

TECHNICAL INFORMATION

Macomb Center for the Performing Arts

44575 Garfield Rd. Clinton Twp., MI 48038

See page 2 for shipping address and instructions – shipping address is different than physical address

Office: 586-286-2055, Fax: 586-286-2272

website: www.MacombCenter.com

e-mail: killmarc@macomb.edu –or - carricos335@macomb.edu

Revised as of 3/25/22

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Signature Page – *to be returned to the Center prior to event*

GENERAL INFORMATION – see Attachment E for more

Street Address

44575 Garfield Rd
Clinton Twp, MI 48038

Time Zone

North American Eastern Time Zone

Mailing Address

14500 E. 12 Mile Rd
Warren, MI 48088-3896
ATTN: MCPA CM-159

*****items sent to the shipping address must be received no later than one week prior to the date needed at the theatre – routing numbers must be provide to technical contact to ensure packages are delivered in time***

Technical Services

Director of Cultural Affairs

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Production Manager

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Event Management Personnel

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Front of House Services

FOH Manager

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Box Office Manager

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F: 586-286-2272

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Marketing Manager

Kerrie Augustine
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F: 586-286-2272

augustinek@macomb.edu

Area Hotels

LaQuinta Inns & Suites

45311 Park Avenue
Utica, MI 48315
P: 586-731-4700
F: 586-731-9870
4 miles fr/venue

Hyatt Place – Utica

45400 Park Avenue
Utica, MI 48315
P: 586-803-0100
F: 586-803-0102
4 miles fr/venue

Hampton Inn Detroit – Shelby Twp

51620 Shelby Parkway
Shelby Twp, MI 48315
P: 586-731-4267
F: 586-731-4265
7 miles fr/venue

Hilton Garden Inn Detroit-Utica

44700 Hayes Rd.
Clinton Twp, MI 48038
P: 586-226-4100

1.7 miles fr/venue

Car Services

<https://metroairportblackcar.com>

<https://www.lavdaslimousines.com>

Shamrock Cab Co.
30546 Gratiot Ave.
Roseville, MI 48066
P: 586-777-1111

Suburban Cab
25110 Terra Industrial Dr.
Chesterfield, MI 48051
P: 586-598-9898

MetroRide.com
<http://www.metroride.com/>
email: Metroride@comcast.net
P: 800-320-1683

Restaurants

Big Boy

16880 Hall Road
Clinton Twp, MI 48038
P: 586-263-6220
within walking distance

Country Inn

41411 Garfield Rd.
Clinton Twp. MI 48038
P: 586-263-5080
2 miles fr/venue

Shopping

The Mall at Partridge Creek
17420 Hall Rd
Clinton Township, MI 48038
(586) 226-0330

Lakeside Mall
14000 Lakeside Circle
Sterling Heights, Michigan 48313
(586) 247-1590

Handicapped Access

18 Handicapped and 22 Companion Seats – Two areas on the Main Floor at the back of House Right and Left

Handicapped Accessible restrooms in the lobby on the Main Floor

Audio Link Hearing Impaired system

Emergency Numbers

Fire – Police – Ambulance: Goes through Campus Police, work with Production Manager

Hospital Emergency Room/Urgent Care Clinic

Henry Ford Macomb Hospital (586) 263-2300 15855 19 Mile Rd, Clinton Twp, MI 48038

Beaumont Urgent Care – Macomb (586) 884-2688 15959 Hall Rd Suite 104, Macomb, MI 48044

Northeast Macomb Urgent Care (586) 686-2600, 43900 Garfield Rd. Clinton Twp, MI 48038

Chiropractic Clinic

Health Choice Chiropractic (586) 286-1100, 43297 Garfield Rd., Clinton Twp, MI 48038

Dental Clinic

Berman Mark DDS & Associates (586) 690-4014, 44200 Garfield Rd., Clinton Twp, MI 48038

Parking – See Attachment A

Laundry

Coin Laundry

Hayes at 19 Coin Laundry (586) 286-2500, 43250 Hayes Rd. Clinton Twp. MI 48038 *1.82 mi. fr/venue*

Same Day Dry Cleaning Services

Dry Cleaning Avenue (586) 263-1922 43270 Hayes Rd, Clinton Twp, MI 48038. *1.82 mi fr/venue*

Cobbler/Shoe Repair

Clinton Shoe Repair 586-286-6730, 42918 Garfield Rd., Clinton Twp, MI 48038

2.5 mi. fr/venue

Travel Directions

From Grosse Pointe / Detroit / Detroit Metro Airport:

I-94 East to Exit 240B, to M-59/Hall Road Exit. Proceed west six miles. Macomb Center is located on the southwest corner of M-59/Hall Road and Garfield Road.

