



## Theater Renters' Guide



Riverside Arts Center (RAC)  
76 N. Huron Avenue  
Ypsilanti, MI 48197

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## **General Information**

**Move-in and Move-out:** Your move-in and move-out times and dates are specified on your contract. Please do not expect to have access to the theater spaces before your move-in time, or after your move-out time. Leave sufficient time and have enough help to ensure that all cleanup and moving can be completed by the move-out time. If you think that you will have difficulty keeping to this schedule, please contact Sally or Bette (see page 13) as soon as possible to discuss possible arrangements. Frequently, one renter's move-out time will be the next renter's move-in time, and there is no flexibility.

**Payment Due Dates:** The **security deposit** is generally due with the contract, usually within one or two weeks of the time that the contract is issued by RAC. The security deposit is refunded after move-out if the theater areas are left undamaged, clean, and in good order. **Rent** is due **in full** about a month before the move-in date. Both due dates are specified on your contract. All payment should be delivered to RAC. Contact our Executive Director (see page 13) to arrange payment.

**Keys:** You will be issued a standard set of keys that will open the front (Huron Street) door, box office door, theater doors (the doors from the lobby into the theater), dressing room, and loading dock (north) door. **YOU WILL NEED TO PICK UP THE KEYS IN ADVANCE. PLEASE CONTACT EXECUTIVE DIRECTOR** (see page 13) **TO ARRANGE FOR PICK-UP DURING THE WEEK BEFORE YOUR SCHEDULED MOVE-IN.**

**Theater Lights:** The theater has basic theater lights and light board. You will need someone to set and run lights for your rehearsals and performances since RAC does not provide staff.

A tall ladder is stored on the north side of the center section of seats - under the curtain that covers the risers. You may use the ladder to reposition lights. RAC does not provide gels; You may mount your own gels; if you do so, please remove them before move-out.

**Theater Walls and Stage:** With a few exceptions for structural safety/stability reasons, nothing should be nailed or screwed into the stage (marring of the stage surface must be repaired). Nothing should be taped, pinned or otherwise attached to the theater walls.

**Cleaning:** Public areas - including the lobby and lobby bathrooms - are cleaned twice a week, but you are responsible for keeping the restrooms supplied with paper towels and toilet paper (these items are provided by RAC, available in a janitor's closet on the lower level). You are responsible for cleaning before move-out (see Strike Checklist in Appendix C).

**AT THE END OF EACH DAY, PLEASE REMOVE ALL TRASH THAT CONTAINS FOOD, FOOD WRAPPERS OR DRINK CONTAINERS – DO NOT WAIT FOR THE END OF THE WEEK** (there is a large dumpster located behind the building where trash bags should be placed). **PLEASE ALSO CLEAN ALL SOILED AREAS ON CARPETS IMMEDIATELY IN ORDER TO MINIMIZE STAINING.**

**Carpeted Areas:** All carpeted areas (lobby, box office, theater, side and back hallways and dressing rooms) must be vacuumed before move-out. They should also be vacuumed as necessary during the course of your rental as needed to prevent damage. Vacuum cleaners are kept in the box office and the dressing room. Please be sure to empty the canisters of the bag-less vacuums after every use and replace bags once full.

**Theater Lobby:** Riverside Arts Center is a multi-use facility. Please try to keep the theater lobby looking attractive during your rental period. In particular, please ensure that trash cans are not over-full and that any tools or materials that you are using in the lobby are put away when you are done. Please also be careful not to stain carpeted areas and report any spills that do occur on carpeted areas.

**Locking and Unlocking Doors:** The front door (on Huron Street) is generally kept locked except for Gallery open hours, performances or other events in the theater, or rehearsals and classes in the second-floor studios. The Theater Coordinators or the Executive Director will show you how to keep the front doors open for your performances, and how to reverse the process to relock them.

