



Mercer County Community College  
P. O. Box 17202, Trenton, NJ 08690

## THEATRE USE REQUEST

Sponsor \_\_\_\_\_ e-mail: \_\_\_\_\_  
(Name of college office or name and address of external organization)

Address \_\_\_\_\_ Phone \_\_\_\_\_

Activity \_\_\_\_\_

Day/Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Time event will start \_\_\_\_\_

Day/Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Time event will start \_\_\_\_\_

\_\_\_\_\_  
(Individual's name, title)

\_\_\_\_\_  
(Insurance Carrier)

Estimated Attendance: \_\_\_\_\_

has read and will assume responsibility for adhering to the ***Kelsey Theatre Building Use Guidelines***. Submission of this form constitutes a request for space use. If approved, signed form will be returned to you constituting a firm reservation. Fee: \$150 per hour, includes 1 technician (Additional Technicians: \$25 p/hr). If you cancel event with less than 48 hours notice you will be liable for the technician fees. In addition, a \$350 campus resource fee for cleaning will be charged.

**If for any reason this event is cancelled you must let us know immediately!**

### AUDITORIUM NEEDS—ONSTAGE

Podiums \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other \_\_\_\_\_

#### SOUND:

1. Microphones:

Podium \_\_\_\_\_ Table \_\_\_\_\_ Floor \_\_\_\_\_ Traveling \_\_\_\_\_

2. Music: CD \_\_\_\_\_

3. Piano \_\_\_\_\_ Do you want it tuned? \_\_\_\_\_

(\*Tuning fee is: \$150) \*Need four weeks notice for tuning.

*Make checks payable to: Kelsey Theatre/MCCC*

LIGHTING: \_\_\_\_\_

#### SPECIAL PROVISIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MULTIMEDIA NEEDS

- ☐ Projector connection for your laptop - must have HDMI connection
- ☐ If MAC, you must bring your own adaptor
- ☐ Sound System connection - Laptop
- ☐ Internet connection - Laptop
- ☐ Projection for PowerPoint or movie file
- ☐ Projection for DVD
- ☐ Projection for Blu-ray

**NOTE:** Due to all the different formats available, you must provide us with the proper formats of media you plan on using, either on a USB drive or DVD, at least 2 hours prior to your event's starting time.

### LOBBY NEEDS

#### DISPLAY:

Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other \_\_\_\_\_

(Tables will need to be ordered. Limit 4 tables in Lobby.)

Do you request permission to serve food or beverages?

Yes \_\_\_\_\_ No \_\_\_\_\_

***If so: You are required to supply two (2) ushers 45 minutes prior to curtain time to insure food/beverages are not taken into auditorium.***

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Permission (granted) (denied) to serve food/beverages.

***If you have questions or additional technical requirements, please contact the Kelsey Theatre at 609-570-3581.***

### FOR OFFICE USE ONLY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THEATRE MANAGER APPROVAL - Date: \_\_\_\_\_

PAYMENT: Invoiced \_\_\_\_\_ Received \_\_\_\_\_

FEES: Rental \_\_\_\_\_ HRS x \$150.00 = \_\_\_\_\_

Add Tech \_\_\_\_\_ HRS x \$25.00 = \_\_\_\_\_

Campus Resource Fee \$350.00 \$350.00

Piano Tuning \$150.00 \_\_\_\_\_

**TOTAL DUE: \$ \_\_\_\_\_**

*Make checks payable to MCCC/Kelsey Theatre*

## **THEATRE USE / ROOM USE GUIDELINES**

Welcome to The Kelsey Theatre

As Sponsor of your event you are responsible for adherence by cast, crew and audience members to the Theatre Use Guidelines

### **SCHEDULING**

Once you have received your Theatre Use confirmation the space is being held for you. If for any reason you must cancel or postpone your event please let the Kelsey Theatre management know ASAP. You will be assigned a Site Supervisor, if other technical assistance is needed the charge is \$25 an hour for the additional person.

