

The Etherredge Center
University of South Carolina Aiken
Technical Information and Policies
(Updated 07/2025)

Staff Contact Information

Executive Director	Paul B. Crook	(803) 641-3327	paulc@usca.edu
Assistant Director	Kayla Gardner	(803) 641-3328	kayla.gardner@usca.edu
Production Manager	Isaac Callaghan	(803) 641-3326	isaac.callaghan@usca.edu
Box Office Manager	Jo Anna Mitchell	(803) 641-3699	joannam@usca.edu
Administrative Assistant	Claire-Hélène Blanchett	(803) 641-3719	claire.blanchette@usca.edu
Box Office		(803) 641-3305	

The Staff of the Etherredge Center wishes to make every user's experience in the facility as pleasant as possible. The following technical information and policies encourage the safe and efficient use of the facilities. Please contact us if we can answer any questions.

To facilitate the satisfactory completion of each event's requirements, each user will need to attend a production meeting with Etherredge Center staff prior to the event.

All users of the Etherredge Center must comply with all local, state, and federal laws, all ordinances of the City of Aiken, and all regulations of the Aiken Department of Public Safety and USCA Police departments.

I. Technical Information

1. Stage Dimensions (see attached ground plan)

- a. Overall depth: 28' 7"
- b. Plaster line to back wall: 25' 6"
- c. Plaster line to apron edge: 3' 1"
- d. Plaster line is defined by the downstage edge of the fire curtain smoke pocket.
 - i. Note that this is downstage of the proscenium, not upstage, as the folding acoustic walls make measurement from upstage of the proscenium impossible.
- e. Proscenium opening: 37' wide, approximately 20' tall
- f. Triangular elevator apron/orchestra lift: 32' wide × 11' deep tapering to 1' 7" deep at sides
 - i. Lift travels from stage level to 8' below stage level.
- g. Fly tower height: 48' 6"
- h. Vectorworks or PDF ground plan, center section, and house light plot available through the Production Manager or on the [Etherredge Center website](#).

2. Stage Rigging

- a. 20 line sets. 46' in length. (Exception: Line 20, see page 11)
- b. Only those trained and approved by the Etherredge Center Production Manager may operate the fly system.
- c. There is no walkable grid. All loft blocks are underhung from steel that meets the roof structure. There is no personnel access to the top of the fly tower.
- d. All line sets are ETC Paradigm winches.
- e. No more than four winches may be in use simultaneously.
- f. Electrics (4) are single speed. 29 FPM. 1900lb distributed capacity. 420lb point load capacity at lift lines.
- g. All other lines are 0–180 FPM. 1200lb distributed capacity. 420lb point load capacity at lift lines.
- h. High trim: 46' from stage floor (36' 2" for electrics). Low trim: 4' from stage floor.
- i. Winches controlled via ETC Foundation Desk controller on stage right.
- j. Six e-stop stations distributed in each wing and on catwalks.
- k. House hanging schedule on page 11.

3. Lighting

- a. There are four permanent electrics over the stage: Lines 4, 9, 13, and 16. All connectors are 3-pin stage connectors.
- b. Company power is located upstage left: 3 phase, 300 amps per leg, 208 volts.
- c. Lighting control board is located in the control booth above the audience.
- d. The lighting equipment inventory is provided on pages 9/10.
- e. There are no floor pockets.

4. Sound

VOLUME NOTICE:

Levels above 95dB at the house sound-control position begin harsh compression in the house system.

The Etherredge Center reserves the right to reduce main volume levels at any time to ensure audience comfort and equipment longevity.

- a. Mixing station may be located in either the control booth or in the house (extreme right side of seating halfway back).
 - i. House sound location has limited available space.
 - ii. Removing seating to accommodate large mixing consoles or other equipment is forbidden.
 - iii. The house sound location also provides space for handicapped seating.
 - iv. No equipment or cables may impede access or egress of disabled persons.
- b. Multi-input boxes (24 mic lines and 4 speaker lines) are located upstage right, stage left and in orchestra pit.
- c. A shielded CAT-5e line is installed to run between the house sound position and backstage left.
- d. Fan output (console connection) locations in control booth and mid house right.
- e. System signal-flow diagram is available from the Production Manager.
 - i. Clear-com intercommunication system available with seven headset/belt packs.
 - ii. The audio equipment inventory is provided on page 5-7.

