

F. Scott Fitzgerald Theatre & Social Hall INFORMATION

LOCATION

F. Scott Fitzgerald Theatre
Rockville Civic Center Park
603 Edmonston Drive
Rockville MD 20851
www.rockvillemd.gov/theatre - virtual tour, performance information, link to online ticket sales
Recorded Direction Line 240-314-5004

GENERAL CONTACT INFORMATION v2013 (6.1)

Box Office 240-314-8690
Hours: Tuesday – Saturday 2 p.m. – 7 p.m. & prior to performances
Rockville Civic Center Administrative Office 240-314-8660
Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

RENTAL DATES, CONTRACTS & PRODUCTION ADMINISTRATION

Kim Haug, Theatre/Civic Center Supervisor
240-314-8663 khaug@rockvillemd.gov
Office hours vary – Theatre tours by appointment
Mark Hanneman, Production Specialist
240-314-8664 mhanneman@rockvillemd.gov
Office hours vary – Theatre tours by appointment

THEATRE FACILITY BASIC FACTS

The F. Scott Fitzgerald Theatre is owned by the City of Rockville and operated by the Department of Recreation and Parks.

Our Theatre is the perfect venue for events such as plays, musicals, dance, concerts, award ceremonies, seminars or your unique event.

The F. Scott Fitzgerald Theatre rental area consists of:

- **A 446-seat Theatre** with a proscenium thrust stage that is 40' wide x 30' deep plus an orchestra pit area in front of the stage that can be used for musicians or be covered by a stage extension/thrust installed at stage level, at a level two steps down, or at house floor level.
- **An oversized Lobby** that includes access to the Box Office, standing room for 200 to mingle, restrooms, and a built-in concession counter and support area with a sink and refrigerator.
- **A backstage area** that includes a "green room" and two dressing rooms each with their own restrooms.

Note: Our Theatre does not have a fly system.

Renting the F. Scott Fitzgerald Theatre includes:

- Access to Box Office services. The fee is based on a per ticket charge of \$3 for regular sales or \$.75 for printed complementary tickets used by the renting organization.
- One Theatre technician on site throughout all contracted hours to provide support for your event. Additional technicians are available for a fee.
- One Theatre House Manager for front of house during performance times.

A large Social Hall on the lower level of the building is available as an additional rental if needed for extra rehearsal space, a break out space, an extended cast dressing area or for a reception to follow your Theatre event. Note: This area also currently serves as the public ADA pass through to the Theatre elevator.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

FYI: Depending on the date and time and your needs, some rental periods may have restricted stage/backstage access that may only include:

- Half stage (40 feet wide by 15 feet deep). The mid-stage black curtain would be drawn to conceal stage sets and the cyclorama.
- Only one of the two dressing rooms may be available.

RENTAL RATES

- Rental fees are established per a fiscal year calendar starting July 1st and ending June 30th.
- Rental fees are based on an hourly rate with a 4-hour minimum. (Note: the average rental is 6 to 8 hours.) Rental time must include: load in, tech time for sound and lights, rehearsal, event, clean up, removal of props, set, costumes, and any other event related equipment.
- Rental fees are established per the following categories
 - Rockville Public (501C3 & business office in City of Rockville)
 - Rockville Private (tax paying resident within the City limits)
 - Non-Rockville Public (501C3)
 - Non-Rockville Private
- RENTAL RATES July 1, 2013 – June 30, 2014
Category- hourly rate (4-hour minimum)

	Mon- Th.	Fri., Sat. until 5, Sun.	after 5p.m. Sat.
Non-Rockville Private	\$243	\$396	\$460
Rockville Private	\$211	\$338	\$396
Non-Rockville Public	\$185	\$300	\$351

HOLD POLICY

After discussions with Civic Center staff to ensure that a specific rental block of time is available and will meet your event needs, the F. Scott Fitzgerald Theatre will hold a date on a first come first served basis for 4 business days. Upon request within those same days a contract will be sent to you. You will have 10 business days to review the contract, request any modifications, sign and return the agreement with down payment.

