**AHC Lock-Up Procedures**

The building is open Monday through Friday 9am-9pm and Saturday from 9am-5pm. If your rehearsal begins before the building closes, the doors will be open for public use and there will be a JCPRD employee at the front desk.

**Any week night after 9p, Saturday after 5p, or all day Sunday**

The keycard unlocks the door for you, but does not leave it unlocked. We cannot leave the front doors of the building locked or propped open after business hours. Station an ASM at the door 30 minutes prior to call and for 5 minutes after call. Let your cast know they have this 35-minute window to arrive to rehearsal. If they arrive after that time, they will need to text an ASM to come and let them in. Please tell your cast that we cannot prop the doors open. If you have a staggered call time, please have an ASM at the front door to let them in OR have them text an ASM when they arrive.

EXAMPLE:

Rehearsal from 6p-10p (6p-8p is tap review in the Blackbox, 7p-8p *Bidin’ My Time* in Rehearsal Hall, 8p-10p full run through in rehearsal hall)

ASM at Doors: 5:30-6:05 for tappers, *Bidin’ My Time* text ASM when you arrive, 7:30-8:05 for rest of cast

**ALARM**

If you arrive while the building is closed, your keycard can disarm the alarm. Swipe your badge on the pad next to the alarm by the front door. This will disarm the alarm and you will be able to open any door you would need in the facility. Any labeled emergency door will remained armed and the museum is on a separate alarm system and your keycard will NOT disarm the museum alarm.

If your rehearsal/performance ends after the building is closed, you are responsible for arming the system. Walk the building (minus the museum) to verify everyone is out. Lights are on a timer so you do not need to worry about turning out lights. The alarm panel should say “Ready to Arm”. If it does not, it will tell you which door is not latch. Re-latch the door and check the system again. Push #2 to arm the system. You then have 30 seconds to exit the building. The doors will auto lock behind you.

**The metal door key** opens any of the rehearsal spaces within the AHC that you have been assigned. Please do use locations that are not assigned to you. The space may be preset for an event the following business day.

Stage managers ONLY may use the **copy machine** in the event of a copy emergency. The code is 33303 (for outdoor shows) or 63307 (for indoor shows).

**End of the Night Lock Up Procedures**

1. SM/ASM walk the areas your cast and/or teams have been throughout rehearsal
	1. Pick up any stray trash; pick up any lost and found items
	2. Close/lock doors
	3. Lights are automatic, so you do not need to worry about turning lights on and off
2. In the rehearsal hall:
	1. Put all props and paperwork onto the rolling shelves.
	2. Piano – may stay set up in the rehearsal hall
	3. REMINDER: this space is used during the day for fine arts programming. Please do not leave anything out.
3. Stage Manager is the LAST person out of the building
	1. Check both bathrooms and any rehearsal spaces one last time for stragglers.
	2. Set the alarm