**Please be sure that front doors are locked when you leave if you are the last to leave the building. If the front doors are unlocked for your event, please be sure that someone is stationed in the lobby to monitor those coming into the building.**

The door to the side hallway and the doors from the lobby into the theater should be locked when you leave. (The theater doors can be locked with the theater door key; the side hallway door can be locked by depressing the button on the hallway side of the door.)

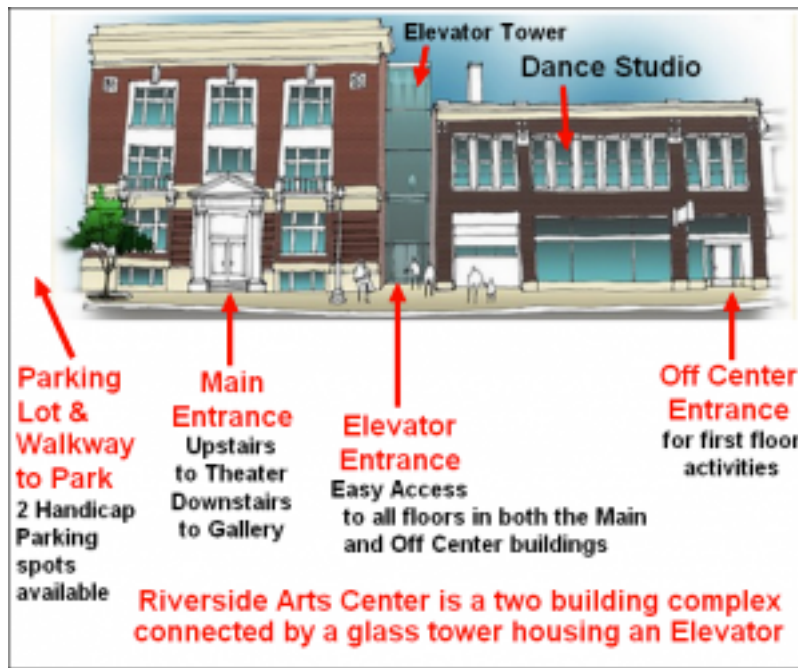
## **Parking**

A small parking lot to the north of the main building provides limited parking. This lot is not generally available between 8 AM and 5 PM on weekdays as the spaces are reserved. Two public parking lots are located within a block of the Center: one on the west side of Huron Street between Michigan Avenue and Pearl Street, and the other northwest of the intersection of Pearl and Washington Streets.

To arrange additional parking, contact our next door neighbor, St Luke's Episcopal Church, at [info@stlukesypsi.com](mailto:info@stlukesypsi.com) or 734-483-4253. They will create a parking pass for you with the name of your company and reserved dates. To provide this service, they ask for a donation to their church.

