



Lab Theatre I
Production Handbook

Lab Theatre I
Production Handbook

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General Regulations, Policies and Procedures

LICENSEE PRESENTER WILL TIMELY AND COMPLETELY COMPLY, AND WILL CAUSE ALL OF THEIR AGENTS, EMPLOYEES, CONTRACTORS, AND GUESTS TO COMPLY WITH ALL OF THE FOLLOWING HOUSE RULES

Working Conditions and Hiring:

1) MINIMUM CALLS

There shall be a minimum call of four (4) hours for each employee anytime a call is made. All hours worked in excess of the minimum call shall be paid for at the prevailing hourly rate for each hour or half-hour (1/2) fraction thereof. At all times, a fraction of an hour shall constitute one-half (1/2) hour.

A performance call shall start thirty (30) minutes before the arrival of the LICENSEE PRESENTER and end thirty (30) minutes after the LICENSEE PRESENTER has exited the building. A minimum of four (4) hours (at the prevailing rate) shall be paid to all persons for working a performance and may be included in the minimum day's call.

2) OVERTIME

All work performed in excess of forty (40) hours during any week, shall constitute and be known as overtime, and paid at the rate of time and one-half (1-1/2) the straight time rate.

3) PREMIUM TIME

The premium rate, equal to time and one-half (1-1/2) of straight time, shall be paid for all work between 12:00 midnight and 10:00 AM, on Monday and all Federal and District of Columbia holidays.

For hours worked on any of the holidays specified above, employees shall be credited up to eight (8) hours towards their forty (40) hours of straight time.

Once a stage employee is entitled to a premium rate of pay, such stage employee shall continue to be entitled to that premium rate for all hours worked until the work is completed or the call is terminated and the stage employee receives an eight (8) hour swing or rest period.

Except: Calls (not involving Section 8 "Rest Period Penalty") starting between 8:00 AM and 10:00 AM will be paid at time and one-half (1-1/2) of straight time until 10:00 AM, at which time the rate will return to the applicable rate of pay.

4) MEAL PERIODS

At no time shall the crew be required to take a meal period before the end of the fourth hour, but must take said meal period of one (1) hour without pay not later than the beginning of the sixth hour from the start of the initial call or from the time of return from a meal period.

5) MEAL PENALTY

A penalty, equal to one straight-time hour, shall be paid for each hour (or fraction thereof) for work performed after the end of the fifth hour. This penalty shall remain in force until a meal period is provided. This penalty shall be in addition to any other compensation due.

6) MEAL SUPPLIED

A hot meal of an appropriate nature (breakfast, lunch, dinner, late night etc.), and of the employees choosing, can be provided by the employer in lieu of a one-hour meal break. The crew will be given ½ hour to eat, and the crew may be split up so that work may continue. Such period will be without loss of time to the employee.

7) REST PERIOD

A minimum eight (8) hour break (rest period, or turn around) shall be provided between the end of one day's call and the beginning of the next day's calls.

8) REST PERIOD (TURN AROUND) PENALTY

Double (2x) the overtime rate, will be charged for all hours "on-call" during the rest period. All such hours count as straight time hours towards the computation for overtime for that day and week

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General Conduct: LICENSEE PRESENTER, its assistants, staff, guests, paid audience, independent contractors or employees will conduct themselves in a responsible, civil and law abiding manner at all times while using the LICENSOR'S Premises and/or the Facilities. LICENSEE PRESENTER accepts full responsibility and any costs of repair for any and all property damage that may be caused to LICENSOR'S Premises or Facilities by LICENSEE PRESENTER, its assistants, staff, guests, paid audience, independent contractors or employees. At all times, LICENSOR reserves the right at LICENSOR'S sole and absolute discretion to exclude and/or remove from LICENSOR'S Premises and/or Facilities, any assistant, staff person, guest, member of the audience, independent contractor or employee of LICENSEE PRESENTER who does not conduct himself/herself in accordance with the General and Theatre Regulations, Policies and Procedures, who fails to respond to reasonable requests by LICENSOR'S staff, or does not conduct themselves in a responsible, civil and law abiding manner while on LICENSOR'S Premises or Facilities.

