

The Wheeler Performing Arts Center has been created for the use of Wheeler Faculty. The fine arts department of Wheeler will host curricular concerts, galleries, and theatre performances. The Fine Arts department will oversee its use. It seats 750 people.

Our goal is to keep the theater looking professional, clean and to keep all equipment in proper working order so that students can have the best fine arts experience possible for years to come.

**Calendar**

The theater calendar will be set by the PAC manager in conjunction with the administrator in charge of the calendar. The Wheeler administration will set the school-wide calendar for the next academic year. Then, the Wheeler fine arts department will schedule the calendar. Wheeler general scheduling will occur after the fine arts department. **A Theater Manager or their designee must be available to host any after school events.**

**LINK FOR RESERVATIONS**

https://forms.office.com/r/w3QLX1iYQY

**Standard after school Reservations: A yearly Fee structure will apply**

Chorus 2 performances in Fall and 2 performances in Spring

Band 2 performances in Fall and 2 performances in Spring

Orchestra 2 performances in Fall and 2 performances in Spring

Drama 5 performances in Fall, 4 in the Spring

Drama- multiple after school and Saturday rehearsal in Fall and Spring

Each group is expected to strike stage after performance.

**Theater Proper Rules:**

* The theater must be kept locked at all times.
* No food, drinks, or gum in theater. Water is allowed with a cap..
* No instrument cases are allowed in the seats.
* Student groups using the theater must always be supervised by the sponsor faculty member or their designee in the theater at all times. The theater manager is not responsible for supervision of students.
* No feet on the backs/tops of seats.
* No glitter or confetti
* No candles.
* No perfume/cologne, etc.
* Paint, markers, screws are to only be used in the scene shop. Props and scenery should only built in the scene shop.
* Nothing should be taped or screwed to the walls. Painters tape ONLY may be used for a run of show.
* No scenery should be used in the audience portion of the theater.
* Shoes must be worn at all times.
* **No one is allowed to run the lighting board or mixer board without proper training.**

**Dressing Rooms**

Dressing rooms may be used by any fine arts group prior to a concert/event.

- No paint of any kind: spray or body paint.

- No food or drinks: only water with a cap is allowed.

- After the event, the dressing rooms must be cleared of all costumes, make-up clothing,

etc. Nothing except empty wardrobe racks should be stored in the dressing rooms.

- The dressing rooms must be locked unless being actively used. No one should be

hanging out in the dressing rooms.

**Stage**

The stage, wings, and backstage area must be left completely clear after a rehearsal or event. **This must occur immediately after the event---it cannot wait until the next day.** All equipment must be returned to the proper storage area. All storage areas will have a picture designating where all equipment is housed.

The stage flooring is very sensitive, so great care should be used with the floor. Sets should not be screwed down. No one should mop the floor with regular water and/or solution. If a board needs to be replaced, the fine arts department chair should be notified immediately.

**Grand Piano**

The grand piano is only to be used by official music events scheduled in the theater. It will be tuned twice a year as scheduled by the choral director. No stickers are allowed on the keyboard. The piano must be moved with an adult.

**Lighting and Sound**

For normal events, there will be a touchscreen that will operate all major functions. The lighting and sound boards should only be used in conjunction with the theater manager. If the light or sound board is used, it must be re-set to the original condition at the end of the event. If it is not, the group using the facility will have to pay the sound/light engineer to re-set the board. **The theatric lighting should only be used for the performances and dress rehearsal. Normal rehearsal should be done with only the house lights to preserve the bulb life. \*\*House lights need to be turned off when the theater is not in use. \*\***

**Maintenance Requests**

The PAC manager will keep a log of all custodial and maintenance request for the theater and coordinate with the appropriate individuals.

**Keys**

Keys will be issued to all fine arts teachers, administrators, custodians, and theater managers. The fine arts department chair will also have an additional key that could be checked out if needed. No one else should have a key.