## **Huron Street Entrances**

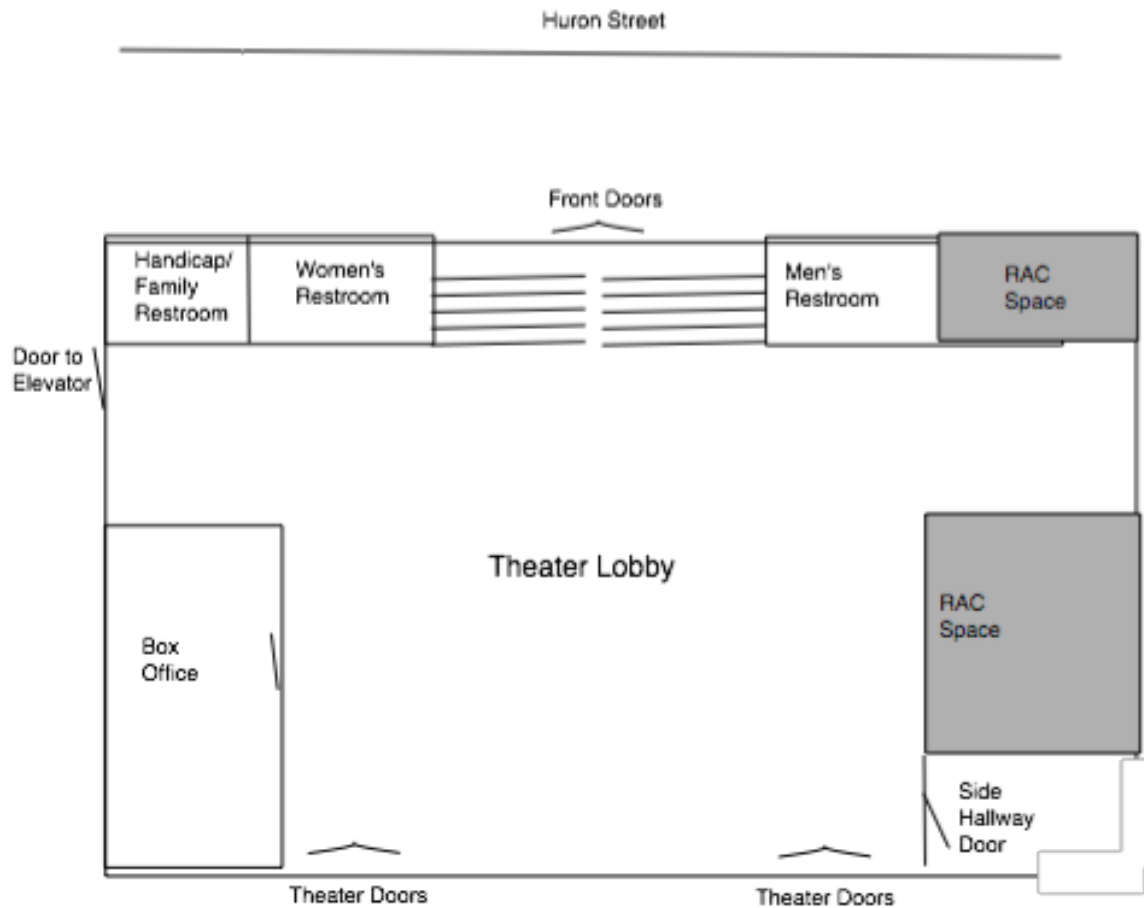
The Riverside Arts Center Theater occupies the first floor of the main building of a two-building complex on N Huron Street in Ypsilanti. Public access to the building is through the main doors; handicap access to all floors of both buildings is provided by an elevator located between the buildings. You will need to assist with street access to the elevator.



### **Lobby Schematic and Restrooms**

The main entrance to the Riverside Arts Center faces Huron Street. Patrons step up from the sidewalk and enter on a landing; stairs to the right lead down to the Art Gallery (lower level), and stairs to the left lead up to the theater areas (main level). Light switches located just inside the front door control main lights in the theater lobby as well as the stairwell and the Gallery Lobby below.

You will be given a key to the front (Huron Street) door. The key provides access to the building, but the door locks upon closing. The doors have panic bars on the inside, allowing anyone inside to exit the building at any time. We will show you how to keep these doors open from the outside during performances.



**Theater Lobby:** The lobby has a capacity of 80 people per the Ypsilanti City Fire Marshal. There are fire extinguishers throughout the building. One is near the front door.

The main overhead lobby lights are controlled by a switch just inside the front (Huron Street) door. Switches for the sconces, track lights and recessed lights are located inside the box office.

Renters may decorate the theater lobby. **Please use only blue “painter’s” tape for putting up signs on walls** (other tapes will mar the paint). A roll of blue tape is located in the box office drawer. Two long tables are stored in the side hallway (accessible through a door next to the theater doors, on the side opposite the box office). Renters may use these tables as long they are returned to their original location before move-out.

Refreshments may be served and consumed in the theater lobby, but food and drink are NOT permitted in the theater itself.

