



## UP THEATER COMPLEX

Osmeña Ave., University of the Philippines, Diliman  
Tel.Nos. : 8920-5802 8 981-8500 local 4290 Telefax: 8920-5996

### HOUSE RULES & REGULATIONS:

This regulation is to assist the Lessee of the University Theater Complex to appreciate the house rules to make their use of facility a satisfactory experience.

### STAGE & BACKSTAGE AREA

- A) Access to the stage area is limited to those authorized individuals to work on stage and backstage.(i.e. performers, technicians, stage crew, etc.). Particularly during the set-up and strike of a production, the stage is off limits to those individuals who are not involved in the activity occurring onstage.
- B) Use of any rented or client-supplied special effects on stage (lighting and sound equipment, fog, haze, strobe, etc) must be approved by the Theater Operations Consultant, prior ingress.
- C) **Food and beverages**, exception of bottled water **are prohibited in the stage area.**
- D) **Lessee** will not be allowed to make any changes to the stage or any other parts of the facility without approval to the management. Fastening of screws and nailing to the stage floor is strictly not allowed.
- E) No painting of the stage floor or painting of any props in the theater building.
- F) No drilling of holes in the stage is allowed.
- G) Any changes to house rigging equipment must be approved in advance by the management staff.
- H) All fire exits, aisles, hallways and stairways must be kept clear at all times in the event of an emergency evacuation. Nothing is to be stored temporarily/permanently in these areas. Cable ramps must be used when cable runs along the fire exits, aisles, hallways, doorways and stairways.
- I) Set-up of technical equipment must be included within the rental hours. Most rentals will include the set-up of technical equipment, a rehearsal or sound check, a performance, and the strike of technical equipment.
- J) **The Lessee must provide complete list of all persons to be allowed in the backstage area.** This list must be provided prior to ingress and is subject to approval by the management of the theater. The management reserves the right to restrict backstage area.

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CONFORME



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### FRONT OF HOUSE AREA

- A) Theater management may refuse entry of any persons/ suppliers/ equipment.
- B) Smoking in the building and its perimeter is prohibited at all times.
- C) **Food and beverages are not allowed inside the auditorium.**
- D) Live animals will not be allowed in the Theater.
- E) Standing on or climbing over Theater seats in the audience chamber is prohibited.
- F) The **Lessee** shall be responsible for any and all damage to the University Theater and it's premises, equipment and property during occupation.
- G) The **Lessee** will be held responsible for all actions, behavior, and damages caused by his/her guests, attendees during occupancy of the facility.
- H) Security/ professional event staff may be required at the expense of the **Lessee** and the discretion of the Theater management.
- I) Decorations must not be hung from light fixtures, ceiling, emergency lights, or acoustical wall or ceiling tiles. Displays approved by UP Theater are permitted in designated areas only.
- J) All plants, flowers, shrubs must be in waterproof containers and must be carefully placed so as not to damaged floor, tables or block fire exits.
- K) No scotch or duct tape is permitted. Damage to walls will warrant a repair fee.
- L) In case of loss and found, The Theater management will not be responsible for lost and found items, but will hold found items for a maximum of 30 days. Inquiries for lost items should be directed to the Theater management.
- M) The University Theater management reserves the right to determine camera and operating console placements and positions for TV coverages and other types of audio and video documentation required by the **Lessee**.

### ACCESS TO THE THEATER

- A) Access to the Theater can only be through the loading dock during ingress and technical rehearsals. **Lessee** should advise their performers that this is where the only entrance they are allowed to enter and exit.
- B) Any items related to a client's rental must be delivered or picked up via the loading dock must be scheduled in advance with the theater management. Unscheduled deliveries or pick-ups may be refused.
- C) Delivery vehicles should enter at the Magsaysay Avenue at the east side of the building via loading dock.
- D) All production staff, organizers, and performers are required to enter through the backstage door near the loading dock.
- E) For security reasons, the theater security will issue an access pass in exchange of valid ID's upon entering the loading dock during set-up and event proper with no exception.
- F) The **Lessee** must provide complete list of all persons to be allowed in the backstage area. This list must be provided prior to ingress and is subject to approval by the management of the theater. The management reserves the right to restrict backstage area.
- G) UP Theater's Health & Safety Protocols Announcement shall be played before the event starts.
- H) Actual curtain time should not be later than five (5) minutes after the scheduled time.
- I) The Philippine National Anthem shall be played at the scheduled curtain time.

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