### **PARKING**

Cast and crew are required to park in the student lot for your performance, leaving space in the closest lot for the patrons. You may unload equipment at the Kelsey Theatre Loading Dock, but vehicles must be moved to the parking lot immediately after loading or unloading. You may not leave vehicles in dock, or by side door.

### **FOOD AND BEVERAGES**

***NO FOOD OR BEVERAGES (except water) ARE ALLOWED IN THE THEATRE AUDITORIUM, DRESSING AREAS or in CLASSROOMS No exceptions!*** Please keep all food and beverages backstage, in the green room or the lobby.

- IF use of the Green Room is permitted; clean up any mess. A Keurig Coffee Maker is available for the cast and crew; bring your own coffee pods.
- Refreshments for the audience must be approved by The Theatre Manager and may be served in the lobby area or outside only. It is your responsibility to make sure no food or drink other than water is taken into the theatre.

### **SMOKING AND ALCOHOL**

***No smoking or alcoholic beverages in the Kelsey Theatre at any time.*** If smoking or open flame is a part of your show you must have water or wet sand in stage ashtrays, a sand bucket in both wings and someone standing by with a fire extinguisher in your backstage wing, also, all scenery and costumes must be fireproofed. MCCC is a smoke free campus; smoking is only permitted within your own vehicle.

### **LOBBY**

Tables will need to be ordered. Please clean them off after your use. Limit 4 tables in lobby. Do not move any tables, chairs or benches in front of any door (fire closets, tower exit doors etc.)

### **STAGE**

It is possible that your event will be on another company's set. Please make sure that your cast and crew know not to move or use this company's scenery and not to touch the cyc (the large blue piece of material in the back of the stage). Check with the Kelsey Technician before pulling any curtains.

### **FIRE REGULATIONS**

- Keep backstage spiral staircases clear at all times (nothing should be left on steps or in front of stair exit)
- Backstage breaker panel and house light panel (USL) should be clear and easily accessible.
- Make sure all Fire doors/Extinguisher cabinets are clear from blockage including the Up Stage Right Door.
- Do not run extension cords across the floor unless adequately protected from damage and tripping.
- Unplug any extension cords and clip lights (as per fire code) at the end of the night. (Must be done Every Night!)
- DO NOT LEAVE ANY DOORS PROPPED OPEN except Booth, Dressing Room and Green Room, including the "Annex" & side Theatre door, fire stairwells.

### **ORCHESTRA SUPPLIES AND PIANOS**

***NO FOOD OR BEVERAGES should ever be placed on ANY MCCC piano.*** Approval MUST be obtained before moving any MCCC piano, and you are expected to return the piano to its proper area when your production is done. The Kelsey Theatre needs a month to set up a tuning for our baby grand piano; if tuning is required please notify Amy ASAP, we will also need to make sure that it can be brought on stage around the present shows set.

- Pianos (digital and baby grand) must be closed and covered with their blankets at the end of each rehearsal and/or show.
- Kelsey Theatre pit loft should contain: 18 music stands, 12 stand lights and 15 chairs. If any of these items are removed during your run, they must be put back during load out. Please let Amy know if any bulbs are burnt out or if anything is missing.

### **HEADSETS AND MICROPHONES**

Headsets are available for each production's use see Kelsey Theatre Technician for access. Microphones are also available for each production's use including cordless mics/body mics, please handle these with care as they are very fragile and very expensive. You must provide your own AA batteries.

## **CATWALKS/LIGHTING**

Only permitted personnel may go up to the catwalks. Nothing can be strung through Fire doors. No cables should run across floor (all must be routed overhead). Catwalks must be left clear of debris. Everything must be adequately secured. The "Kelsey Theatre REP light plot" should not be touched. All lights that are moved by your designer **MUST** be returned to their proper positions. The booth should be clean at all times. Gels, gel frames, gobos, gobo holders etc should be put back.

## **SHOP AND SHOP SUPPLIES**

Shop equipment and tools are NOT available for company use. Please inform everyone not to touch this dangerous equipment.