**Lobby trash receptacles should be emptied (and plastic liners replaced) as part of clean-up before move out and as needed throughout the occupancy. They should be emptied daily if they contain food wrappers and drink containers. As already noted: trash should be carried behind the building and placed in the dumpster.**

**Lobby Restrooms:** There are three restrooms on the lobby level – men’s, women’s and family/handicap (with a baby changing table). Restrooms are cleaned once a week, but RAC does not have staff to keep them supplied between cleanings. Renters should check paper towels and toilet paper and resupply as necessary. Additional toilet paper and paper towels are available in the janitor’s closet on the Gallery (lower) level.

**Restroom trash receptacles should be emptied (and plastic liners replaced) as needed throughout the occupancy and as part of clean-up before move out.**

## **Box Office**

The box office is located on the right-hand side of the theater lobby as you enter from the street. Riverside Arts Center does not staff the box office, so it is not open for advance ticket sales. Most renters use the box office for ticket sales just prior to performances, but money and other valuables should not be left there unattended. The antique window (a donation salvaged during a renovation of Hill Auditorium at the University of Michigan) does not lock.



Renters are issued a key to the box office. The key will unlock the door; the button on the inside doorknob must be depressed to relock the door.

**Switches for the lobby track lights, recessed lights and sconces, and for the exterior globe lights are located on the front wall inside the box office. Please be sure that ALL lights are turned off before leaving for the day/evening.**

The thermostat in the box office controls heating and cooling in the lobby and in non-theater areas of the building.

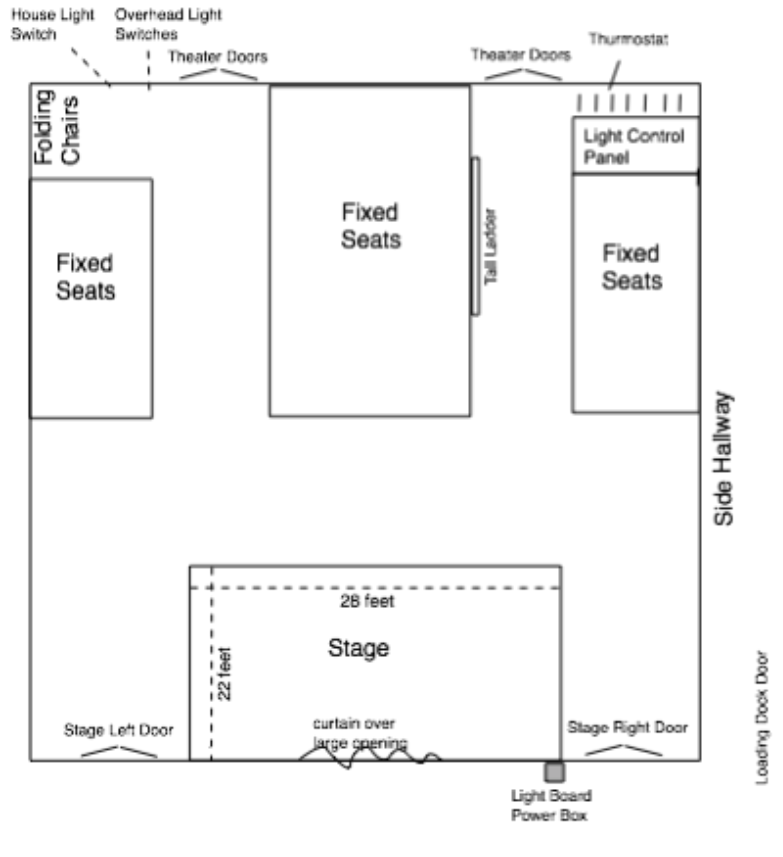
**Vacuum cleaners,** two vacuum cleaners are kept in the box office. Please empty the vacuum canisters on the bag-less vacuum cleaners after each use and replace the bag in the bag vacuum when full.

