



PROCEDURES AND GUIDELINES Rehearsals

1. In accordance with Athens-Clarke County ordinance, the Morton Theatre is a **smoke-free, vape-free environment**.
2. **Food, drink, chewing gum, and candy are NOT permitted in the auditorium; this includes cast/company/crew.** Water is allowed on stage. Food and drink are allowed in the dressing rooms, lobby, pharmacy and conference room provided that they do not contain artificial red or blue food dyes.
3. Cast/company members and crew should refrain from placing feet up on auditorium seats, walls, and arm rests.
4. There are a total of six restrooms in the dressing rooms, two of which are multi-stalled. Cast, company, and crew should use these restrooms during rehearsals and performances so that public restrooms are kept clean and in working order for patrons.
5. **If cast/company/crew includes minors**, presenters must be sure that qualified adult supervision is present at all times. Minors **will not be allowed into the facility** without the supervision of the presenter or authorized adult agent. The presenter must inform Morton Theatre Management of the designated responsible adult/s during our production meeting, held prior to the event. Should additional adult/s require the designation after the meeting has been held, Morton Theatre Management must be notified in writing.
6. For presenters conducting multiple rehearsals prior to the day of performance:
 - a. The main lobby and Pharmacy areas are off-limits to everyone except for Morton Theatre staff unless the spaces are part of the rental agreement. Please inform all cast, crew, and company not to access these areas.
7. For security and safety reasons, it is prohibited to prop open any exterior lobby or exit doors in any area of the facility without explicit permission from Morton Theatre Management.

8. On performance days:
 - a. Cast/company/crew should enter through the double red doors to the left of the domed awning, which are marked "Main Entrance." Proceed straight through the lobby area, and to the left of the restrooms to enter the double doors marked "Stage Door" for access to the backstage areas and the dressing rooms, including the pharmacy annex when used as an additional dressing room.
 - b. The Auditorium (House) must be cleared of all personal belongings, cast and crew a minimum of 30 minutes before the house opens.
 - c. Cast/company members and crew should refrain from sitting in the auditorium in order to keep the area clean and the seats in their upright position for the audience.
9. Only the cast, production crew, and authorized representatives of the presenter and Morton Theatre will be in attendance during scheduled rehearsals. An "open rehearsal" shall be classified as one with any other persons (ex. parents, VIPs, invitees) in attendance and will be declared as a performance, requiring additional labor and other performance rates to be applied to the final settlement.
10. Fire codes require that:
 - a. Emergency exit stairways remain clear of all items at all times.
 - b. The lights in the emergency exit fire tower remain on at all times.
 - c. No doors may be propped open or closed. The stage left door, stage right door, chorus level dressing rooms, house left balcony-fire tower door, star level door to the fire tower, and the door between star level and pharmacy annex have magnets to keep them open. These are the only form of device that can be used to hold doors as they allow them to close automatically in an emergency.
 - d. Objects that obstruct the view or egress of patrons (e.g. tripods, strollers, infant carriers, wheelchairs) may not be placed in seats or aisles.

Violations of any fire rules may result in a monitor being stationed in the fire towers or other areas of the building. This over-hire will be billed to the presenter at the prevailing rate for every hour that the building is rented.

The Presenter assumes the responsibility to inform cast, crew, and other event participants of these guidelines, and to police these policies accordingly.