SECURING A DATE

A signed contract accompanied by a down payment of \$750 will secure a date on the F. Scott Fitzgerald Theatre calendar. There is a \$200 change of date fee.

CONTRACTING POLICIES

Contracts for events at the F. Scott Fitzgerald Theatre and Social Hall may be booked up to 15 months in advance by non-Rockville organizations or residents and up to 18 months in advance by Rockville businesses or residents.

A Rockville business is any organization located with an active operating office address within the corporate City of Rockville limits. An individual who lives in or who owns property within the corporate limits of the City of Rockville and is paying taxes to the City of Rockville is a resident. Please note not all Rockville mailing addresses are within the corporate limits of the City of Rockville.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

A contract for event use of the F. Scott Fitzgerald Theatre includes exclusive use of the Theatre, access to Box Office services for ticket sales, a Rockville technician throughout your time in the Theatre, and a house manager during performance(s).

All renters must adhere to all Theatre House rules and regulations.

FINAL WALK THROUGH - ESTABLISH PLAN FOR THEATRE USE

A final walk through with Theatre staff is required 60-days prior to your event. At this walk through the following plans for your use of the Theatre will be established. The final walk through must include the producer, director, designers and caterer for the event.

Review of Theatre house rules & regulations (See rules below)

Creation of detailed plan for use of Theatre equipment needed to support your event. The plan will include an understanding of what will be provided by the F. Scott Fitzgerald Theatre and what you will be responsible to bring to the Theatre.

Theatre user's final plans must identify use and set-up for:

- Stage
- Lights
- Sound
- Technicians
- Areas to be used within the building
 - Stage ___ full, ___ half, ___ front of curtain only
 - Stage thrust & and what level
 - Steps to the front of the stage
 - Dressing Rooms
 - Prop Room
 - Loading dock
 - Lobby
 - Social Hall

Event related deliveries and removal of all items must be completed within the contracted time.

Notes:

- A limited use of tables and chairs can be provided at no cost.
- Most lighting and sound support needs are provided within the standard rental fee.
- Some additional equipment and services are available for a fee per item basis.

CANCELLATION POLICY

Cancellations must be received in writing from the person whose name appears on the signature line of the contract. The cancellation date is the date that the written notice is received in the Rockville Civic Center office.

When cancellation occurs more than 120 days prior to the date of the event, the F. Scott Fitzgerald Theatre will retain \$500 of your \$750 down payment.

For cancellation 120 day (or less) before the date of the event, your **entire down payment** will be retained by the F. Scott Fitzgerald Theatre.

Cancellation 60 days (or less) before the event date, the **entire facility rental fee** will be retained by the F. Scott Fitzgerald Theatre.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

BOX OFFICE AGREEMENT

The F. Scott Fitzgerald Theatre offers a full service Box Office to meet the needs of your customers purchasing tickets to your event.

- The Box Office is open Tuesday through Saturday from 2 p.m. to 7 p.m. and two hours prior to all events with ticket sales.
- Customers may call, mail in, or come in person for tickets.
- Payment for ticket sales may be by cash, check or credit card (MasterCard or Visa).
- The Box Office offers service via a fee of \$3 per each ticket sold and \$.75 for each complementary ticket produced for the presenting organization's use. This Box Office service fee should be included in the organization's customer ticket price.
- The Box Office also maintains access to tickets on-line through TicketLeap for those desiring this service. Your customers will incur a nominal charge to use this on-line convenience.

As a Theatre renter using the Box Office, you will be provided a full report of all sales, total income and City of Rockville fee retained per event within one week after your event— if you have multiple presentations, the ticket sale records will be kept for each show. A check for ticket sale revenues owed to you will be mailed by the City of Rockville within one month following your event date.

For Box Office Information contact:

Kathy Cohen, Box Office Manager
240-314-8690 kcohen@rockvillemd.gov.

PUBLICITY INFORMATION AGREEMENT

All Theatre users presenting a public performance are responsible for providing information to the F. Scott Fitzgerald Theatre and Box Office regarding the event.

