

## HOLY TRINITY ANGLICAN CHURCH STAGE/RISER USE POLICY

All User Groups at Holy Trinity Anglican Church (resident and non-resident) requiring the use of a stage/risers in any space booked at Holy Trinity (including the Sanctuary, Upper Hall, Lower Hall, and/or Green Room), shall abide by the following Stage/Riser Use Policy and receive ADVANCE confirmation from Bookings (the Bookings Administrator) regarding stage/riser use. By booking and using Holy Trinity space, all User Groups agree to abide by this Stage/Riser Use Policy. ***It is assumed that, if prior confirmation/authorization has not been given by Bookings, no staging/risers will be used.***

The only exception to this stage/riser use policy is for Fringe groups as those bookings fall under the existing Fringe stage use policies.

1. **USE OF STAGE/RISERS:** All stage and riser considerations must be pre-approved by Bookings at the time of scheduling the event and associated rehearsals. In the case that a stage/riser usage request comes at the same time for different User Groups in two different spaces over the same period of time, priority will be given to the Sanctuary booking.
  - a. **Staging:** There are two stages available for use at Holy Trinity: the metal Wenger stage and the wooden Fringe stage. The metal stage is easier to build and strike but cannot be modified in any way. The wooden stage requires much more time to build and strike but may be modified (with permission from Bookings as per below). Preference of stage material must be communicated to Bookings at the time of initial request.
  - b. **Risers:** The only risers available are the metal Wenger stage sections. These cannot be modified in any way.
2. **SINGLE DAY VERSUS MULTI-DAY EVENTS:** Regulations regarding stage/riser usage do change depending upon the length of the booked event. For all multi-day events, every stage/riser build and strike must be communicated and confirmed/authorized by Bookings prior to any build. For single-day events, the stage/riser must be built and struck within the time-frame booked by the User Group.
3. **BUILDING AND STRIKING OF STAGE/RISERS:** Holy Trinity does not have staff or volunteers available for stage/riser builds and strikes. All stage/riser builds and strikes must be done by the User Group and within the time-frame booked for the User Group. As such, all User Groups must factor in build and strike time when making space booking requests. At strike, staging should be stored as found prior to the first build. For events requiring multiple builds and strikes, temporary staging storage space may be granted to aid the User Group but this is not guaranteed and must be confirmed through Bookings.

#### 4. HEIGHT OF STAGE/RISERS:

- a. **Risers:** Riser configuration and length of stay need to be discussed and authorized by Bookings in advance of any build.
- b. **Staging:**
  - i. **Multiple Day Events:** The stage height shall not extend above the Chancel level (the level of the area leading to the Altar) for any multiple day events (this includes any dress/tech or other rehearsals on a previous day/s to the event itself). Without the express permission of Bookings (in consultation with the Rector), no stage/risers shall remain in place on Sunday mornings. For all multiple day events, a schedule of builds and strikes must be confirmed through Bookings prior to the first build.
  - ii. **Single Day Events:** For events which start and end in the same day, the height of stage may exceed the Chancel level. Any staging exceeding the Chancel level must be built and struck the same day. Some exceptions may be granted (such as a Friday evening rehearsal with a Saturday morning event) but must be communicated to and authorized by Bookings. Any staging exceeding the height of the Chancel must be removed prior to Sunday mornings (no exceptions).

#### 5. MODIFICATION OF STAGE/RISERS:

- a. **Metal Wenger Stage/Risers:** The metal stage cannot be modified in ANY way. Props may be used on the stage but must be free standing and not secured to the stage with screws, nails, or an adhesive that is not easily removed (and any adhesive must be removed by the User Group).
- b. **Wooden Fringe Stage:** The wooden stage cannot be modified in any way (it cannot be painted, screws/nails cannot be used outside of the construction of the stage itself, etc.) without the express permission of Bookings (in consultation with the HTAC Arts Commission). Props may be used on the stage but must be free standing and not secured to the stage with screws, nails, or an adhesive that is not easily removed (and any adhesive must be removed by the User Group). Any modifications approved by Bookings must be removed/corrected at stage strike (stage repainted black, etc.).

#### 6. OTHER SPACE RESTRICTIONS:

- a. **Prop Storage Restrictions:** Due to limited storage space within Holy Trinity, no props will be allowed to be stored at Holy Trinity until the week of the booked event. For multiple day events, all props must be able to fit in the coat room (or other storage room as communicated by Bookings) and must be returned there prior to any dark days. All props MUST be removed from Holy Trinity within 24 hours of event end.
- b. **Historical Building Restrictions:** As Holy Trinity is a registered Historic Site through the Province of Alberta, there are significant limitations regarding space modifications of any type. Nothing can be screwed, taped, or otherwise attached to any of the walls, ceilings, or floors. Backdrops must be free-standing and

cannot be attached or secured to walls. All non-free-standing prop and stage requests must be communicated and authorized through Bookings.

7. **UNAUTHORIZED USE OF STAGING/RISERS:** If staging/risers are found built in any space in Holy Trinity without prior authorization from Bookings, it will be struck without prior notice to the User Group. Any expense to strike the staging/risers, including the time of the person/s striking the stage/risers, will be invoiced to the User Group who initiated the build.
  
8. **FAILURE TO COMPLY:** If a User Group fails to comply with any of the above regulations, it may affect the User Groups ability to book space at Holy Trinity in the future as well as it may affect any upcoming bookings of that User Group.