain (between shows)

All leg curtains raised -- use black ties for legs, do not use on window curtains

Please make sure to handle the curtains carefully. They are old and tear easily. Please do not put them on the hot radiators. Please do not try to pull them down from the floor, but get a chair and lift them off the nails to remove them from the windows.

Stage Floor - clean of foot prints, dust, glitter etc. - Swiffer stored behind bulletin boards

Clear of props, drops, debris etc.

Any Box Office tables, or chairs etc, brought into the space - table cloths returned

All costumes, mirrors, or personal items cleared from the dressing room (others use this space) Dressing room cleaned of any bottles, paper etc

All fans and heaters turned off and unplugged

Any trash, old programs, debris or "stuff" removed from audience risers

Return the Boom Box to the shelf in the desk in the space.

Leave all Circuit Breaker switches "on", except :

Florescent lights and 2nd from top on left (turn off only # 2,3,5,6,15,18)

General Guidelines:

Leave the space better than you found it for fellow artists and students (they should do the same for you)

If you find that any of the curtains are tearing please notify Nana so that I can fix them before they get any worse.

Problems: If you encounter problems please call:

Julie Ballard	for technical	(773) 360-4667
Nana	for building/personnel	(847) 724-1931 (h)
		(847) 204-7940 (c)

Please check the list on the main door for other notes:

2. At the end of your time scheduled in the space:

Fold all window curtains (good side in) and store on the shelves in the metal cabinet in the storage room

Store equipment in the boxes crated or shelves where you found them.

Any rigging (curtains for projection) struck and stored

These lights must be restored: Downstage Fronts, Center Stage Fronts, Upstage Fronts
Stage Right Sides, Stage Left Sides, Far Upstage Bucks

Pull up any spike tape you may have put on the stage.

Thanks