The information deadlines for the F. Scott Fitzgerald quarterly brochures are:

- May 1** for the July, August & September brochure
- August 1** for the October, November & December brochure
- November 1** for the January, February & March brochure
- February 1** for the April, May & June brochure

INFORMATION that is needed for a brochure and/or City of Rockville web site includes:

- Name of performance/event and producing company*
- Brief description of performance/event*
- Event dates*
- Times*
- Ticket Price/s (categories)*
- Photos/images/logos to promote event

*Note – This same information is needed for the event tickets.

The opportunity to display up to three “family friendly” event posters in the Theatre Lobby is offered to every user group presenting to a public audience. The suggested size for posters is 20” x 30”. Posters as well as brochures or fliers are welcome up to three months prior to the event.

If your event is using the stage thrust or steps to the front of the stage, the seats in the first row of Theatre seats may be impacted and removed in order to meet fire code regulations. It is imperative that the Box Office be informed of use of the steps or thrust in order to ensure sale of only appropriate seats.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

THEATRE EQUIPMENT AVAILABLE

The following equipment is available at no additional charge for your event in the Theatre.

Tables Rectangular – 30" x 72" with 30" drop
 Round - 6' in diameter, 5' in diameter

Chairs Musician chairs
 Metal folding chairs

Music Stands Standard adjustable music stand
 Note: we do not provide music stand lights

Pianos Concert Grand - for use on stage only
 Standard upright - available for use in orchestra pit, Lobby or Social Hall
 Note: Piano tunings will be arranged upon request. Theatre staff will make the arrangements and the renting group will be charged market price for the service.

Steps from Stage to Theatre house

Two sets available - one for stage left and one for stage right
Note: when using steps during an event – the first row of Theatre seats on each side must be removed to maintain passage for fire code compliance.

Stage Soft Goods Main drape, cyclorama, mid stage curtain and four legs stage right and left. Notes: All four wing legs located on the stage left and right have a track and can move on and off stage. The height from the stage floor to the bottom of the teaser above the stage is 12'.

Clear – Com Headset (up to 4 at no charge)

The Theatre is equipped with a hardwire Clear-Com headset system. Headsets and belt packs are normally located:

1 - stage right	1 - light board
1 - stage left	1 - sound board

Lights The Theatre lighting console is an ETC Ion. The Theatre house lighting plot should provide enough lighting for your event. We ask that you provide our light plot to your lighting designer for review and suggested modification. We understand there may be special lighting needs desired for your event. We are willing to work with you and your light designers to incorporate hanging additional lights. However, all hanging, focusing and gelling must be done by the Theatre staff.

Notes: One hour of lighting adjustments are included in your rental contract. An additional charge of \$50 per hour will be made for time spent beyond one hour to install and/or to remove lights to and from the house plot for your event along with rental time charged.

Rental groups must supply their own:

- Gels
- Spike tape. This includes glow tape.
- Gobos

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

Spotlights The Theatre has one HMI 1200 watt follow spot located in the tech booth, which is available at no additional charge. User groups are asked to provide their own spot operator. The City Theatre technician on duty during your rehearsal(s) will train your volunteer(s) on how to operate the spotlight.

Sound The F. Scott Fitzgerald Theatre has the following house sound system to support your event. Renters are required to use the house sound system as set up by the City of Rockville. Sound adjustments within one hour of service are covered within your rental fee. Changes requiring additional time will be charged at \$50 per hour during with rental time.

The house sound system consists of front/left/center/right with additional delay speakers

- **Allen & Heath 40 channel soundboard**
 - 1- Dual tape cassette player
 - 1- 5 Disc CD player
 - 1- Mini disc player
 - 1- CD Recorder
- The **speaker system** is designed to fill the entire theatre. The speaker layout is as follows:
 - 2 – Front center above proscenium
 - 2 – Front left/right
 - 4 – Speakers located in the center of the house (Delay 1)
 - 8 – Speakers located at the rear of the house
 - 2 – Subs (1 house left, 1 house right)
 - 4 – monitors above stage split left/right
 - Note: There are no FX (effects, reverb, flange, etc) units available, groups wishing to use them should bring their own.
- **2 – 12 Channel snakes** (1 located stage left, 1 located stage right, both run up to the main board) 12 sends plus 4 returns
- **Microphones**
 - 4 – SM 58
 - Microphone cable and stands included for in-house equipment
 - 3 – PCC Floor microphones available for a fee.
 - Limited hanging and wireless available with a fee
- **Floor Monitors** - 4 available for a fee.
- **Portable PA System** – available with a fee.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