5. Loading Dock

- a. The loading dock is at stage level and is elevated 3' 8" from driveway.
- b. Loading door dimensions: 7' 6" wide × 9' 11" tall.
- c. Loading doors lead directly onstage from stage left.
- d. Dock plate is 4' wide and 3' long.
- e. A 10' × 2' 9" rental-truck style ramp is available for unloading from driveway level.
- f. No shore power for vehicles in the loading dock.
- g. **Idling of engines in the loading dock prohibited. The fresh air intake for the facility is located in the loading dock. Engine fumes are directed into the auditorium.**

6. Soft Goods

- a. 3 sets of black legs @ 10' × 22'
- b. 4 borders @ 14' × 45'
- c. Main rag (25' × 45') is pewter (grey) in color and can be flown or travel (Line 2).
- d. 1 black traveler (22' × 45') located upstage on Line 19.
- e. There is no cyclorama or sky drop.
- f. The rear wall of the stage is painted white and can be used as a cyc.
 - i. If utilized, there is no onstage crossover.
 - ii. It is possible to cross over by going through the scene shop and loading dock (four doors and exterior exposure).
- g. 1 black scrim @ 45' × 22' available.

7. Dressing Rooms

- a. Dressing rooms are located offstage right at stage level.
- b. Two chorus (15 people each) and one star (2-person) dressing rooms are available.
- c. All dressing rooms have toilet(s), wash basin(s), and shower.
- d. The Etherredge Center provides paper goods in all restrooms.

8. House

- a. Seating capacity is 665. Lower seating area is 305 seats, including 10 potential wheelchair spaces.
- b. Seating arrangement is modified continental. There are 2 aisles. No access to the seating area from center stage.
- c. The control booth and FOH lighting position is located above the 10th row and is 40' from the stage. Access to box booms, control booth and FOH position are via catwalk from the scene shop.

9. Stage Crew

- a. The Etherredge Center does not have a local agreement with IATSE or Teamsters.
- b. Crews are composed of university students with widely varying skill ranges.

10. Projection

- a. Advance notice is required.
- b. Mainstage
 - i. Screen is front projection, suspended from fly system. 12' tall × 21' 3" wide.
 - ii. Projector is located on a cart in lighting booth.
 - iii. Projector will not be moved from the booth area.
 - iv. Projector is NEC NP-PA804UL-B LCD laser projector w/ 1920×1200 native resolution @ 8200 ANSI lumens
- c. O'Connell
 - i. Screen is front projection, back wall of the stage. 20' tall by 20' wide.
 - ii. Projector is ceiling mounted.
 - iii. Projector will not be moved from its mounted location.
 - iv. Projector is a standard classroom projector with minimum 1080p resolution.

11. Piano

- a. 9' Steinway Model "D" Concert Grand

12. Miscellaneous

- a. Stage floor: Black finished oak on cushioned sleepers.
- b. Stage screws (all styles) and drop-pins are prohibited from being inserted into the stage floor.
- c. A black marley dance floor is available. *Advance notice is needed, and extra fees apply.*
 - i. Only dance rosin is allowed. Liquid rosin or "coking" of the stage floor or dance floor is prohibited.
- d. A classroom space, the 40' × 40' **O'Connell Experimental Theatre**, is located adjacent to the Main Stage on stage right. The space may be rented, if available, for an additional fee. Prior approval from the Executive Director is required to utilize the space.

A. Etherredge Center Main Stage Sound Equipment Inventory

All audio equipment is shared between multiple performance venues. If you have specific needs, inform the Etherredge Center staff at your production meeting.

VOLUME NOTICE:

Levels above 95dB at the house sound-control position begin harsh compression in the house system.

The Etherredge Center reserves the right to reduce main volume levels at any time to ensure audience comfort and equipment longevity.

Console (House): Midas M-32 Live

- 32 XLR female analog inputs (4-band graphic or parametric eq and dynamic controls per input channel)
- 25 mix buses
- Dual SD/SDHC cards
- 8 DCA and 6 mute groups
- 8 digital signal processing effects engines
- 16 XLR male outputs phantom power

Console (Booth): Yamaha LS9-32

- 32 XLR female analog inputs (4-band graphic or parametric eq and dynamic controls per input channel)
- 2 YDGA I/O slots
- 16 XLR male outputs phantom power

Console (O'Connell Booth): Allen & Heath PA28

- 24 female analog inputs with mic (XLR) and line (TRS) inputs
- Individual +48V phantom power switches
- 4-band EQ
- 4 aux mixes
- 4 stereo channels with 2 unbalanced stereo inputs on each
- 4 aux sends from each channel with faders
- Multiple stereo and mono mix outs
- Digital effects processor with 16 midi-editable effects
- Output EQ

