Agassiz Shop Rules

General
- Do not borrow tools without asking.
- Close the door when you are not in the shop.
- The building closes at 11:30 pm. You should be outside the building by 11:29 pm.
- Tell us when you break things. We won’t be mad.
- Always fill out a sales form immediately when removing items from the cage.
- Everything you build must have an approved scaled drawing first.
- Label your wood and place it in/on the storage racks the day it arrives.
- Make sure your set does not cross the fire curtain line.
- You are responsible for every crew member working on your show and making sure they follow these rules.

Safety
- Do not wear open-toed shoes or loose clothing, and always tie long hair back.
- Always wear safety goggles when using power tools.
- Report ALL injuries and ALL use of the First Aid kits.
- You are not allowed to use tools you have not been trained on.
- Make sure all materials in your set meet our policies on flammability.

Paint
- Oil based paints, stains, and sealers are STRICTLY FORBIDDEN. Refer to our painting guide for what paints we encourage and allow to be used.
- Spray paint can only be used in single can quantities, and only with proper ventilation (i.e. outside).
- Paint cannot be left anywhere in the building other than the shop.
- Clean all brushes and containers immediately after use. Use lukewarm water and Murphy’s Oil Soap to clean them.
- Old paint goes in the “Waste Paint” container, not down the sink.
- Do not “paint from the can”.
- Always use drop clothes and tarps when painting. Fold and return plastic tarps to the shelves in the drops closet.
- Do not leave paint tracks through the building.

Onstage
- Masking tape and “Duck” tape are not allowed anywhere in this building.
- You cannot be on a ladder alone in the theater.
- Do not hang anything from sprinkler pipes.
- The sound system is not for playing music during build.
- Actors are not allowed on the stage until all tools are removed and it has been swept.
- If you are painting onstage, all masking must be held out of the area.
- Masking is folded, and returned to the properly labeled hamper in the Horner room.

Cleanup
- Clean-Up happens every night. No exceptions.
- Bring out the trash every night before 10:30 pm. Respect our neighbors.
- Sweep the shop every night.
- Vacuum the shop once a week and as needed.
- Food trash should be thrown out in the outside trash barrels.

1/6/2003