The following equipment may be rented from the F. Scott Fitzgerald Theatre:

ALL PRICES ARE PER SINGLE ITEM PER EVENT

- \$300 Stage Extension Thrust and Edge extensions – full stage width
(Note: Use of this stage extension will mandate removal of the first row on each side of the Theatre to ensure fire code compliance.)
- \$200 Stage Extension Thrust – sized to cover orchestra pit only
- \$150 LCD projector
- \$100 Dance Floor
- \$100 CD recording per show
- \$ 25 Wireless lavalier microphone
- \$ 25 Wireless hand held microphone
- \$ 25 Portable CD/Tape player
- \$ 15 Clear Com hardwire headset (to augment the 4 free)
- \$ 30 Wireless Intercom Headset
- \$ 10 Hanging microphone
- \$ 10 PCC floor mic
- \$ 50 per monitor feed (includes one or two speakers)
- \$ 10 Standing chorus riser
- \$ 10 Seated riser for musicians or choral groups
- \$ 10 Acoustic concert sound shell

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

THEATRE USE PLAN

A plan identifying all areas within the facility to be used must be submitted 8 weeks prior to the contracted event. This event plan may be submitted earlier and modified at the final walk through. The Theatre use plan includes:

Stage set-up

Set design or layout, use of thrust extension and/or stage steps, etc. This information is needed prior to ticket sales as use of steps or the thrust results in removal of some Theatre seats.

Sound & Lights

Identification of F. Scott Fitzgerald Theatre sound and light equipment to be used. Person(s) assigned to operate sound and light systems. Note: Any sound and light equipment being brought into the F. Scott Fitzgerald Theatre must be pre-approved by our Rockville Theatre staff.

Technicians

Theatre Technicians are needed for sound, lights, stage set-up, etc. One technician will be provided by the City of Rockville during your contract hours. You must identify the number of additional F. Scott Fitzgerald Theatre technicians needed and the hours to be worked. Renters must also identify any of their own technicians being brought in and for what purpose.

Special Effects

Use of any special effects equipment such as smoke machines, strobes, moving lights, etc. must be identified and pre-approved by Theatre staff.

Deliveries and Removal of all event related equipment/supplies

All deliveries and removal of event supplies and equipment must be accomplished within the contract hours, unless special arrangements are made in advance with the F. Scott Fitzgerald Theatre administrative staff.

House Manager

Your Theatre use plan should identify whether a house manager is needed for your event. Theatre staff will assist with this determination.

Lobby set-up plan (submitted 8 weeks prior to event)

Your Theatre Lobby plan should identify whether you want the Lobby to remain open as is, or to include the set up of tables, chairs, etc. in support of displays, sales, performances, etc. Note: The Lobby must retain an open flow for the event audience members and access to Box Office.

Dressing Room & Green Room set-up

The Green Room and two dressing rooms, each with a restroom are provided. Renters should identify who will be using these spaces and if any specific equipment is needed for the space.

Social Hall use (established at time of contracting Theatre space)

There is an additional fee for use of the Social Hall.

Social Hall use plan must state:

- Set up plan for tables, chairs, equipment, etc.
- Staff need
- Time of use

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

THEATRE USE PLAN - continued

Production/Stage Manager

All Theatre events require a Production/Stage Manager. The rental group is responsible for providing this person. Responsibilities of the Production/Stage Manager are described in the F. Scott Fitzgerald Theatre Rules and Regulations.

House Manager

All Theatre events require a House Manager. The rental group is responsible for providing this person. Responsibilities of House Manager are described in the F. Scott Fitzgerald Theatre Rules and Regulations

Ushers – minimum of 4 suggested – 2 required

All Theatre events must have ushers at both Theatre house entrances off the Lobby. Ushers must perform the duties as listed in F. Scott Fitzgerald Theatre Rules and Regulations.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

F. Scott Fitzgerald Theatre HOUSE RULES & REGULATIONS

The following rules and regulations must be adhered to by all the members of the renting organization as well as the visiting audience members.