From Port Huron:

I-94 West to Exit 240B, to M-59/Hall Road Exit. Proceed west six miles. Macomb Center is located on the southwest corner of M-59/Hall Road and Garfield Road.

From Downriver / Toledo:

I-75 North to I-696 East to Groesbeck Highway. Proceed north on Groesbeck Highway to Utica Road. Proceed west on Utica Road to Garfield Road. Proceed north on Garfield Road. Macomb Center is located on the southwest corner of M-59/Hall Road and Garfield Road.

Travel Directions Contd.

From Flint/Saginaw/Midland:

I-75 South to M-59/Hall Road East. Proceed east on M-59/Hall Road. Macomb Center is located one mile past Lakeside Mall on the southwest corner of M-59/Hall Road and Garfield Road.

From Ann Arbor/Farmington/Livonia:

I-275 North to I-696 East to Groesbeck Highway. Proceed north on Groesbeck Highway to Utica Road. Proceed west on Utica Road to Garfield Road. Proceed north on Garfield Road. Macomb Center is located on the southwest corner of M-59/Hall Road and Garfield Road.

MANAGEMENT

Production Room – Can be set up in one of three spaces.

Either of the two Star Dressing Rooms just off of Stage Right

Stage 2 – if available – can be set up as a Production Office

One phone line available in each

Building has Wi-Fi - no hard line internet provided –**MGuest**– *no password*

Fax/Scanner/Copier available in the Copy Room

Green Room – 15' x 34' room with fridge, stove, microwave, sink, dishwasher, coffee pot, toaster, dining table, couches and T.V. with live feed from the stage (local TV stations only).

Located in the Upstage Crossover hallway near Stage Left adjacent to the Chorus Dressing rooms.

Stage Manager's Console – Movable, but generally stored Down Stage Right. Video and audio monitor provided. Headset and Paging Phone provided.

Rehearsal Room(s) – Special arrangements need to be made for rehearsal rooms.

Stage 2/Black Box – 54' x 57' multi-form space with ballet barres and mirrors. Curtains available to be drawn. A Piano, small PA and Boom Box may be made available if requested.

L-120 – Approx. 30' x 30' open classroom space.

L-119 – Approx 20' x 20' open classroom space. Small Marley floor and mirrors available.

Practice rooms – a few upright pianos in small practice classrooms may be available upon request.

Crews - Macomb Center for the Performing Arts is a non-union house with an experienced crew.

However, most major load-ins utilize IATSE Stage Hands.

