

Important Safety Information for Non-Tech Majors Who Work in the LVA Scene Shop (and Their Parents)



Welcome to the Academy Theatre Scene Shop! It is part of the philosophy in the theatre technologies program at LVA that students must be trained and have earned the right and responsibility to work in our specialized spaces.

We welcome any student that works conscientiously and has a genuine willingness to learn. However, if you have not taken and passed Technical Theatre I at LVA, you are not qualified to work in the Scene Shop or backstage. This means that you are a guest in the shop. You have not had the proper safety training, nor do you know the proper terminology, safety procedures or shop methodology. This makes you a potential liability, which means your presence in the shop makes the shop more dangerous. You must keep this in mind until you have been properly trained.

In order to work in the shop you and your parent/ guardian must agree to the following regulations:

- You must wear appropriate and approved safety glasses and other protective gear as necessary and required by your supervisor. If you do not have safety glasses, you may purchase a pair from Mr. Morris for \$5. You may also check out a shop locker from Mr. Morris to store your shop clothes and safety glasses.
- You must wear appropriate shop dress code. It is printed on the back for your information.
- Never use a tool that you don't know how to work, especially a power tool.
- Never attempt to operate the fly system, shop equipment or any other shop or stage apparatus until you have been checked out on it and cleared by Mr Morris or Mr Berman.
- If you turn it on, turn it off.
- If you take anything out of a cabinet – paint, tools, supplies or other equipment - put it back.
- If you make a mess on the floor or other surface, clear it and sweep it up completely, and MOP OR CLEAN it if necessary.
- If you take materials out, sort and store the remnants correctly. If you don't know how to do this, ask your supervisor.
- If you paint, clean up thoroughly. This means you must clean up according to the instructions posted in the paint area. If you dirty a brush, clean it until the water runs clear out of it. If you use paint containers, they must be completely clean. The counters must be cleared, the paint carefully sealed, marked and stored. THEN, your adult supervisor must approve your clean up before you can leave or move on to another job.
- Everyone cleans up. If your call ends before the shop closes, you must put at least 15 minutes at the end of your work call for cleaning up your messes.
- If there is no adult supervisor for your crew, you are not allowed to work in the shop.
- You are expected to listen to and respect the student and adult crew heads, as they have the appropriate training and can help you learn.

*I have read this and the attached documents carefully
and agree to abide by these rules and procedures.*

Date _____

student signature

print student name

parent signature

print parent name

Technical Theatre Class/Shop/Backstage Dress Code

(This applies to both male and female students.)

- ✓ Pants that are free of holes and neat in appearance (Shorts are not recommended — No skirts or dresses.)
- ✓ Comfortable, close-toed footwear **with socks** (Leather upper athletic shoes or light work boots at minimum)
- ✓ **NO** flip-flops, sandals, “clunky” shoes, or open-toed shoes of any kind—EVER
- ✓ Long hair must be kept neat and tied back.
- ✓ No dangling or loose-fitting jewelry or clothing
- ✓ No “elephant leg” (extreme flared) pants
- ✓ No sagging
- ✓ No derogatory slogans or innuendo may be worn.
- ✓ **Students are required to keep and maintain approved safety glasses, and to wear them in the shop at all times.**
- ✓ Appropriate safety gear (harnesses and fall protection, ear/eye protection, etc.) must be worn as the instructor requires.

More information can be found in the Academy Theatre Student/Parent Handbook at

<http://lvacademytheatre.org/deptinfo>