TIME OF USE

All delivery of event equipment, set-up, rehearsal, actual presentations, clean-up from the event and removal of all event related equipment brought in by the user group must be accomplished within contracted hours. Exceptions to this policy must have prior written permission of the F. Scott Fitzgerald Theatre staff. Any request for extending rehearsal or technical time in the Theatre must be made at least 7 days prior to the use and must be approved by the Theatre staff.

INSURANCE

All users must obtain and maintain liability insurance from an A+ rated carrier (by A.M. Best) licensed to do business in the State of Maryland, at their own expense, for the mutual benefit of both the user and the City. The user shall obtain and keep in full force and effect, at user's sole cost, for the mutual benefit of the City and the user, comprehensive broadform general public liability insurance against claims and liability for personal injury, death or property damage arising from the use (including the event and all related activities), providing protection of at least one million dollars (\$1,000,000) for bodily injury or death for any one person; at least one million (\$1,000,000) for any one accident or occurrence and at least one million dollars (\$1,000,000) for property damage. The policy must specify no deductible and include a provision for volunteer accident coverage.

The policy shall add as insured, by endorsement, the City of Rockville and its elected and appointed officials, officers, employees, agents, and representatives. The policy shall also contain language to the effect that: (1) the insurer waives the right of subrogation against the City and the City's elected and appointed officials, officers, employees, agents, and representatives; and (2) the policy is primary and non-contributing with any insurance that maybe carried by the City; and (3) the policy cannot be cancelled or materially changed without thirty (30) days notice by the insurer to the City by certified mail to: Safety and Risk Manager, City of Rockville, 111 Maryland Avenue, Rockville, Maryland 20850.

User shall furnish a copy of said insurance policy or certificate of insurance to the Civic Center no later than thirty (30) days prior to the event, and shall maintain such insurance throughout the period during which the event and related activities occur. The language for the Certificate of Insurance shall state as follows: **The City of Rockville, its elected and appointed officials, employees and volunteers are included as insured. This coverage shall be primary and City insurance shall not be contributory. There shall be no subrogation against the City. No cancellation or material change shall be made without thirty (30) days written notice to the City by certified mail.**

Certificates are subject to review and approval by the Safety and Risk Manager for the City of Rockville.

Failure to provide proof of adequate insurance will result in cancellation of the user's contract and retention of the entire facility rental fee.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

HOUSE RULES & REGULATIONS - continued

ROYALTIES

All royalty fees, such as BMI, ASCAP, or SESAC and/or dues to AEA, AFTRA or other union dues, which may be required are the responsibility of the user.

SMOKING IS PROHIBITED

No smoking in the facility or within 50 feet of any door.

LIGHT & SOUND

Any repairs or adjustments to sound, lighting, staging and soft goods without prior approval from the F. Scott Fitzgerald Theatre staff may result in additional charges.

VIDEO TAPING

Permission from the presenting organization must be obtained prior to any video taping in the Theatre. Copyright issues and related laws must be respectfully complied with by all individuals. Presenting groups are requested to provide a statement on video taping within their program. Locations for video taping must be coordinated with staff.

STROBES

Strobes may be used on stage only if identified in your Theatre use plan, identified to the Box Office prior to ticket sales, acknowledged in the event program and with signs displayed in Theatre Lobby to protect those audience members who are sensitive and/or prone to seizures. Notice of strobes is a law, not an option.

SMOKE MACHINES

Smoke, Fog, or Hazer machines are allowed on stage, but must be operated under the direction of Theatre staff. The user is responsible to use in such ways that the smoke alarms do not go off. Signs must be posted in the Lobby identifying use of smoke, fog, or hazer machines to the audience members.

FACILITY USE

Rockville staff have final authority over use of the Theatre facility and equipment.

FOOD & DRINK RESTRICTIONS & RESPONSIBILITIES

In all areas where food and drinks are allowed – appropriate disposal of trash into trash cans and/or recycling bins is required of all individuals/renters. User groups are required to remove food trash from the building at the end of their rental.