## **DRESSING ROOMS**

The main dressing rooms may be in use for the show in production, if they are available the Kelsey Theatre Technician can open them for you. If the main dressing rooms are not available or if you require additional dressing rooms, there are 2 spaces available for your use in the Theatre Annex. Please keep area clean.

## **AT THE END OF THE NIGHT & AT THE END OF THE EVENT**

- Make sure Dressing Rooms, Green Room, Booth and Prop Closets are locked and Trash cans are pulled and placed in hallway for pick up.
- Make sure additional Dressing areas (outside Kate's office, Shop or any other area used for Dressing or Makeup are cleaned up, chairs stacked on the side and tables folded and stored in a locked room.
- Make sure all doors are locked including the back door of the shop, the door behind the stage, the tower doors, and the house doors. Insure that the Loading Dock Doors are all closed.
- **DO NOT LEAVE VALUABLES or ANY ITEMS THAT COULD BE TAKEN OVERNIGHT.**
- Make sure that you take all of your equipment and handouts with you. All trash, **EXCEPT FOOD TRASH**, should be put on the loading dock for pickup. Do not leave helium canisters.
- Sweep the stage.

If it is discovered that these rules are not followed, you may be subject to a fine(s).

## **EMERGENCY INSTRUCTIONS**

If anyone is injured you must file a report with security—all visiting companies must carry their own insurance.

**Use RED phone or call box to notify Security**  
**If calling from a cell phone use 609.570.3503 or 609.570.3200**

## **MEDICAL EMERGENCY PROCEDURES**

The following are MCCC's telephone procedures for reporting a medical emergency to Security. This information is essential in order for the desk officer to give the appropriate information to the local Rescue Squad and Capital Health's Lifemobile. Please keep a copy of this memo close to your phone. If emergency is life threatening please call 9-1-1 first, then report to Security.

1. Identify yourself and the location/classroom you are calling from.
2. State the emergency and if an ambulance is needed or if one has already been called.
3. If the emergency appears to be heart-related, the following information is required by the Security Desk Officer:
  - Is the person male or female
  - Is the person conscious
  - Approximate age of the person
  - Is the person bleeding
4. An AED is in Kelsey lobby which may be used by qualified personnel.

## **FIRE EVACUATION PROCEDURES**

Please review and/or rehearse evacuation procedures with your cast and crew.

During a normal working day the Technical Coordinator is responsible for calling 9-1-1, notifying Security, and evacuating employees should a fire occur in shop or stage area; the Manager is responsible for the same if the fire occurs in office or lobby area.

During a performance one of the following must be on site: Theatre Manager, Technical Coordinator, Production Director or Producer. That person is responsible for calling 9-1-1, notifying Security, and evacuating the audience, actors, crew, and box office personnel with the help of Stage Manager and House Manager.

During a rehearsal the Production Stage Manager is responsible for calling 9-1-1, notifying Security, and evacuating theatre.

During a crew call the crew leader—i.e., Lighting Designer, Costumer, or Carpenter is responsible for calling 9-1-1, notifying Security, and evacuating theatre.

When other theatre use occurs, such as: classes, tests, lectures, etc. the sponsor of the event (usually a teacher) is responsible for calling 9-1-1, notifying Security, and evacuating the theatre.

## **IN CASE OF FIRE**

Persons in lobby and office area should exit through front doors.

Persons in audience rows A-J should exit through lower auditorium fire exit doors.