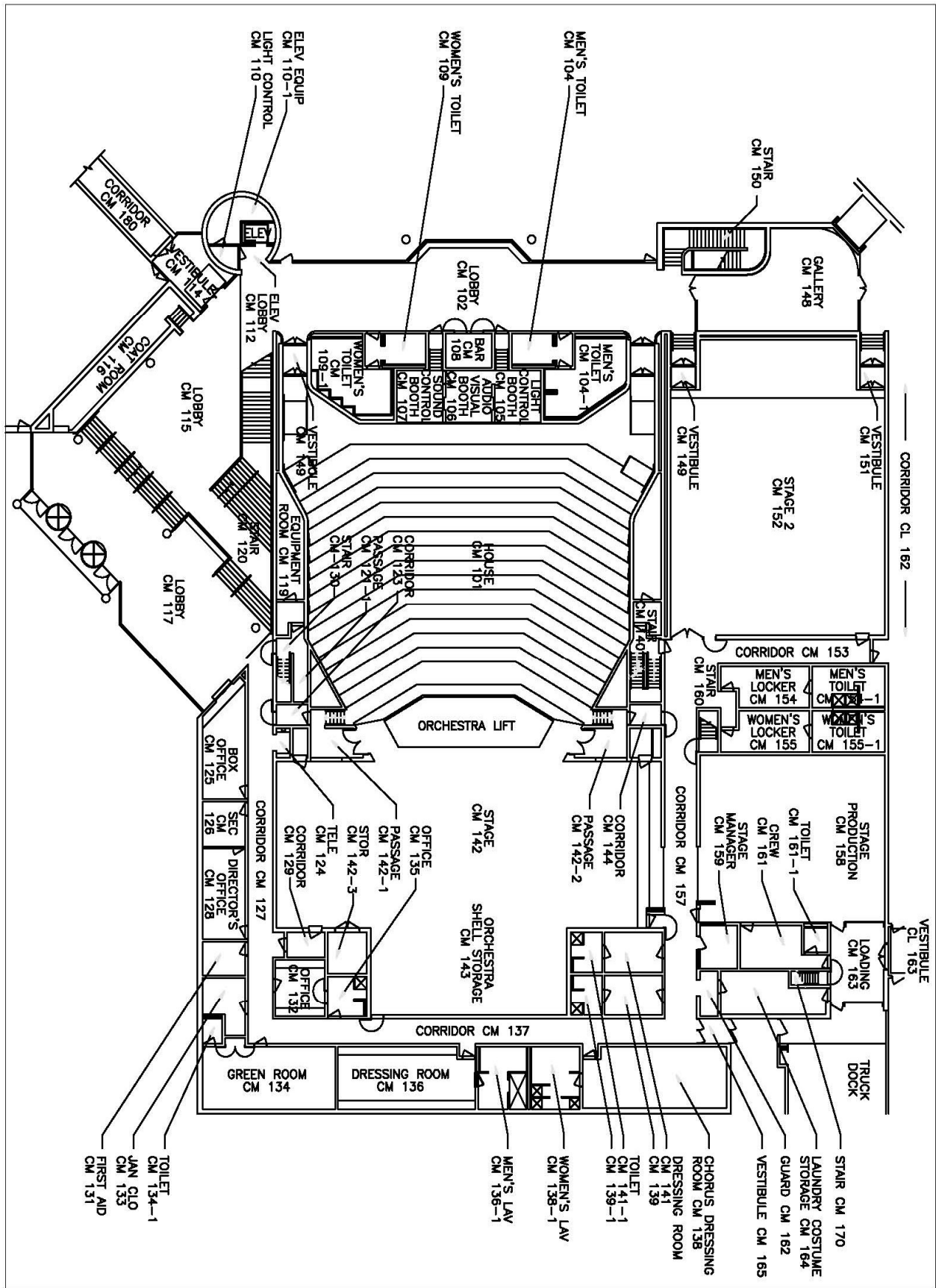
Handicapped Access – Wheelchair access from the lobby is through the Art Gallery and down the L-Bldg hallway. Ramp provided in the Lobby for Front of House Wheelchair Access.

Policies – see Attachment C for House Rules

Load-In Area

Excellent truck access is provided at the North side of the facility. Access for one, or two semi-trailer trucks is available. Cast/crew bus parking available in two campus lots in close proximity to theater. Advance notice required if both spaces are to be used. Two 60 amp single phase 220v disconnects located on dock. Loading door opening is 9' 9" wide by 8' 10" tall. Load-in is at stage level, through scene shop to stage right. Road boxes may be stored in shop area. Shop service is usually available for repair of scenery.

Building Map



Carpentry

Seating – see Attachment D – Seating Chart

- Seating Capacity 1271
- 707 Main Floor; 512 Balcony; 18 Handicapped, 34 Orchestra Pit

Stage Dimensions

- Proscenium Width 48' - 6"; height 29' (Cloud at 25'6")
- Depth: 40'-Plaster line to back wall: 4'-Apron edge to plaster line
- Wing Space: SR-20', SL-20'
- Grid Working Height - 65'
- Access to stage - Man door USL; loading door from shop SR wall. Proscenium doors to house from wings stage right and stage left

Stage Floor

- Sprung medium dark maple laid on sleepers on neoprene pads providing an air space for good dance floor conditions. (new 9/99) refinished 2009
- Marley dance floor in good condition available (new 07/12)
- No traps or elevators in the floor

House Draperies

- Main curtain is blue velour and guillotines only (new 9/97)
- 6 sets of black velour legs with fullness - 11' wide x 30' high (new 9/97)
- 5 black velour borders with fullness - 60' long x 11' high (new 9/97)
- 2 Full stage black velour curtains (new 9/97)
- 2 white cycloramas - 60' wide x 30' high (1 new 2013)
- 1 white scrim (fair condition) & 1 black scrim (new '09) - 60' wide x 30' high Note: Only the Main
- Front projection screen including border and leg masking – screen area measures 24' wide x 18' high
- Curtain and Main Valence are permanent; there is a standard hang for the goods, but all may be moved as needed.