House Speakers and Front Fill DSP

- EQ and compressor/limiter settings are permanently set.
- House EQ / delay / DSP – Peavy Digitoal MX

House Speakers: 8 JBL 4652-DX cabinets

- Flown in distributed pairs (monaural feed) with digital delay
- Amplification: 4 Crown Com-Tech 400 stereo amplifiers

Proscenium Fill system (located on stage outside of the fire curtain travel channels):

- 2 JBL JRX-115 loudspeakers, amplification: Crown XLS 602
- 2 JBL JRX-118S subs, amplification: Crown XLS 602

Monitor / Side Fill:

- Four amplified channels available.
 - Channels 1 & 2 – Crown Com-Tech 400, Channels 3 & 4 – Crown XLS 1502
- 2 JBL JRX212
- 4 JBL JRX-112M
- 2 Galaxy Hotspot Speakers
- EQ: dBx iEQ-31 (1 unit per amplifier), located in amplifier rack in production booth (or via console)

Wired Microphones:

- 6 Shure SM58
- 5 Shure SM57
- 6 AKG C1000-S
- 1 Shure Drum Kit w/ 1 Beta 52a, 3 SM57, mounts, and clips
- 1 Shure SM94
- 3 Crown PCC-160 cardioid floor mics
- 4 Audio-Technica AT853X cardioid choir mics
- 1 Shure MX 412 (table/podium mic)
- 1 Shure MX 418 (table/podium mic)

Wireless Microphones:

- 4 Shure SLX Wireless Mic Receiver
 - Choice of:
 - 3 SLX2/Beta58 handheld
 - 3 SLX1 bodypack w/ lav (Shure WL183) or earset (Countryman E-6)
- 1 Shure SLXD Wireless Mic Receiver
 - Choice of:
 - 1 SLXD2/SM58 handheld
 - 1 SLXD1 bodypack w/ lav (Shure WL183) or earset (Countryman E-6)
- 2 Sennheiser EW-G4 handheld wireless
 - E845 Dynamic super-cardioid capsule
- 2 Sennheiser EW100 handheld wireless cardioids

Instrument Direct Boxes:

6 total:

- 2 Behringer Ultra-DI
- 2 Rapco db100
- 2 BBE Magnum DI
- 1 Conquest EDB

Playback Interface: 1 Proco AV-1A, 1 Rapco TDI 100

Microphone Stands:

- Round bottom straight stand:
 - 10 chrome
 - 8 black
- 10 tripod base mic stands
 - 5 w/ 16" arm boom
 - 5 w/ 14"–26" arm boom
- 2 tripod floor booms (16" arm)
- 2 large (12' arm) boom stand
- 5 round bottom desk/floor stand
- 3 Shure A56D drum mounts (for SM57)
- 1 Shure S15A 15' telescoping stand
- 4 extra booms (no stand)
 - 1@ 10"–18"
 - 1@ 14"–26"
 - 1@ 28"
 - 1@ 20"–34"
- 12 Desk / Table Stands 8.2" – 10/6"
- 2 Quik-Lok speaker stands
- 3 Hercules guitar stands
- 1 K&M compact guitar stand
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Playback:

- Tascam CD 200SB
 - Audio CD / Data CD (wav/mp3/mp2)
 - USB / SD / SDHC (wav/mp3/mp2/WMA/AAC)
- Tascam CD 160 – Audio CD Only

Hearing Impaired: T-Coil Hearing Loop – from overhead monitor mics and house speaker feed.

Frequency Usage Information

Shure Wireless Microphones

Mainstage System:	band J-3	572-596 MHz
O'Connell (UTP) System:	band H-5	518-542 MHz

Sennheiser Wireless Microphones

EW 100's	band A-1	470-516 MHz
EW 100-g4's		518-550 MHz

<u>Light Board Remote Focus Unit</u>	2.410 GHz
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Over the Air local TV (June 2020)

WCES-TV	37 miles	82-88 MHz
WOLO-TV	69 miles	174-180 MHz
WRDW-TV	12 miles	204-210 MHz
WLTX	68 miles	476-482 MHz
WBPI-CD	10 miles	500-506 MHz
WEBA-TV	34 miles	512-518 MHz
WJBF	12 miles	554-560 MHz
WAGT-CD	12 miles	566-572 MHz
WFXG	11 miles	602-608 MHz

