

FLASHPOINT

Production Policies/Procedures

1. Preliminary Production Meeting. A production meeting with the Licensee's Technical Director and a CuDC representative must take place for the purpose of the detail planning the performance events at least one month prior or an agreed upon time line to the first day of the rental agreement. At this meeting the Licensee must present the following:

- inventories of required or added equipment on site
- lighting, sound and set plots or plans
- schedule of events and staffing
- written notice of any special uses or requirements

All elements used during the term of the rental must be presented at this meeting or subsequent scheduled meetings in which a CuDC representative is present. These meetings must be scheduled according to the CuDC Representative's availability. The CuDC reserves the right of final approval of all technical use of the facility.

2. Inspection. All areas of the Flashpoint facility shall be accessible to appropriate CuDC staff at all times for any necessary inspection or supervision of use.

3. Safety. All security and fire alarm and prevention systems will not be altered in any way. All emergency egress signs and lighting shall not be altered in any way. Clear lanes of emergency egress must be maintained at all times when Flashpoint is open to the public.

The Licensee's use of the facility is governed by all applicable use, construction, safety and fire prevention codes of regulation. Nothing in this agreement or any other arrangement pertaining to the lessee's use shall be construed as creating any exception to applicable regulation.

All production crews must be made aware of all safety concerns and policies.

4. Injury/Emergencies. In the event of ANY accident, however minor, the Licensee's will inform the CuDC representative. In the event of any injury requiring medical attention, the closest emergency hospital is:

George Washington University Hospital
900 23rd St., NW
Washington, DC 20037
Emergency 202.715.4911 | Main Number 202.715.4000

5. Security: Securing Flashpoint against theft or assault demands careful attention.

6. Work Safety: Work practices, equipment, or alterations to the workspace which could contribute to an injury to employees or audience are not acceptable and will not be tolerated. Safe work practice is subject to the approval of a CuDC Representative.

The Licensee bears responsibility and liability for the safety of its employees, volunteers and audience.

7. Work Process: All production work must proceed under a reasonable schedule, at a reasonable pace and with adequate staff to ensure the safety of those present. It is important to avoid rushing, short-staffing, fatigue or lack of competence for the task at hand. Production supervisors must be attentive to safe working process and are responsible for the safety of those working with them.

8. Workplace Maintenance:

- Work areas must be kept clean and well organized.
- Tools and materials must be organized and put away at the end of the day.
- Any equipment, which is not in good repair, may not be used.
- Every effort must be made to maintain the theatre and its equipment with no damage.
- Any alteration to the space for a production must be approved by a CuDC Representative and must be restored by the end of the rental period.
- Any painting or construction must be protected by drop cloths; no construction or painting or any other craftwork is permitted in the Gallery at Flashpoint, dressing rooms, backstage areas or adjoining sidewalk and street.

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- Theatre chairs must be carefully protected during painting or building in the theatre. A CuDC Representative will determine if the chairs should be removed from the theatre entirely, or if they should be neatly stacked and completely covered in plastic. This determination shall be made during the Preliminary Production Meeting (Section I). (CuDC provides plastic.)

9. Miscellaneous:

- All rigging / installations must meet safety requirements and safe rigging practices as determined by CuDC.
- There will be a walk through at the beginning of each company's load in and load out.
- No food or drink in the theatre without the expressed permission of the CuDC.
- House lights and they must be used at all time when an audience is present.
- The use of any pyrotechnics must be expressly approved, in writing, by a CuDC Representative. A CuDC Representative must be present when pyrotechnics are tested.
- Paints or dyes can ONLY be used in utility sink located in the men's bathroom.

9. Smoking. The building at 916 G Street, NW is a non-smoking building and smoking will not be permitted anywhere on the premises with the exception of smoking used during performances.

11. Unloading. Unloading through the Gallery at Flashpoint is strictly prohibited one hour prior to a show through one half hour after the show.

12. Lobby. Flashpoint is a shared space and it is understood that consideration for all residents and employees is necessary. The Art Gallery is not a support space and no technical work may be done in that space. Load in through the art gallery will be strictly monitored and the Licensee agrees to take proper precautions to ensure there will no damage to the floors, walls, art work, windows, outside of building or sidewalk.

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