Stage Rigging- see House Lineplot – Attachment C

- Single purchase counterweight system with **41** six-line sets(1100 lb capacity)
- Locking rail is SL at stage level. Loading bridges are at mid-level and grid-level
- Several lines are dedicated as shown on the enclosed chart
- Pipes are 63' Long x 1 1/2" ID Schedule 80
- Ample weight is available for all situations

Orchestra Pit

Orchestra pit is 36' long x 11' wide. It is hydraulic with stops at stage level, seating level, storage level and all heights in-between. Electrical outlets (constants) and audio connections are located in the DS edge of the pit and travel with it and on upstage wall under pit overhang accessed through small trap door on DS edge. Entrance to the pit is from a pit room at the SR end of the pit with access from stairs from the SR hallway; seats 20-25 musicians comfortably.

Stage Equipment

- 3 ceiling panel, 10 wall panel Stage Right Orchestra Shell
- 60 - Manhasset Music Stands
- 40 - Music stand lights
- 60 - Wenger Orchestra chairs
- 8 Piece, Wenger Legacy Acoustic Shell
- Stage Right Platforms (42)-4'x8' Decks in 8", 16", 24" & 32". Tops are black tech floor or black carpet.
- 4 – Lecterns
- 1 – Conductor Podium
- 30' Genie man-lift (new 6/2017)

Backline Equipment

- One 9' Steinway concert grand piano
- Two 7' Steinway Grand Pianos
- One studio upright piano
- Most large Orchestral Percussion Equipment
 - 4 timpani
 - Concert bass drum
 - Concert snare drum
 - *Please inquiry about full orchestra percussion inventory*
- 1 - Yamaha Montage Synthesizer
- 1 - Hotrod Fender DeVille IV Guitar Amp
- 1 - Roland BN-100 Bass Amp
- 1 - Yamaha Recording Series drum kit: 18" and 22" kick; 10", 12"and 13" rack toms; 14" and 16" floor tom; All hardware
- 5 Panel Drum shield

Lighting

Electrical Information

- Control Board: ETC Element 60, 500 (new 6/18)
- Control Board: ETC Obsession II
- Control Board: ETC Express 24/48
- Moving Light Controls: GrandMA LT
- ETC Sensor Dimmers: 196 @ 2.4 kw, 22 @ 7.2 kw (new 8/00)
- Control Board located in booth at the back of the house
- Company connections located on stage right
- 2 - 400 amp, 3 phase, 5 wire disconnects
- 1 - 100 amp, 3 phase, 5 wire disconnect (for sound)
- FOH Transfer located DSR side wall. Contains circuiting similar to in house capacities
- ETC Response Converter
- ETC 2212 Response Converter
- 1 - ETC 96 - 2.4KW dimmer road rack
- 1 - ETC 24 - 2.4KW dimmer road rack

Hanging Positions

FRONT OF HOUSE

- Catwalk 1: Approximately 85' from stage; 9 circuits; uses 10x23 ellipsoidal to light pit and apron
- Catwalk 2: Approximately 60' from stage; 30 circuits; uses 5° and 10° ellipsoidals; best position for all areas
- Catwalk 4: Overhead immediately DS of the proscenium arch; 11 circuits; downlight pit, apron areas and pools
- Box Booms: SR & SL on two levels - 7 circuits each; uses 19 and 26 degree Source 4's
- There is a 50' steel beam hung 1' downstage of the proscenium arch.

STAGE

- Electric 1: 4' upstage of plaster line; 19 circuits
- Electric 2: 14' upstage of plaster line; 19 circuits
- Electric 3: 22' upstage of plaster line; 19 circuits
- Electric 4: 29' upstage of plaster line; 19 circuits
- Tormentor Positions: (3) - 12' sections of movable light ladders are located off both SR & SL in a torm lighting position. 3 bars each section; position uses 6x12 and 6x16 ellipsoidal fed by portable, hanging electric boxes. (2) 6 circuit socapex per side of stage.
- Floor pockets, wall outlets, side catwalk outlets and pit room outlets also available

Lighting Equipment – Lighting Inventory is general, some equipment may be down for repair, all equipment needs will need to be confirmed with the Technical Coordinator. We are usually able to hang, gel and rough focus a lighting plot in advance of the performance. Information on hanging and circuiting should be received at least three weeks in advance of the performance.