AREA RESTRICTIONS

- **Lobby** – food and drink permitted
- **Theatre House** – NO food, drink, gum or candy allowed. This applies during any use –rehearsal, performance, etc.
- **Main Stage** – NO food or drink at any time
- **Dressing Rooms & Green Room** - food and drink permitted or restricted at the discretion of the event director
- **Social Hall** – food and drink permitted

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

HOUSE RULES & REGULATIONS – continued

CONCESSIONS

Provision and supervision of concessions in the Lobby for audience members or participants is the sole responsibility of the Theatre user group. The following rules apply:

- Concessions must be overseen by an adult.
- Appropriate handling of the food and beverages for public consumption must be provided.

Appropriate food and/or alcohol permits from Montgomery County must be obtained by the user group

- **ALCOHOL PERMITS**
 - For all events held free of charge for participants where alcohol is provided as an optional beverage served at an open bar, no alcohol license is required.
 - For all events where there is a price for admission and alcohol is made available at no additional charge on site or if the event hosts a sale of alcohol at a cash bar, an alcohol license is required through Montgomery County.
 - Requests for alcohol permits must be made at least 30 days prior to the event date. Please contact: Montgomery County Department of Liquor Control located at 16550 Crabbs Branch Way, Rockville, MD. 20855
Phone 240-777-1999
For more information check out www.montgomerycountymd.gov/dlc
- **FOOD LICENSE APPLICATION RESPONSIBILITY**
 - Events attended by invitation only – not open to the public- do not need a Special Food Service License.
 - A Special Food Service License must be obtained for any event to which the public is invited to attend and food will be available free of charge, in exchange for a donation, or through a set price sale.

Applications must be submitted at least 2 days prior to the event to the Montgomery County Department of Health and Human Services located at 255 Rockville Pike, 1st floor Floor, Rockville, MD, 20850-2368.

- Applications are available online at www.montgomerycountymd.gov
- For more information call 240-777-3986 Fax 240-777-3088.
- Current fees range from \$15 to \$70 depending on type of organization—non profit or for profit, and type of food- either pre packaged snacks and drinks or a variety of food.
- A Montgomery County food inspector may visit the site to ensure food service rules are being followed.
- Display of the food license on-site is required.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

HOUSE RULES & REGULATIONS - continued

PRODUCTION/STAGE MANAGER

All Theatre events require a Production/Stage Manager. The rental group is responsible for providing this person. The Production/Stage Manager is responsible for:

- All aspects of the production – the people, equipment used, time management for use of the facility, compliance to all Theatre house rules and regulations and all event communications to the Rockville Theatre staff.
- Being on-site and providing oversight during the event load-in and load-out.
- An opening announcement to the audience that includes content required by the Theatre.

HOUSE MANAGER??

All Theatre events require a House Manager. The rental group is responsible for providing this person. Responsibilities of House Manager include:

- General oversight of the audience and the ushers throughout the time the members of the audience are within the facility. The House Manager is the person watching for and listening to problems and making connections for help in coordination with the Box Office staff – issues inside the house with seating, medical emergencies, HVAC concerns, etc.
- Communications with Stage Manager and signal to the audience to end intermissions.
- Concessions accomplished in an appropriate manner including removal of all food and trash from the Lobby.
- Lobby sales in an appropriate manner.
- Ushers who are aware of their responsibilities and who perform their duties.
- Oversight to all photography and video taping by the audience or organization.
- Guidance to audience members who are video taping presentations to follow video rules.

Note: The House Manager must remain on-site throughout the entire time any member of the public/audience is present – until the last guest has left.

USHERS – minimum of 4 suggested – 2 REQUIRED

All Theatre events must have ushers at both Theatre house entrances off the Lobby in order to serve the audience/customers and to protect the use of the facility. Ushers are responsible for:

- Taking tickets & distributing programs.
- Assisting audience members with finding seats in the house.
- Ensuring no food, drink, candy or gum is taken into the Theatre.
- Overseeing the Theatre house entrances during intermissions.
- Overseeing that the Theatre house doors do not open at an inappropriate time for the performers on stage.

