



PROCEDURES AND GUIDELINES REHEARSALS

1. By Athens-Clarke County ordinance, the Morton Theatre is a **smoke-free environment**.
2. **No Food or Drink is allowed in the theatre for anyone including the cast/company/crew.** Water is allowed on stage and there is no restriction on food or drink in the dressing rooms, lobby, pharmacy, or conference room.
3. We ask that cast/company members and crew refrain from sitting in the auditorium with their feet up on the seats and arm rests.
4. Presenters should be aware that the bathrooms in the upper lobby can be locked. There are a total of 6 bathrooms in the dressing rooms, 4 of which are private, that should be used by cast, company, and crew for rehearsals as well as performances.
5. **If your cast/company/crew includes minors**, please ensure that parents are well aware of the call times/dates for cast calls and that qualified adult supervision is present when minors are dropped off. Minors will not be allowed into the facility without the supervision of the presenter or authorized adult agent. The presenter must inform Morton staff of the designated adults during our production meeting held prior to the event. Should additional adults require the designation after the meeting has been held, the Morton Theatre must be notified in writing.
6. For presenters conducting multiple rehearsals prior to the day of performance:
 - a. All entrances to the facility will be made through the red doors underneath the black and grey domed awning. These steps lead directly in to the auditorium and allow for the monitoring of all individuals that enter and exit the facility.
 - b. The main lobby and Pharmacy areas are off limits to everyone except for Morton Theatre Staff unless prior arrangements have been made or the spaces are part of your rental agreement. Please inform all cast, crew, and company not to access these areas.

7. The doors at the Morton Theatre are aged and do not always close properly on their own. Please refrain from exiting through doors other than those specified for your entry into the facility.
8. On performance days:
 - a. Cast/company/crew should enter through the double red doors to the left of the domed awning. Proceed straight through the lobby area, and to the left of the restrooms to enter the double cream doors marked "Stage Door" for access to the backstage areas and the dressing rooms.
 - b. The auditorium must be cleared of all personal belongings, cast and crew a minimum of 30 minutes before the house opens.
 - c. We ask that cast/company members and crew refrain from sitting in the auditorium to keep the area clean and the seats in their upright position for the audience.
9. It is understood that **only** the cast, production crew, and authorized representatives of the presenter and Morton Theatre will be in attendance during rehearsal times. An "open rehearsal" shall be classified as one with any other persons in attendance and will be declared as a performance, causing the listed performance rates to be applied to the final settlement.
10. Fire codes require that:
 - a. Emergency exit stairways remain clear of all items before and during rehearsals and shows.
 - b. The lights in the emergency exit fire tower remain on at all times.
 - c. No doors may be "blocked" open or closed. The stage left door, stage right door, chorus level dressing rooms, house left balcony-fire tower door, and star level door to the fire tower have magnets to keep them open. These are the only device that can be used to hold doors as they allow them to close automatically in an emergency.
 - d. Inanimate objects (i.e. tripods, strollers, infant carriers, wheelchairs) cannot be placed in areas (i.e. seating rows) that obstruct the view or egress of patrons.

Violations of these rules will result in the possible employment of a monitor stationed in the fire towers by the Morton Theatre. This over-hire will be billed to the presenter at the prevailing labor rate for every hour that the building is rented. This clause acts as full warning to adhere to the rules outlined in the "Fire Marshall Letter" in the rear of this folder.