- All instruments and outlets are 2P&G stage connectors; All ellipsoidals have pattern slots; Cable, two-fers, adapters, booms, side-arms, color medium and frames are available. We use Roscolux color medium.
- Follow spots: (4) - Xenon Super Trooper 2000w follow-spots in booth above balcony approximately 100' from stage.
- Altman Far Cyc: (7) - 3 circuit (1k)
- Strips: (12) 8'-0" 3 circuit R40 strips (750w per circuit); (6) 6' -0" 3 circuit MR16 circuit mini-strips (750w per circuit)
- (10) - 8' sections of "TomCat" double hung truss (120 - 1000w Par64 MFL) With Multicable with Veam connectors.

- **Ellipsoidals:**
 - **Strand**
 - (1) - 6x22 (1K)
 - (4) - 4 1/2 x 6 (750w)
 - (23) - 6x9 (750w)
 - (28) - 6x12 (750w)
 - (25) - 6x16 (1k)
 - **144 - ETC Source IV Bodies**
 - ETC Source IV Lens Tubes
 - (10) - 5°
 - (40) - 10°
 - (25) - 19°
 - (45) - 26°
 - (29) - 36°
 - (10) - 50°

- **Pars:**
 - (37) - Par 64 (1k)
 - (87) ETC Source IV (750W)

- **Fresnels:**
 - (10) - 8"
 - (10) - 6"
 - (7) - 3"

Additional Equipment

- 6 – Martin Mac2K
- 8 - CM One Ton Motors
- 3 - Wybron color changers
- 6 – ADJ Blacklights
- 6 - ACL Four Bars
- 2 - Procan 4 Bars (Moles)
- 1 - 16" Mirror Ball
- 5 - Star Strobes; 1 - Strobe Light
- 1 - D-50 Fogger;

- 1 - LeMaitre G300 Fogger
- 2 - 5rpm Gobo Rotators
- 2 - Iris kits for Source 4's

Standard House Hang

GENERIC LIGHT PLOT

- Front of House: Catwalk 2: (4)10 instrument washes (ETC 10°); 10 specials (ETC 5°)
- Box Booms: 4 washes of 3 instruments per color / per side (2 ETC 19° and 1 ETC 26° Source 4's)
- On Stage: Cyclorama: Three color wash using (7) Altman Far Cycles
- Back Washes: 3-Color back lighting using 18 Par64WFL per wash, hung on electrics 1, 2, & 3
- Specials: Available on each electric
- High Sides: 2-color pipe and wash on electrics 1, 2, & 3 utilizing Source 4 26° and 36°.

COUNTRY GENERIC LIGHT PLOT

- 2 40' sticks of Tomcat Double Hung Truss with 120 par 64's total. Plus 6-4-Bar ACL's and 2 Procan 4 Bars (Moles)

Video

The Main Stage video projector is located in the center booth. Video content is controlled from the house computer and switcher system which is located on Stage Right. All controls and inputs are accessible allowing for input of video equipment near the projector. Please inquire about your video needs to see what additional equipment may be needed for your needs.

Main Stage Projector

Epson Pro L25000U 3 LCD Laser Projector with 4k Enhancement (25k Lumen brightness)

Lenses:

ELPLM14 Middle Throw#3 – Throw Ratio 3.41-5.11

ELPLM13 Middle Throw#2 – Throw Ratio 2.3 – 3.46

Black Box Projector (Can be moved with advance notice)

Epson Pro L1755U 3 LCD Laser Projector (15k Lumen Brightness)

Lenses:

ELPLM15 Middle Throw#2 – Throw Ratio 1.62 – 2.65

ELPLM10 Middle Throw#3 – Throw Ratio 3.39 – 5.17

Sound

Macomb Center is an intimate 1271 seat proscenium theater with excellent acoustics. With a continental seating arrangement there are only eighteen rows on the main floor and fifteen in the horseshoe style balcony. Past experience indicates that very little sound reinforcement is needed. *It is a major concern of both management and customers that acceptable sound levels be maintained.*