## **Elevator**

There is an elevator for handicap access to all levels in the Riverside Arts Center and the adjacent Off Center. There is a glass-enclosed entrance to the elevator facing Huron Street south of the main entrance to RAC. The street-level door in the glass enclosure is generally kept locked since anyone coming through the elevator entrance has access to all parts of both buildings. We recommend that renters meet patrons who need the elevator at the glass-enclosure and open the door from the inside – enter the elevator area from the door near the handicap restroom on the lobby level, take the elevator down to the street level, and open the door from the inside.

## Theater Schematic

Total occupancy for the theater is 153 per the Ypsilanti City Fire Marshal. This number includes audience and performers.

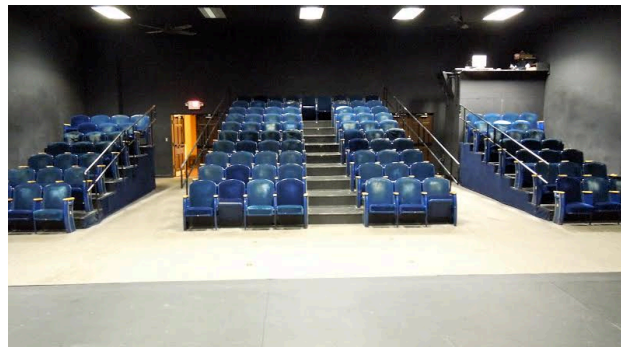


**Overhead lights** in the theater are controlled by switches just inside the south-most theater doors (the doors nearest the box office). The switches closest to the theater door control the fluorescent lights; the switch further to the left with a red indicator light controls the house lights. Once the house lights are switched on, they can be brought up or dimmed from the light control board.

**Theater Walls:** Please **DO NOT** tape, attach, or lean anything against the theater walls.

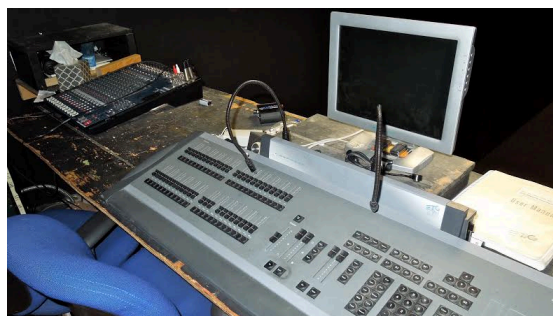
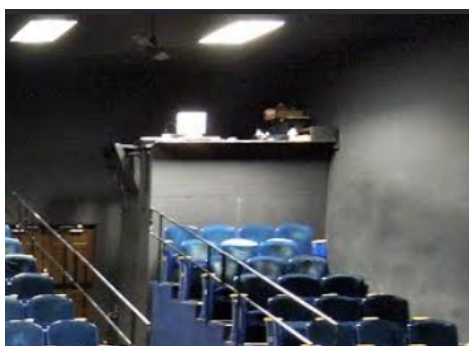
**Theater Seats:** The theater has 115 fixed seats on risers. There are also 20 folding chairs at the back of the house. These chairs may be set up between the fixed seats and the stage to increase theater seating capacity.

A **tall ladder** is stored between the center riser and the riser skirt across from the light control board. This ladder can be used to reposition the stage lights.



## Light and Sound Control Board

The Light and Sound Control Board is located on a platform just inside the north theater doors. RAC does not provide staff, so you will need someone who can set lights and run the light board for rehearsal and performances.



The on-off switch for the light board is on the back of the board, to the right of the monitor. To power up and down the audio system: turn on the mixer 1st, then the processor, then the power amplifier last. The reverse is true to power things down. Turn the power amplifier off 1st, then the processor, then the mixer. Also, the lighting control console should be powered off each day and any misc. components they may have such as a CD player, laptop, small light fixtures, etc. **Please place the dust cover on the lighting console when not in use.**

The **power supply box** for the light control board is located in the back hallway, on the wall near the stage right doors. You must push the switch ON in order to get power to the light board. **Be sure to push this switch OFF before you leave each day.**



**Extra cords** are stored in the cabinet under the light control booth. Please return them to the cabinet after use.

**Heating and Cooling:** The thermostat for the theater is located on the back wall near the light control board.

**In winter:** The thermostat control should be set to HEAT. Set the temperature to a comfortable level when the theater is occupied, but please reset it to 60 (and HOLD) overnight and at move-out.