Health, Safety and Security Matters: The LICENSEE PRESENTER shall comply with directives of the LICENSOR with regard to health, safety and security matters in, on or around the LICENSOR'S Facilities and the Premises and with all written rules and regulations relating to said Facilities and/or Premises. This provision shall be enforceable by the LICENSOR and failure by the LICENSEE PRESENTER to comply with this provision shall be grounds for immediate termination of the Agreement.

Fire Exits: The LICENSEE PRESENTER shall keep clear all fire exits and maintain a 4'-0" wide fire egress at all times.

Expenses: LICENSEE PRESENTER shall be solely responsible for all costs and expenses incident to its use of LICENSOR'S Premises, including but not limited to all clean-up costs after the Production and/or event, all cost of supplies, tools, equipment, fees, fines, licenses, bonds, taxes, or liens which may be required of or imposed upon LICENSEE PRESENTER or LICENSOR by virtue of LICENSEE PRESENTER'S use of LICENSOR'S Premises. LICENSEE PRESENTER may, but is not required to, purchase or rent any tools, supplies or equipment from LICENSOR.

Production Liaison: An employee of the Atlas must be present at all times when a LICENSEE PRESENTER is in the facility. Additionally, an authorized representative of the LICENSEE PRESENTER must also be present at all load-in, rehearsals, performances and strike. Scheduling of Atlas staff is at the discretion of the Atlas Production Manager.

Alteration and use of the premises: The placement of any and all decorations and/or signage in, on, and around Atlas' Facilities and Premises must be approved in advance by the Atlas. All decorations, signage, etc. must be removed at the conclusion of LICENSEE PRESENTER'S production and/or event. No spray painting will be allowed in the Theatre Premises. LICENSEE shall not alter, repair, add to, deface, improve or in any way change the licensed premises in any manner whatsoever, without the prior written consent of the Atlas. The licensed premises shall be maintained and vacated, as and when required, in as good condition as it is upon entry of LICENSEE therein, depreciation for reasonable wear and tear excepted. LICENSEE PRESENTER shall not block or obstruct access to public utilities, fire-hose cabinets, heating and air conditioning vents, lighting fixtures, skylights or fire sprinkler systems, emergency lights, exit signs nor any portion of the sidewalks, ramps entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, aisles, or driveways or use the same for any purpose other than ingress or egress.

Atlas Equipment: No equipment or property belonging to the Atlas Performing Arts Center may be removed or reassigned.

Room Capacities: LICENSEE PRESENTER shall not permit the number of persons in any licensed area to exceed the occupancy number established as the capacity limits for such area(s).

Production Paperwork: LICENSEE PRESENTER must make all production requests and provide the Atlas Production Manager with all necessary Production Paperwork no later than 2 weeks prior to load-in. This includes, but is not limited to, Lighting Designs and Paperwork, Audio/Video Designs and Paperwork, Scenic Designs and Paperwork, List of Production Personnel and their Positions, Full Rehearsal and Performance Schedule.

Promotional Materials: Prior to general release, LICENSEE PRESENTER shall provide a copy of all promotional materials to Atlas for Atlas approval. LICENSEE PRESENTER shall not post nor exhibit signs, advertisements, show bills,

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photography, and/or poster cards of any description in/on any part of the Atlas' Facilities or Premises without prior, written approval of the Atlas.

Walk-Through: LICENSEE PRESENTER or a designated representative will conduct a walk-through of the Premises with the Atlas' designated representative no less than 2 weeks prior to the production and/or event load in. A walk-through of the Premises with the LICENSEE PRESENTER or a designated representative and Atlas' designated representative will be made at the beginning of the production and/or event, prior to load in, and at the end of the production and/or event, after the strike, to confirm the condition of the facility.

Access: No one is permitted on the Theatre catwalks, in the light and sound control rooms, or in backstage areas without the prior consent of the Atlas.

Loading Dock: Use of the Theatre loading dock is restricted to the loading and unloading of equipment and similar material. After hours use of the loading dock must comply with all current District of Columbia noise ordinance laws. Parking is not permitted in the loading dock area. For additional information please see loading dock specification section.

Vehicles: LICENSEE PRESENTER will not bring any vehicle into the Theatre complex without the prior consent of the Atlas. Skateboards, In-Line Skates, Scooters, Bicycles and any motorized vehicle, not needed for persons with disabilities, are not allowed inside the Atlas facilities.

Alcohol: The Atlas Performing Arts Center and its concessionaire are the only on-site entities authorized to sell or distribute alcoholic beverages. All arrangements are to be made through the Atlas.