Building Wi-Fi Routers:

- 2400 – 2495 MHz
- 5150 -5350 MHz
- 5470 – 5990 MHz
- 5995 – 7125 MHz

Business Class and Public Safety Radio Frequencies:

- 452 MHz
- 453 MHz
- 454 MHz
- 457 MHz
- 458 MHz
- 459 MHz
- 461 MHz
- 463 MHz
- 464 MHz
- 465 MHz
- 466 MHz
- 468 MHz

B. Etherredge Lighting Equipment Inventory

Main Stage Control: ETC Element, 500 channels, 60 faders, two DMX Universes

- A modest supply of DMX cable is available
- There is no DMX or data distribution network installed in the facility. Getting DMX to stage requires hard runs of cable from the control booth.

Main Stage Dimming: 82 ETC Sensor Dimmers (2.4 kW) dimmer-per-circuit

- Connectors are 3-wire stage pin
- Dimmer distribution:
 - FOH: 16 dimmers
 - Box booms: 8 dimmers each (16 total)
 - 1st & 2nd electrics: 16 dimmers each (32 total)
 - 3rd & 4th electrics: 8 dimmers each (16 total)
 - 2 dimmers available via a single drop box on SL rail
- There are no floor pockets.
- Five (5) 20A non-dim circuits are accessible from the SL operator rail to power additional equipment. Connection is via twist lock receptacles. There are limited drop cords (5@ 25') and adapters (2 twist lock M to Edison F; 2 twist Lock M to 3-pin F) in inventory.
- Optional 24 × 2.4 kW dimmer pack* connected into SL disconnect (not available if using company power for other purposes.) **Advance notice is required and additional fees will apply.*
- 5 ETC SM4-10-B Smart Module 2 dimmer units* (4 dimmers per module, max wattage 2.4kW per module, twist lock M connector) available. Power from the non-dimmed circuits on the SL operator rail. **Advance notice is required and additional fees will apply.*
- House lights are controlled by light board or by remote snapshot controller located in booth and Backstage Right.

O'Connell Theatre Control & Dimming:

- ETC Ion 1024 with 20-fader wing, two DMX universes
- 48 1.2 kW dimmers – total load cannot exceed panel limit of 100 amps/leg.
- 5 20A non-dims – include in panel load limit.
- Hard patch via spaghetti/pigtail system.

Instrument Inventory (Shared by two theatres – complete inventory not always available):

Ellipsoidals

- 6 10° ETC Source 4 575W HPL
- 20 19° ETC Source 4 575W HPL
- 18 26° ETC Source 4 575W HPL
 - 9 additional 26° lenses available for swap w/ other units
- 25 36° ETC Source 4 575W HPL
- 18 50° ETC Source 4 575W HPL
- 39 23°–50° Selecon Pacific Zoom 575W GLA
- 6 14°–35° Selecon Pacific Zoom 575W GLA

Fresnels

- 66 Selecon Acclaim 4.5” Fresnel 575W JCS 120 (20 barn doors)
- 22 Altman 6” Fresnel 500W BTL (10 barn doors)

Follow Spots

- 2 Lycian 1209 “Midget HP” MSR 575 HR

PAR / Cyc / Broad Light

- 32 Source 4 PAR 575W HPL (VN, NSP, MFL, WFL lenses)
- 12 PAR 56 500W MFL only
- 9 Altman Econocyc 3-cell 500W FCL (750W EMD available – creates load issues)
- 6 12” Scoop 500W PS lamp
- 24 LED KL PAR FC 284W, 6500K RGBA LED
- 7 Chauvet Ovation CYC 1 FC 139W, 6935K RGBAL LED

Other Lighting Equipment

- 4 10’ booms on circular steel bases (appx 30” in diameter)
- 25 c-clamp side arms
- 15 6” top hats
- A&B size gobo holders for all ellipsoidal models
 - 30 – ETC Source4
 - 30 – Selecon Pacific

C. Etherredge Center Mainstage Theatre Line Set Schedule

- Only trained and authorized Etherredge Center employees may operate the fly system.
- There is no walkable grid. All loft blocks are underhung from steel that meets the roof structure. There is no personnel access to the top of the fly tower.
- All line sets are ETC Paradigm winches.
- No more than four winches in use simultaneously.
- Electrics (4) are single speed. 29 FPM. 1900lb distributed capacity. 420lb point load capacity at lift lines.
- All other lines are 0–180 FPM. 1200lb distributed capacity. 420lb point load capacity at lift lines.
- All battens 46' long except Line 20, which is 33' 2' long and shifted 4' stage right of centerline.
- High trim: 46' from stage floor (36' 2" for electrics). Low trim: 4' from stage floor.
- Winches controlled via ETC Foundation Desk controller on stage right.
 - Six E-stop stations distributed in each wing and on catwalks.
- Plaster line is measured from downstage edge of smoke pocket, due to unique construction. Note that the proscenium structure is UPSTAGE of the plaster line.
- The fire curtain and audience divider curtain are not controlled from the console. When the stage or auditorium are occupied, they are not movable.