**In summer:** The thermostat control should be set to COOL. Set the temperature to a comfortable level when the theater is occupied, but please reset it to 80 (and HOLD) overnight and at move-out.



**Ceiling fans** are controlled by two wall switches near the stage left door. Remember to verify that the fans are turned off when leaving the theater. Please check that fans are turned OFF when leaving the theater.

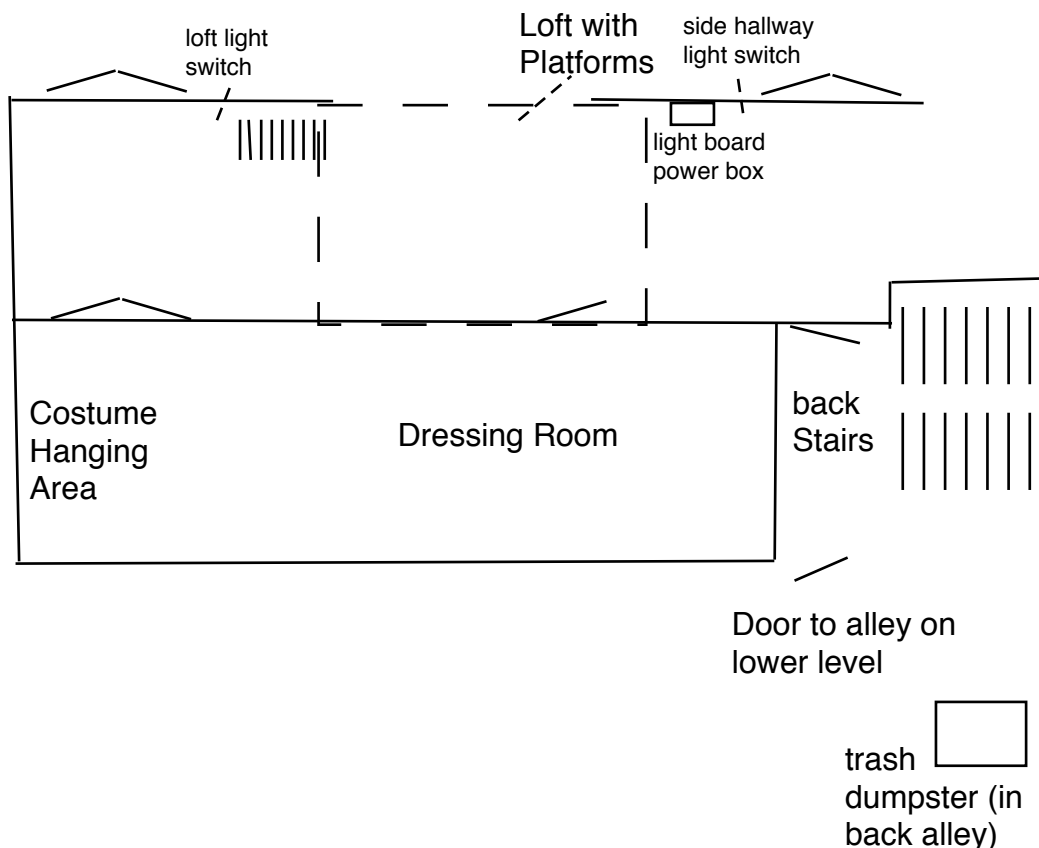
**The stage** is 22 feet deep and 28 feet wide. **With few exceptions for safety reasons, please do not nail or screw anything into the stage (repair any marring of stage).**



Renters normally paint the stage black when they leave. This will not be necessary if the stage is already black, or if the next group in is a theater company who will be repainting the stage for its set. **Please assume that you should paint the stage black unless RAC tells you that it is not necessary. Feel free to ask.**

### **Backstage Schematic**

The backstage area includes a dressing room with makeup stations and lockers for actors, and an attached hanging room for costumes.