Open Flame: LICENSEE PRESENTER will not bring into the Atlas' Facilities and/or the Premises any form of explosives, weapons, pyrotechnics of any kind, flammable material or fire of any kind, including but not limited to, candles and/or candelabras without the prior consent of the Atlas. All stage materials used shall be flame proofed. LICENSEE PRESENTER shall not install or operate any engine, motor or machinery in the Atlas Facilities and/or Premises or use oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline, lighters, matches or other flammable gases for either mechanical or other purposes, without the prior written consent of the Atlas.

Tools: The Atlas does not provide tools of any kind for use by LICENSEE PRESENTER. All tools must be tied off to your person at all times while working overhead on catwalks, ladders and lifts.

Cables: All cables and cords must be secured with tie line, carpeting, mats, or other appropriate device.

Tapes and Adhesives: The Atlas permits only residue free adhesives (tapes, glues, etc).

Stage Effects: Effect including, but not limited to, cigarettes, strobe lights, haze, fog and gunfire shall not be used without prior written approval of the Atlas.

Smoking: The Atlas is a smoke-free building. Smoking is permitted only outside the building. Licensee shall be responsible for seeking adherence to smoking regulations for all performers, technicians, management personnel, and others who take part in the production and/or event. Smoking onstage in the course of a performance shall be permitted with prior permission from the Atlas.

Animals: LICENSEE PRESENTER shall not permit any live animal to enter, nor allow the same to remain in the Atlas' Facilities and/or Premises, without the prior written consent of the Atlas, except for service animals. Approved animals must at all times remain supervised and on a leash, within a pen, or under similar control.

Scenery: LICENSEE PRESENTER's scenery will be flame proofed prior to its delivery.

Show Volume: LICENSEE PRESENTER will cooperate with any request by the Atlas to reduce the sound volume in the Premises.

Waste: Please assist the Atlas in keeping the areas in and around the Atlas Performing Arts Center clean and free from litter.

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Storage: LICENSEE PRESENTER and its service contractor(s) shall make arrangements for the storage of all crates and packing materials within licensed areas. Atlas shall not provide LICENSEE PRESENTER with storage outside licensed areas.

Coat Room/Coat Check: Coat Check services are provided by the Atlas as weather conditions require.

Presenter Property: LICENSOR shall not be held responsible for any lost or stolen property belonging to LICENSEE PRESENTER, its assistants, staff, guests, members of the audience, independent contractors or employees. Any equipment or personal property of the LICENSEE PRESENTER or its assistants, staff, guests, members of the audience, independent contractors, invitees or employees or any other person entering upon the Premises with the express or implied invitation or permission of the LICENSEE PRESENTER, which is left at the Premises after the License Period, shall be deemed abandoned and may be disposed of by LICENSOR at LICENSEE PRESENTER'S sole expense.