NOTE: Distances provided below are measured from the plaster line and are not perfectly accurate.

Line #	Description	Distance
0	FIRE CURTAIN. Not controlled by main system. Emergency use only. <small>NO STATIONARY OR MOVING OBJECTS CAN IMPEDE THE PATH OF TRAVEL OF THE FIRE CURTAIN.</small>	0' 6"
1	Border	3' 10"
2	Grand Drape Permanent	4' 8"
3	Open	5' 5"
4	1 st Electric Permanent – single speed	6' 7"
5	Open	8' 6"
6	Border	9' 3"
7	Legs	10'
8	Open	10' 8"
9	2 nd Electric Permanent – single speed	11' 11"
10	Border	13' 10"
11	Legs	15' 1"
12	Open	15' 10"
13	3 rd Electric Permanent – single speed	16' 9"
14	Border	17' 11"
15	Legs or Scrim	18' 8"
16	4 th Electric Permanent – single speed	19' 9"
17	Open	20' 7"
18	Projection Screen (12' × 21' 3") – <i>movable with advance notice</i>	21' 5"
19	Black Traveler Permanent	22' 2"
20	Open (Unique length: 33' 2" long, 4' to SR off-center placement)	23' 10"

II. Policies

1. Technical Personnel

- a. Both Etherredge Center and user personnel must participate in safety training before being permitted to operate any equipment in the facility.
- b. Only qualified personnel approved by the Production Manager may operate Etherredge Center equipment.
- c. The Etherredge Center reserves the right to use Etherredge Center technical staff exclusively in positions where safety or expertise is a consideration. Volunteers and user personnel with proper training and expertise are allowed only with the approval of the Production Manager.
- d. With the exception of the Production Manager, USC Aiken students perform all labor. Each student's level of training and expertise vary. If a user requires personnel with specific areas of expertise, advance notice must be given to the Executive Director and Production Manager.
- e. If a user requires external labor, it is the user's responsibility to hire, supervise and compensate that staff. External staff must be trained and approved by the Production Manager prior to operating any facility equipment.
- f. One Etherredge Center technical staff member or student technical staff member will facilitate the technical aspects of each event.
 - i. This staff member may be acting in a supervisory capacity and may have simultaneous responsibilities within the facility.
 - ii. This staff member will act as the Etherredge Center's representative regarding enforcement of all technical policies.
- g. Events with complex stage, lighting, and/or sound elements require the presence of a qualified stage manager. A user who has such requirements but does not provide a qualified stage manager will require that the user hire student staff to serve as stage manager for additional fees.

2. General Equipment and Safety

- a. Sound and lighting control boards, speakers, light trees, etc. placed in seating areas will be located at the discretion of the Etherredge Center staff.
 - i. **Under no circumstances will the placement of any equipment be allowed to interfere with patron access/egress or block any emergency exits.**
- b. All cables, cords, etc., must be securely fastened to the floor and cannot pose a risk to theatre patrons, performers or event staff.
- c. The fire curtain is centered 6" upstage of the plaster line. **No stationary or moving objects can impede its path of travel during any public performance.**
- d. Users who utilize Etherredge Center equipment but operate that equipment with non-Etherredge Center staff assume the fiscal responsibility for repair or replacement of any damage incurred as a result of improper use of the equipment.
- e. Failure to provide the Etherredge Center's staff with technical information about an event will result in extra charges and/or equipment being unavailable. The Etherredge Center's equipment is limited and scheduled on a "first-come, first-served" basis.
- f. No stage equipment of any kind may be used without the prior approval of the Production Manager.
- g. All tools and/or loose objects must be secured when going to the catwalks, lighting positions, or up any ladder.
- h. The Etherredge Center, the University of South Carolina, and its staff are not fiscally responsible for any equipment supplied by the user.
 - i. No house equipment may be used as set pieces.
- j. No equipment, scenery, properties, or costumes that are the property of USCA University Theatre may be used without permission from the Executive Director, Coordinator of Theatre, and Technical Director.
- k. If a camera(s) or other recording device is used within a row of seating, **the entire row of seating between the closest aisles must be blocked off** and may not be used for patrons or guests. This is required by South Carolina fire code and is non-negotiable.