Note: The Box Office does not set aside seats for use by the ushers. Seating for ushers is the responsibility of the renting user group.

OPENING ANNOUNCEMENT TO AUDIENCE

Every group using the Theatre must make an announcement to the audience prior to their show/presentation that includes the following:

- Welcome to the F. Scott Fitzgerald Theatre.
- For your own safety, please locate the nearest exit. In case of an emergency – walk do not run to this exit.
- Please turn off your cell phone and electronic devices.
- Please NO food, drink, gum or candy is permitted in the Theatre house – enjoy these items in the Lobby only.
- No smoking is permitted.
- Photography and video rules per your organization's preference.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

HOUSE RULES & REGULATIONS - continued

ANIMALS

Personal pets are not allowed in the Theatre facility. Animals participating in a stage performance must be supervised at all times and caged when not on stage. Animal handlers must be identified and all arrangement pre-approved by the Theatre Supervisor. Service animals are accepted within the facility per existing laws.

SIGNAGE

All signs displayed inside the Theatre must be hung using "blue" painters tape that will not damage any wall surface. All signs for exterior display in the park must be pre-approved by Theatre staff for content, location and method to be used for display. No signs may be attached to street signs, lampposts or trees.

EQUIPMENT

All equipment being used by the user group must be kept clear of all entrances, passageways and stairways.

LOADING DOCK & DRIVEWAY

The drive to the loading dock is for use by delivery and pick-up related vehicles only. No parking is allowed on the loading dock drive at any time.

The Loading Dock door should remain closed at all times other than a rental load-in or load-out. The door must remain at least three quarters closed during late afternoon and evening use to lessen the impact on the facility's HVAC system and to help deter entry into the facility by insects, squirrels and bats.

STAGE ACCESS

Parents, relatives and friends of anyone involved in a production are not permitted on stage at any time.

PYROTECHNICS ARE PROHIBITED

No pyrotechnics of any kind are allowed in the F. Scott Fitzgerald Theatre or Social Hall

OPEN FLAME

The use of candles or any other open flame is not permitted in the Theatre or Social Hall without the express written consent of the Theatre staff. There is to be no use in or about the premises of any substance of an explosive, corrosive or flammable nature, without the express written permission of the Theatre staff. All stage materials used shall be flame proofed. Any user shall not cause or produce to be caused therein, or to emanated there from any unusual, noxious or objectionable smokes, gases, vapors or odors.

FLAME/FIRE-PROOFING

All materials used for decorations and theatrical scenery, including all drops, must be Class "A" rated for flame spread. Users must have documentation certifying that all materials meet this requirement. Without this documentation, the management of the F. Scott Fitzgerald Theatre has the right and obligation to perform a field flammability test, which requires a small sample of the material. Materials that fail the test cannot be used onstage.

WEAPONS

Weapons are not allowed at City of Rockville facilities. Weapons include objects or substances designed to inflict a wound, cause injury or incapacitate, including, without limitation and whether real, fake, disabled or rigged, all firearms, BB guns, air guns, pellet guns, switchblades, knives with blades five or more inches long,. This extends to any activity, class, rehearsal or performance. Exceptions to this policy must have prior written permission of the F. Scott Fitzgerald Theatre staff.

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

PARKING

Free parking is available at Rockville Civic Center Park. The Theatre is served by one parking lot behind the Theatre that, depending on weather, is augmented with field parking. A second parking lot is shared with events at Glenview Mansion.

Theatre users expecting sold-out audiences and presenting large casts are asked to work with Theatre staff and their performers to make use of the overflow field parking behind the Theatre whenever possible. Theatre users may be asked to encourage carpools to the Theatre by cast members or other creative efforts to ensure the cast members do not consume all available parking, leaving little room for their audience. Theatre users may also be requested to help provide parking staff/attendants to ensure Theatre guests are guided to appropriate parking spaces.

Parking in the drive directly in front of the Theatre is restricted to:

- Brief drop off or pick-up needs at events
- Box Office drop-in ticket sales
- Handicap parking in designated spaces.

Any other parking occurring in this area is subject to receipt of a parking ticket.