**Carpet:** The backstage hallway, side hallway and dressing room are carpeted for sound control during performances. These carpeted areas should all be vacuumed before you move out. They should also be vacuumed as needed during your run. There is a vacuum cleaner in the dressing room for this purpose. Occasionally someone will leave it elsewhere; in that case please use one of the vacuum cleaners from the box office and return it to the box office before move-out.

The **side hallway** provides a path between the lobby and the backstage area that does not go through the theater. This hallway should be kept clear.

The **loading dock door** (also called the **north door**) located in the side hallway near the backstage area. This door allows access to and from the loading dock and the ramp to the parking lot. Please keep locked at all times. A **cigarette butt bucket** is kept near the loading dock door. We ask that smokers move at least 15 feet away from the building and that they dispose of their cigarette and cigar butts in the bucket. Please remove the butts from the bucket and throw them away before move-out. NO FLAMMABLE liquids such as paints, stains or solvents may be used or stored on the premises.

### **Back Stage Hallway and Exit to Dumpster**

**Lights for the side hallway** can be turned on and off at either of two switches: one in the back hallway near the stage right door, and the other near the door leads to the theater lobby.

The **power supply box** for the theater light control board is located further to the left on the wall of the backstage hallway (see diagram).

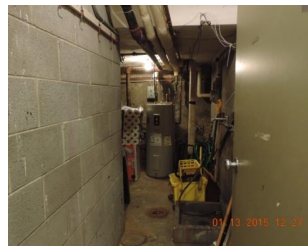
**Loft with Platforms:** There is a large loft located backstage that holds a variety of platforms. If you use these platforms, please return them to the loft and arrange them in order of size before move-out.

**Back stairs & trash dumpster:** Trash should be taken to the dumpster behind the building. The backstage stairway leads to a door to the rear of the building. Please be cautious; the door may lock behind you. Please check that the door is shut all the way when you return to the building.

### **Front Lower Level: Janitor's Supply Closet**

#### **Janitor's Supply Closet**

The supply closet is located on the Gallery (lower) level to the left of the front stairs. The closet is left unlocked. Paper towels, toilet paper, trash bags, and other cleaning supplies are provided. This is where paint brushes should be washed out, NOT bathrooms.



### **The Art Gallery**

The Art Gallery is located on the lower level. It is open many evenings up until the time of performance. Theater patrons are welcome to visit the gallery during its open hours.

## Contact Information

### For problems in the Theater:

Emily Tuesday, Executive Director  
Riverside Arts Center (RAC)  
76 North Huron Street  
Ypsilanti, MI 48197  
email: [emily@riversidearts.org](mailto:emily@riversidearts.org)  
Office phone: 734-480-2787  
Cell phone: 734-255-2837

Bette Warren & Sally McCracken  
Theater Rental Coordinators  
email: [ractschedule@gmail.com](mailto:ractschedule@gmail.com)  
Cell phone: 734-383-2222

Barry LaRue  
Building and Technical issues  
Email: [blarue@umich.edu](mailto:blarue@umich.edu)  
Cell phone: 734-320-6418

Health, Fire, or Public Safety Emergency:  
**DIAL 911**

## Appendix A: Daily Checklist

**Please use this Daily Checklist to ensure that you have shut-down and locked-up properly before leaving the building each day/night.**