3. Other General Policies

- a. No food or beverages, except for water in a container with a lid, are allowed in or on the Main Stage or the O'Connell Theatre.
 - i. If the O'Connell Theatre is included in the rental as an extra dressing room space or "holding" space for performers, only water in containers with a lid is allowed.
 - ii. No beverages of any kind, including water, are allowed in the Main Stage Theatre seating area due to the Hearing Loop System installed on the floor.
 - iii. ***Any damages or pest problems caused by non-adherence to this policy will be the responsibility of the user.***
- b. No decorations, tables, or signs shall be placed in any rooms, hallways, lobbies, or other areas without the permission of the Executive Director or Assistant Director. Any tables or other items permitted must be set up in areas designated by the Executive Director or Assistant Director. **Damages resulting from violation of this rule will be charged to the user.**
- c. Performers wearing body makeup or greasy/oily products should consult with the staff about where application can occur and should not sit in upholstered furniture/audience seating. Likewise, they should not lean against walls or behave in any manner that would transfer makeup to any surface.
- d. **The use of glitter, including in make-up, body spray, paints, and/or adhesives is *strictly prohibited*. Any use may result in additional cleaning fees.**
- e. Animals are not allowed in the facility for any reason other than as licensed service animals.
 - i. Emotional support animals are not allowed in the facility.
- f. Use of animals in a production must be approved through the Executive Director prior to load-in. Users are responsible for cleaning up after approved animals. Additional use and cleaning fees apply.
- g. The user shall provide identification and/or complete lists of all persons to be allowed in the backstage area. This list must be provided prior to load-in and approved by the Production Manager and Assistant Director.
 - i. The Etherredge Center reserves the right to restrict backstage access to anyone.

4. Safety / Tobacco / Effects / Flame

- a. The user is responsible for ensuring that all costumes, sets, scenery and soft goods brought into the theater are made of inherently flame-retardant materials or are treated with fire retardant.
- b. Tobacco products and vaping are prohibited both inside and outside the facility. USCA is a tobacco-free campus.
- c. At no time may access to emergency exits, fire alarms, fire extinguishers, or other safety devices/features be blocked or impeded by any user of the Etherredge Center. This includes the wing spaces and backstage areas.
 - i. The pass-through area on stage left cannot be used to store any items whatsoever.
This space is *entirely* a fire escape.
- d. All flames, incendiaries, explosives, lasers, and smoke effects are prohibited. Inert versions of these products must be approved in advance by the Production Manager and must meet all applicable federal, state and local fire codes.
 - i. Department of Homeland Security license and demonstration before local fire marshals of any explosive or incendiary devices will be required before they are permitted inside the Etherredge Center.
- e. No fireworks allowed.
- f. No matches, lighters, or other flame-producing devices shall be used on stage unless they are a legitimate piece of stage business in a scripted dramatic production. Torches are prohibited. The use of electric candles is encouraged over the use of live flame in stage action. All use of such items must be preapproved by the Executive Director or Production Manager.
- g. The use of any oil-based, flammable chemicals or other irritating chemicals in fog or haze machines is prohibited. Only water-based OSHA approved atmospheric devices / “fog juices” allowed.

5. Lighting

- a. A standard “house lighting plot” is hung in the theatre for all events that do not provide a lighting design and lighting director for the event.
- b. The house lighting plot provides basic front, side and back lighting as well as a number of focusable “specials” and lighting for the back wall.
- c. Events that utilize rapidly flashing lights, strobe effects, or other startling light effects must notify the Production Manager, Assistant Director, and Executive Director in advance of the event **and** post warnings in the lobby and in event programs.
- d. Users who require any significant deviation from the house lighting plot will need to provide a lighting plot, instrument schedule, and lighting director to supervise the hanging, focusing, and cueing of the event.
- e. Users requiring a custom light plot will be charged a \$500 service fee.
- f. Users / events whose lighting production needs are beyond the capabilities of the house equipment (listed in Section I) assume responsibility for providing and operating the additional equipment as well as providing installation staff and engineers.

