Alkek Teaching Theater (Alkek 250)

Theater & Lobby Policies

- **Food & Beverages:**
  - No hot foods, including soup, foods containing sauce, oils, butter, etc;
  - Only finger-foods are allowed in the lobby area, such as cheese and crackers, vegetable trays, fruit, cookies, etc;
  - Food and drinks must remain in the lobby area only. No food or drinks are permitted in the theater.

- **Displays & Decorations:**
  - Tape, pins, clips and glue are strictly prohibited in lobby and theater. Do not adhere to walls, furniture, doors, windows or any other surface in the theater/lobby. Please see Theater Technician on duty for display options.

- **Lobby Area:**
  - Do not attempt to move lobby furniture. The furniture is permanent and cannot be moved. Ask the technician on duty about additional tables and chairs, if needed.
  - The theater and lobby is to be left in the condition it was found upon arrival. Client is responsible for disposing of trash and debris in the proper containers after the event.
  - Please report spills/damage to the technician on duty immediately.
  - Larger quantities of trash, such as empty boxes, poster board, brochures, etc; should be taken out of the theater and disposed of by the client.
  - Do not leave trash outside of trash bins.
  - Do not adjust, open, or close curtains in theater and/or lobby. Ask the technician on duty to adjust the curtains.

- **Theater Area:**
  - Do not move stage furniture, lectern, or workstation. Please see the Technician on duty to request furniture adjustment.
  - Do not stand on theater seating or furniture. Do not stand or sit on tablet arms. Damages to theater furniture will be billed directly to the client.
  - For lighting adjustment, please see the Technician on duty.
  - For audio adjustment, please see the Technician on duty.

- **Temperature Control:**
  - Do not adjust thermostats in the theater/lobby. To request a temperature adjustment, please see the Technician on duty. Temperature adjustment cannot be guaranteed after regular business hours.

Failure to comply with these policies may result in additional fees upon billing. Please contact Michael Harrison at 512-245-3700 if you have questions about the theater or theater policies. Thank You!