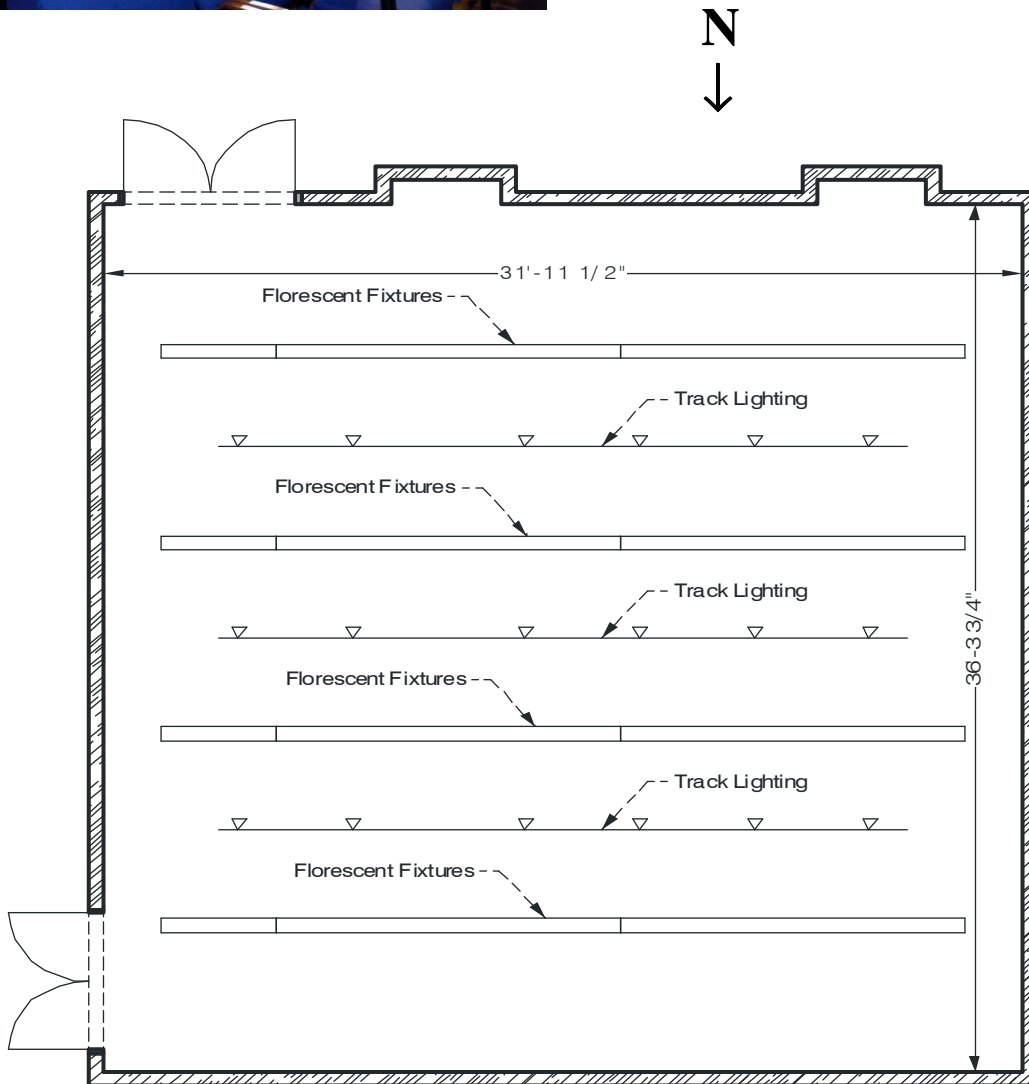
Lab Theatre I



Lab Theatre I is an ideal space for rehearsals and small performances, featuring fluorescent lighting fixtures and a dimmable track light system.

Lab Theatre I will comfortably hold 52 chairs on the floor in an end stage configuration. An additional row of 13 chairs can be added on the floor bringing the seating up to 65 chairs.

Maximum Capacity: 90



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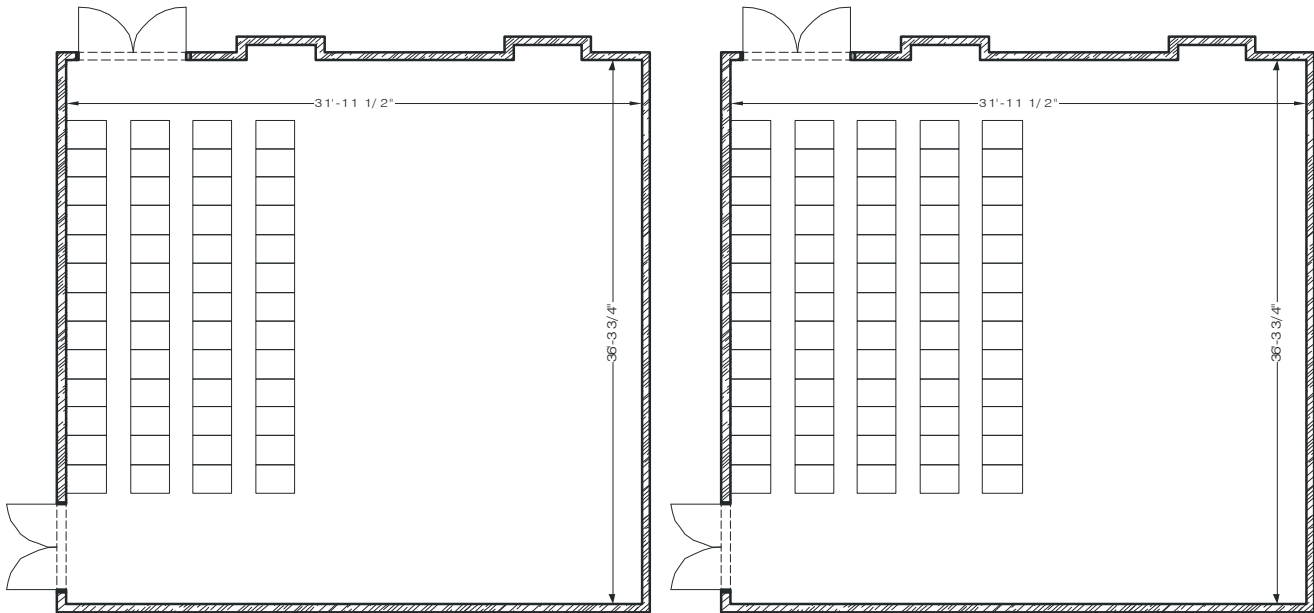
Room Information:

- Lab Theatre I measured 36'-3 3/4" wide by 31'-11 1/2" deep
- Maximum Clearance of 11'-7" to the bottom of the fluorescent lighting
- Plywood sub floor with a 1/4" MDF skin painted flat black
- Attaching to the stage floor is allowed with the use of up to 3" drywall screws only
- There is no attaching to the walls of the theatre
- For most accurate dimensional and special information, please refer to the ground plan and section, which is available for download at www.atlasllc.net

Room Width (North – South)	36'-3 3/4"
Room Depth (East – West)	31'-11 1/2"
Performance Depth (52 seats)	18'-0"
Performance Depth (65 seats)	14'-6"
Clearance to Florescent Lighting	11'-7"

Seating:

- Seating is accomplished with up to 5 rows of 13 chairs on the floor
- Up to 65 blue upholstered chairs with arms
- Installation and strike of seating is completed by Atlas staff members and billed to the LICENSEE PRESENTER
- Standard Seating Configurations:



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Audio:

All audio in Lab Theatre I is accomplished on an as needed, case by case basis. If you have special design needs please contact the Atlas Production Department. Audio requirements may be accommodated at an additional cost.

Lighting:

- Fluorescent Lighting (two circuits in four rows)
- Track Lighting System (two circuit in four rows, dimmable)
- No theatrical lighting equipment is available for Lab Theatre I

Rehearsal Furniture:

- 4 – Rehearsal blocks approximately 16”x16”x16”
- 1 – Bench 43”x19”
- 1 – Bench 48”x19”
- 4 – Bench 60”x19”

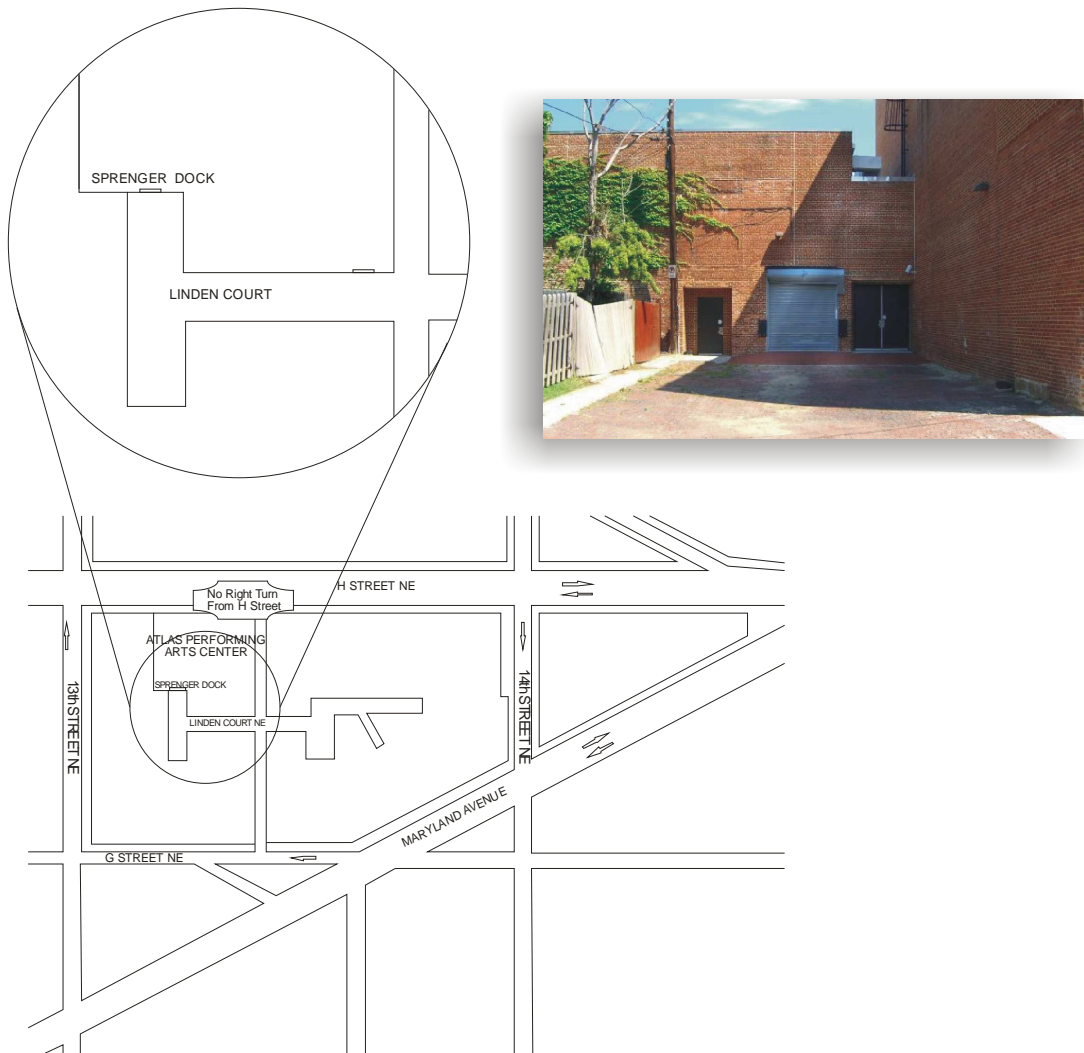
Rest Rooms:

The rest rooms are located adjacent to Lab Theatre I in the Actors’ Lobby. These rest rooms are for general use and are located in a publicly accessible hallway.

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Loading dock specifications:

- Lab Theatre I uses the Sprenger Theatre loading dock, which is an uncovered roll top door
- Deliveries can be scheduled by contacting the Atlas Production Manager
- Height from street level= 0'-0"
- Door Dimensions = 7' 11 1/2" wide by 7' 11" high
- The Loading Dock Area is for Loading and Unloading Only
- Vehicles can in no way block the alley as to prevent the free flow of traffic
- There is no parking in the alley and adjoining spaces behind the Atlas Performing Arts Center
- All vehicles must be moved to legal parking spaces immediately after loading or unloading
- **THERE IS NO RIGHT TURN INTO THE ALLEY FROM EAST BOUND ON H STREET**



Strike Protocol

The LICENSEE PRESENTER is responsible for the following strike procedure:

- All sets, props, costumes, musical instruments, lighting equipment, audio/video equipment, and any other items brought into LICENSOR'S Facilities and/or Premises by LICENSEE PRESENTER shall be loaded out no later than contracted load out date
- All spike tape, signage, prop markings, etc. removed
- Stage deck and back stage areas removed of debris, swept and properly disposed of
- All dressing rooms and adjoining bathrooms used to be cleared of LICENSEE PRESENTERS equipment and/or personal property, cleaned of any other debris and swept
- Green Room cleared of LICENSEE PRESENTERS equipment and/or personal property, cleaned of any other debris and swept, including dishes washed and refrigerator and microwave cleaned
- Sound and Light Booths cleared of LICENSEE PRESENTERS equipment and/or personal property, cleaned of any other debris and properly disposed of
- Any equipment provided by the LICENSOR returned to the LICENSOR
- The stage and adjacent areas must be repainted with Atlas approved semi gloss, black latex paint at the conclusion of the LICENSEE PRESENTER'S production and/or event
- Any equipment or personal property of the LICENSEE PRESENTER or its assistants, staff, guests, members of the audience, independent contractors, invitees or employees or any other person entering upon the Premises with the express or implied invitation or permission of the LICENSEE PRESENTER, which is left at the Premises after the License Period, shall be deemed abandoned and may be disposed of by LICENSOR at LICENSEE PRESENTER'S sole expense
- Any change made to the repertory lighting, sound and scenic plots, including placement and focus, must be restored



Contact Information

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