6. Sound

- a. When amplification of any kind is used, sound pressure level in the theatre shall average no more than 85Db (all frequencies) and shall not exceed 95Db (all frequencies).
- b. Events that utilize loud noises (prop gunfire) or other startling effects must notify the Production Manager, Assistant Director, and Executive Director in advance of the event and post warnings in the lobby and in event programs.
- c. As sound levels are a major concern of our patrons, the Etherredge Center staff, including House Manager, shall have final authority to adjust sound levels as necessary.
- d. Settings on any or all of the equipment located in the house amplifier rack shall not be changed at any time. This includes but is not limited to the digital signal processor, compressor/limiters, digital delays, EQs, and any/all other equipment located in the rack.
- e. Events that elect to install sound equipment and operator(s) in the house must limit the size and quantity of their equipment to fit within the space provided. Seating will not be removed or blocked to facilitate the use of large mixing consoles or other equipment.
 - i. Section 4 on House Right is the House Sound position.
- f. Users/events whose audio production needs are beyond the capabilities of the house equipment (listed in Section I) assume responsibility for providing and operating the additional equipment as well as providing installation staff and engineers.

7. Scenic and Technical Production

- a. Scenic construction (except in the installation and removal of stage scenery) and scenic painting are prohibited on stage.
- b. The use of the scene shop for any form of technical production (e.g., scenic construction or painting) is not included with rental/use of the facility.
 - i. The Executive Director, the Director of Theatre, Technical Director, and Production Manager must approve activity in the scene shop, costume shop, or any other technical production facility.
 - ii. All activity, if approved, must be supervised by the Technical Director or the Production Manager and will incur additional charges.
- c. Use of any tools or equipment owned by the Department of Visual and Performing Arts (e.g., power and hand tools, costuming equipment, O'Connell sound equipment) is prohibited without prior approval of the Director of Theatre and the Technical Director.
 - i. The Technical Director and/or the Production Manager must directly supervise any such activity, and use may incur additional charges.

8. Alcohol and Other Substances

- a. Alcoholic beverages shall not be served or consumed in the theatre auditorium, backstage support spaces, or on stage without the prior permission of the Executive Director, and must be catered through the University's on-site catering company.
- b. The possession of illegal and controlled substances on University premises is strictly prohibited and will result in confiscation and intervention by University Police.

9. Weapons

- a. The possession of firearms, knives, and/or other weapons on University premises is strictly prohibited and will result in confiscation and intervention by University Police.
- b. Before or during the production meeting, notify the Assistant Director and Production Manager about any stage weaponry (prop guns, swords, knives, etc.) that will be brought into the building as a part of a production. University police will be notified of the stage weapon's presence in the building and may inspect the weaponry at their discretion.
- c. The Etherredge Center reserves the right to inspect and deny permission to utilize any stage weapon.

10. Delivery and Storage of Goods

- a. No materials delivered to the Etherredge Center prior to scheduled load-in are accepted.
- b. The Etherredge Center will not accept any goods shipped to the user if any sum is to be paid to the carrier upon delivery.
- c. The Etherredge Center will not store any property after load-out is complete.
- d. The Etherredge Center is not responsible for any items stored in the facility before, during, or after an event, nor any items left behind after load-out.

11. Parking

- a. Trucks, buses, and all other vehicles will park in appropriate spaces.
- b. **At no time may vehicles or equipment in the loading dock or its driveways obstruct the access of emergency vehicles to the Etherredge Center.**
- c. Vehicles in the process of loading or unloading that do temporarily block emergency vehicle access shall have a driver and keys for the vehicle available at the loading dock at all times.
- d. Arrangements for vehicle parking must be made two weeks in advance of an event.
- e. Rental of the Etherredge Center does not necessarily include or guarantee arrangements for vehicle parking (audience or staff).
- f. There is no shore power available in the loading dock.
- g. **No idling allowed in the loading dock.** Fresh air intake for the building is located here.

12. Souvenir Sales

- a. Sales of recordings, clothing items, and other souvenirs are privileges granted by the Etherredge Center and not a right of contracted performers and facility users. As such, the Executive Director will determine where and if such sales may be made.
- b. **The Etherredge Center shall receive a commission of 15% of gross sales, payable upon demand, at the end of such sales.**
- c. The Etherredge Center does not include personnel to staff retail activities in rental fee. Personnel may be provided to staff retail activities at an additional cost.

