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 move lobby furniture. Please ask technician 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.

- **Theater Area:**
  - Do not move stage furniture, lectern, or workstation. Please see the technician on duty to request furniture adjustment.
  - Do not stand or sit on theater seating or furniture. Do not sit or stand on tablet arms. Damages to theater furniture will be billed directly to 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. If you have questions about the theater or theater policies, please contact Brianne Corn at 512-245-1473.