- \_\_\_\_\_ Do not leave food overnight
- \_\_\_\_\_ Turn off overhead fans
- \_\_\_\_\_ Set (& HOLD) the Thermostat to 60 in heating season, or 80 in cooling season
- \_\_\_\_\_ Empty all trash containers that are full or contain food debris; replace can liners
- \_\_\_\_\_ vacuum/sweep all areas that are soiled or where food or drink has been consumed
- \_\_\_\_\_ Turn off power to light control board (box is backstage)
- \_\_\_\_\_ Turn off backstage lights:  
dressing room\_\_\_\_; back stairway\_\_\_\_; side hallway\_\_\_\_
- \_\_\_\_\_ Turn off theater lights:  
fluorescents\_\_\_\_; house lights\_\_\_\_;
- \_\_\_\_\_ Verify that interior doors are locked:  
theater doors\_\_\_\_; box office\_\_\_\_; side hallway\_\_\_\_;
- \_\_\_\_\_ Turn off lobby, box office and exterior lights:  
lobby lights\_\_\_\_; box office lights\_\_\_\_; exterior globe lights\_\_\_\_
- \_\_\_\_\_ Verify that exterior doors are locked:  
loading dock (north) door\_\_\_\_; front doors\_\_\_\_

**Special Note: When taking trash to the dumpster, please close the dumpster lid and make sure the rear door is closed and locked.**

## Appendix B: Strike Checklist

EXTERIOR DOORS LOCKED	INTERIOR DOORS LOCKED
Main Entrance	Theater Doors (between Lobby & Theater)
Loading Dock (North) Door	Side Hallway Door
Lower Level Door to Back Alley	Box Office Door
Check Exterior door to elevator	
LOBBY AREA	BOX OFFICE
Tables (if used) folded and returned to theater hallway	All paperwork/programs removed
Trash cans emptied/plastic liner replaced	No personal items remaining
Walls are cleared of posters/pictures etc.	Vacuum cleaners & Swiffer returned
Floor is vacuumed/no food/cans etc.	Lights are turned off
Lights off	Door locked
BATHROOMS	POWER DOWN
Trash emptied and plastic liner replaced	Power to Light Control Board turned off (power box in in the backstage hallway)
No trash on floor	Theater: fluorescents and House Lights off
Rooms tidied/no extraneous items left	Theater: Overhead Fans off
Lights off	Backstage: Hallway, Dressing Room & Loft lights off
	Back Stairwell: Light off
	Lobby & Box Office – all lights off
	Thermostat: Place on hold at 60 in winter or 80 in summer – <b>PLEASE VERIFY</b>
THEATER AREA	THEATER AREA (continued)
Seats/risers swept and trash removed	Lighting cables hung neatly in storage closet beneath the booth and no clutter on floor
Stage is clean & swept; painted black unless otherwise approved by RAC	Light board cleaned of light cues
All carpeting vacuumed	Power to lights shut down (power box is backstage)
Back stage curtains hung and in order	Clean-up of all stains on carpeting
Skirting around stage returned to original, two step units placed in front of the stage	Back/front doors to theater closed
No unauthorized items left in theater or in Center	Verify thermostat on hold at lower/higher temp. depending on season
Folding chairs returned to back of theater on right side	All platforms store in the loft must be stacked against the wall in same size units; not to be stacked on floor, and not to block the stairway nor the ladder to the roof.
Lighting booth cleared of all company's items	Two stair units placed around the stage; remaining units stored in the back hallway behind stage

<b>SIDE &amp; BACK HALLWAYS/STAIRS</b>	<b>GREENROOM/DRESSING ROOM</b>
All items removed from hallway and back of stage	All personal items removed
No stored items	All props/costumes/set pieces removed
Hallway/back of stage swept/carpets vacuumed/trash removed	Tables reset and table mirrors arranged on tables
Loading dock & around free of items	Tables wiped down
Loading dock & surrounding area free of trash	Lockers are empty
Prop tables reset/all props removed	No stored items on clothes racks
Cigarette bucket cleaned out	Floors swept and vacuumed/vacuum returned
Back stairway and landing cleared of trash; no large items	