13. Opening of the House and Intermission

- a. The House Manager will open the house one-half hour (30 minutes) prior to contract curtain time unless other arrangements are made during the production meeting.
- b. Under no circumstances will the performance begin or the intermission end without the express verbal permission of the House Manager.
- c. Any event that lasts longer than 100 minutes must include an intermission. The Etherredge
- d. Center House Manager and Production Manager reserve the right to stop a performance that does not adhere to this.

14. Technical Rehearsal

- a. All major events must have a technical rehearsal with the theatre staff under the direction of the Production Manager at least 2.5 hours prior to the house doors being opened. This policy is applicable to all events requiring any fly cues, audio playback/reinforcement, or light cues (beyond standard house-light and stage light fades).
 - i. The technical rehearsal may be a “cue to cue” rehearsal and not a complete run-through of the performance.
 - ii. For shows requiring light cues, there must also be proper time allotted for the writing and rehearsal of the cues.
- b. All events not requiring a technical rehearsal are required to meet with Etherredge Center staff members at least 1.5 hours prior to the house being opened. A production meeting held prior to the signing of rental / use contracts will not be a sufficient substitute for this meeting.

15. Strike Policy

- a. All equipment, materials, tools, and props brought into the Etherredge Center must be removed immediately following the final performance.
- b. The Etherredge Center does not accept any responsibility for items left after strike.
- c. All house soft goods, lighting & sound equipment, and tools must be returned to their proper location and be in good, working order at the completion of each event.
- d. Dressing rooms must be clear of all items to facilitate cleaning on a daily basis.
- e. The control booth and technical areas must be restored to clean and organized condition.
- f. The company manager or user's representative must check out with the staff member on duty prior to departure. ***Failure to do so may lead to extra charges.***
- g. Approval of the completed strike is the decision of the supervising Etherredge Center technical staff member on duty.

16. Dressing Rooms and Lockers

- a. Even numbered lockers are reserved for the use of USCA students.
- b. Outside users of the Etherredge Center are welcome to utilize odd-numbered lockers, but any locks placed must be removed before the end of your event.
- c. Neither USCA nor the Etherredge Center is responsible for any items left in lockers or dressing rooms. We recommend that no valuable items be left unattended anywhere within the Etherredge Center.
- d. Dressing rooms are not serviced by housekeeping. Please keep your items organized and tidy.
- e. No food or other perishable items shall be stored in lockers, dressing rooms, or any other backstage space in the Etherredge Center.
- f. Unwashed clothing should not be stored in lockers or dressing rooms.
- g. Foul odors are cause to remove locks, locker contents, or any other item from the dressing rooms.
- h. Do not attach tape, stickers, labels, or anything else to the exterior or interior of lockers.

17. Cleanliness

- a. Users are required to maintain and leave all spaces within the Etherredge Center in a clean and organized fashion.
- b. *Users who fail to leave the theatres, dressing rooms, green room, lobby, catering area, backstage, or any other part of the facility in acceptable condition will incur extra clean-up fees.*
- c. No food or drink allowed on stage unless it is a legitimate piece of stage business in a scripted dramatic production.
- d. No food or drink allowed in any seating areas or the control booths.
 - i. Only water in containers with closed lids is allowed in the O'Connell Theatre or on the Main Stage
 - ii. No beverages of any kind, including water, are allowed in the Main Stage Theatre seating area due to the Hearing Loop System installed on the floor.
 - iii. Any damages or pest problems caused by non-adherence to this policy will be the responsibility of the user.

18. Piano

- a. Users may reserve the use of the grand piano for an additional fee. Use of the piano requires one tuning. Other tunings may be added if required.
 - i. The fee for each tuning is \$200.
- b. The piano is tuned to A-440 concert pitch only.

19. Recording and Camera Usage

- a. No violations of copyright laws are permitted.
- b. Visiting companies accept all responsibility for arranging the rights to produce, perform, or record any performance.
 - i. The Etherredge Center and USCA do not cover licenses, royalties, or copyright arrangements.
- c. The House Manager and Production Manager have the final word on placement of cameras and other equipment. **No equipment/cable placement can impede access to fire exits, seating, or emergency equipment.**
- d. No flash photography, video, or audio recording is allowed during performances without prior approval.

20. Children/Minors

- a. Theatres and their support spaces are inherently dangerous locations and are not safe for children in any circumstance, therefore, users must provide adequate adult supervision for all events involving children.
- b. Unsupervised and/or improperly supervised minors will be asked to leave.
- c. The Etherredge Center, USC Aiken, and its faculty, staff, and students bear NO responsibility for supervising children or minors.