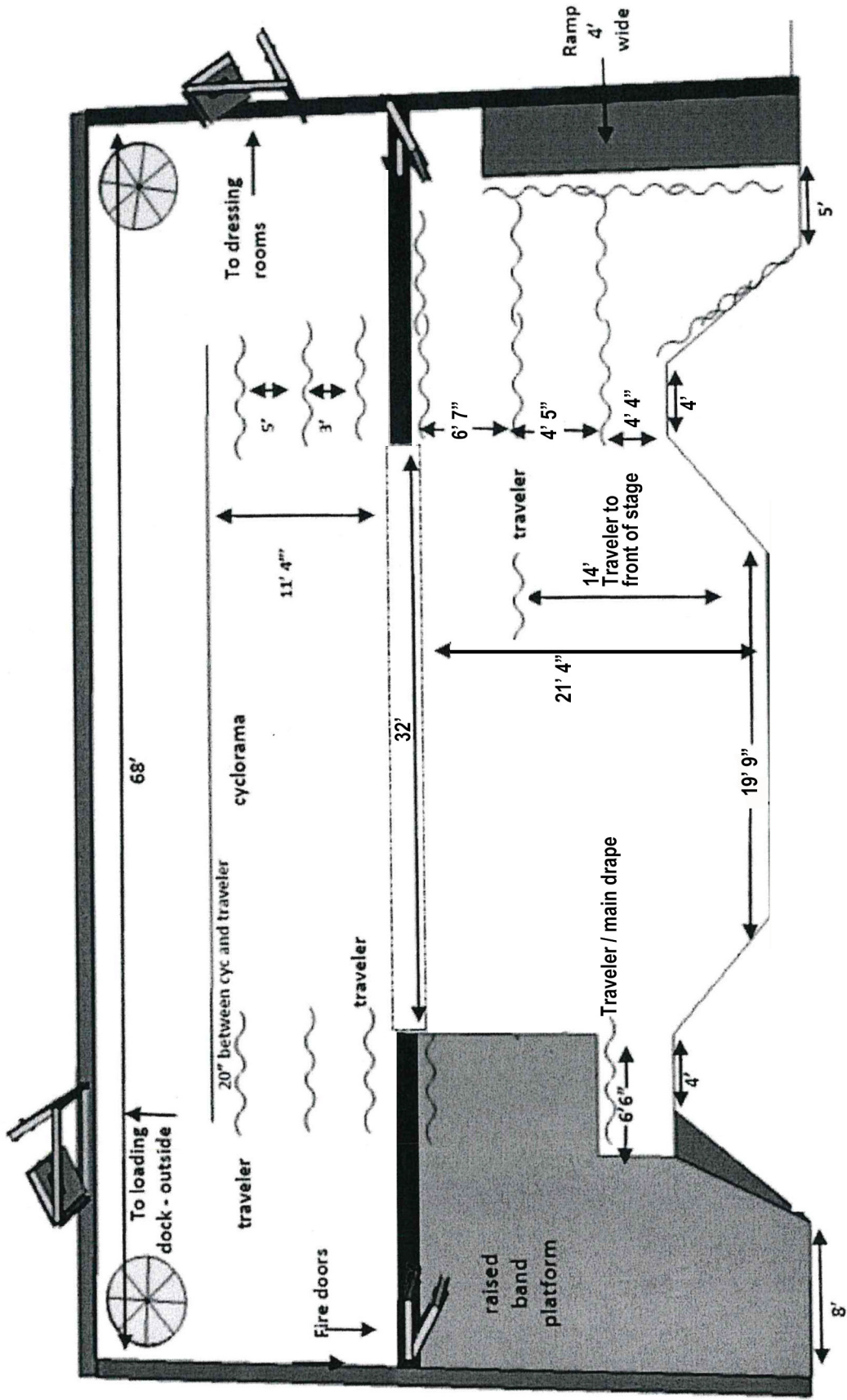
Persons in audience rows K-P and control booth should exit through upper auditorium fire exit doors into fire tower stairwells and proceed down two flights to outside exit.

Persons onstage should exit through fire door on back wall stage right (loading dock).

Persons in shop area should exit through door at loading dock in new section of shop area.

Persons in catwalks should proceed to rear of theatre and exit through fire doors to stair tower and proceed down to exit on first floor.

# KELSEY THEATRE MAIN STAGE FLOOR PLAN

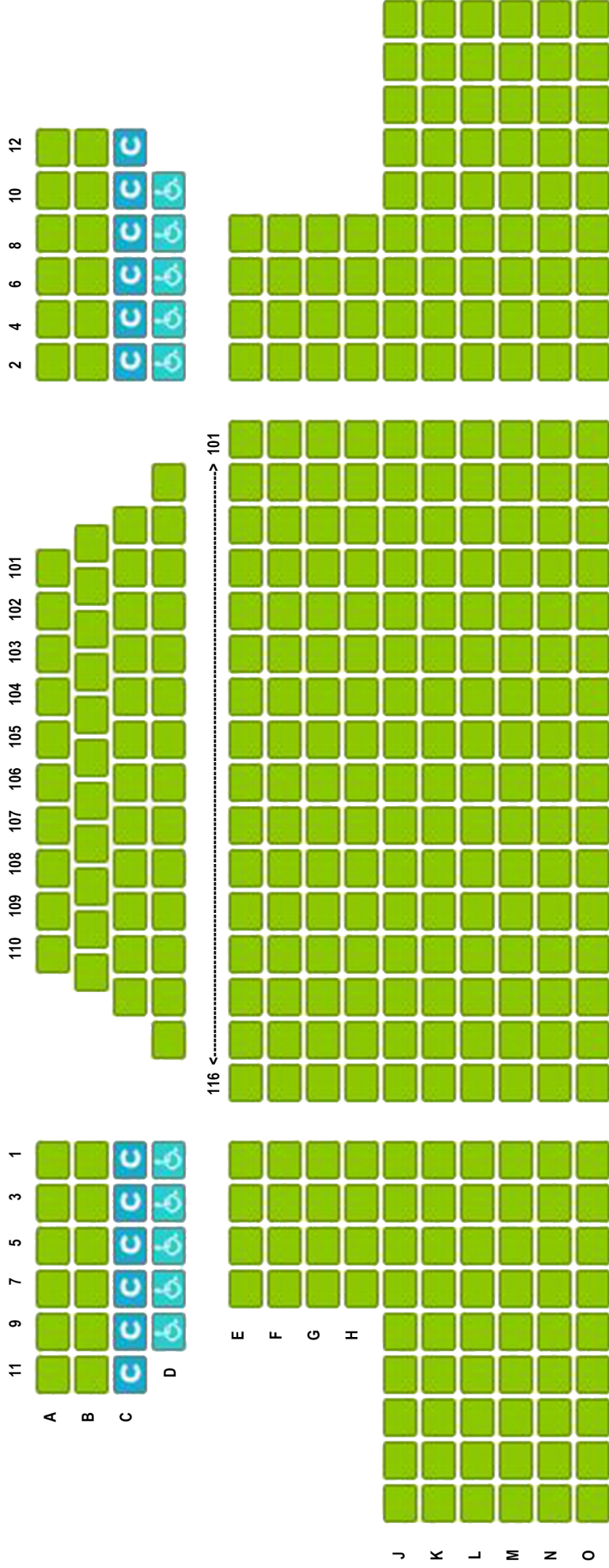




# KELSEY THEATRE

Mercer County Community College

- STAGE -



This section: 371 10 12

# KELSEY THEATRE CONTACT INFORMATION

*Please do NOT call or text ANY Kelsey Theatre Staff between midnight and 9am*

**Kitty Getlik, Artistic Director**

Kelsey: 609-570-3580  
Cell: 609-577-2272  
Email: getlikk@mccc.edu

**Amy Bessellieu, Senior Administrative Specialist**

Kelsey: 609-570-3581  
Email: bessella@mccc.edu

**Kate Pinner, Technical Director**

Kelsey: 609-570-3584  
Cell: 609-925-2048  
Email: pinnerk@mccc.edu

**Sheron Williams, House Manager**

Kelsey – leave a message with Amy at 609-570-3581  
Cell: 609-548-4692  
Email: nomsms@gmail.com

**Michael Almstedt, Technical Assistant**

Kelsey – leave a message with Amy at 609-570-3581  
Cell: 609-731-7232  
Email: wolfox@aol.com

**MCCC PUBLIC RELATIONS DEPARTMENT**

**Marcy Roberts**

MCCC: 609-570-3729  
Email: robermar@mccc.edu

**Mercer County Community College Security**

609-570-3200 or 609-570-3503