The theater has the capability to mix with digital console system or with an analog control console, depending on the type of event and event requirements. It is fed by microphone receptacles located throughout the theater. These outlets appear on the patch panel in the "sound room" at the back of the theater. This room has all windows open for an acoustic mixing ability. The outlets appear backstage at stage left, stage right, upstage right and in the orchestra pit. The installed house speaker system is made up of a Left / Right permanent array system that is located on shelves stage right and stage left nine feet above stage level, along with a permanent Center Array cluster. Road shows may access these three house speaker systems from the three equalizers located in the theater sound booth. The road sound mix position is at the back of the main floor, center, over the last two rows of seats. The theater has a rolling table built to support consoles. The snake is ran through the sides of the house in either the stage right or left aisle. Snake run is approximately 150' from FOH to downstage right or left. Sound power (100 amps, three phase, five wire) is located in the stage right wing.

Sound Inventory is general. All equipment needs will need to be confirmed with the Technical Coordinator.

Mixer & Accessories

- Soundcraft MH3
40 Channels, 12 groups/aux, 4 matrix masters
- Soundcraft Si Performer 3 digital console (32 In / 16 Out)
 - Soundcraft Mini Stage Box (32 In / 8 Analog Out)
 - C.B.I CAT5E cable 25ft, 100ft, 300ft
 - Digital I/O capability is 64 in and 24 Out using the stage box
- C.B.I ES 32/32 Analog XLR Splitter

Speakers

- **Central Cluster:** 5 JBL VRX-928LA line array boxes and 1 JBL VRX 915S subwoofer
- **Left / Right Array:** 4 JBL VRX-932LA line arrays (floor mounted) and 1 JBL SRX-728S dual 18" subwoofer
 - *Subwoofers are processed off the main sends and cannot be separated.*

Patchable Equipment

- 1 - M-One Reverb
- 1 - Yamaha SPX 900
- 1 - Yamaha SPX 990
- 1 - Lexicon PCM 80
- 2 - dbx160A Compressor/Limiters
- 8 - Rane One-Third Octave Graphic
- 6 - CD Players

Monitor Speakers and Amplifiers

- 4 - EAW SM200IH stage wedges
- 2 JBL PRX 400 speakers
- 4 JBL AC566 sidefill speakers
 - These are flown sidefill speakers on stage left and stage right. There are 2 speakers per side. Each side is fed separately
- 7 - JBL 15" EON powered speaker
- 2 – Crown XTI 2002
- 2 – Crown MicroTech 600
- Note: System is capable of handling six separate sends from main console, all with individual EQ's. All amplifiers are permanently installed. All monitors listed above are mixed from FOH. If separate monitor mixer and engineer is required, please contact Technical Coordinator

Microphones and Accessories

- 14 – Shure UR4D Wireless Receivers (H4 Band) (All housed in one rack)
- 14 – Shure UR4D Beta87 Hand Held Transmitter
- 14 - Shure UR1 Bodypacks
- 6 – Shure QLXD Wireless Receivers (G50 Band) (All housed in one rack)
- 6 – Shure QLXD2 Beta 87 Hand Held Transmitter
- 6 – Shure QLXD1 Bodypack
 - All Wireless Bodypacks are TA4 connectors
 - Assortment of Lavalier microphones
- 4 - Provider Series Over Ear Microphone for wireless bodypack
- 5 - Shure SM58
- 4 - Shure SM81
- 3 - Shure SM57
- 2 - Shure Beta58 Switched
- 3 - PCC 160
- 4 - Sennheiser 421
- 2 - AKG 460
- 1 - AKG 535
- 1 - Shure MX412 Podium Microphones
- 2 - KSM 32
- 2 - AKG 414
- 1 - Shure Beta 52
- 1 - Audio Technica Pro 25
- 2 - SM89 Shotgun
- 3 - Audio Technic 8533
- 3 - Audio Technic 8538
- Variety of Mic stands, direct boxes, cable, etc., as needed
- 1 – Whirlwind PressMite Press Box (1x12)

Communications

- Clear-Com System; single-muff headsets and 1 biscuit; Outlets located in all key production positions through the theater.
- 8 - HME wireless headsets patched into Clear-Com system

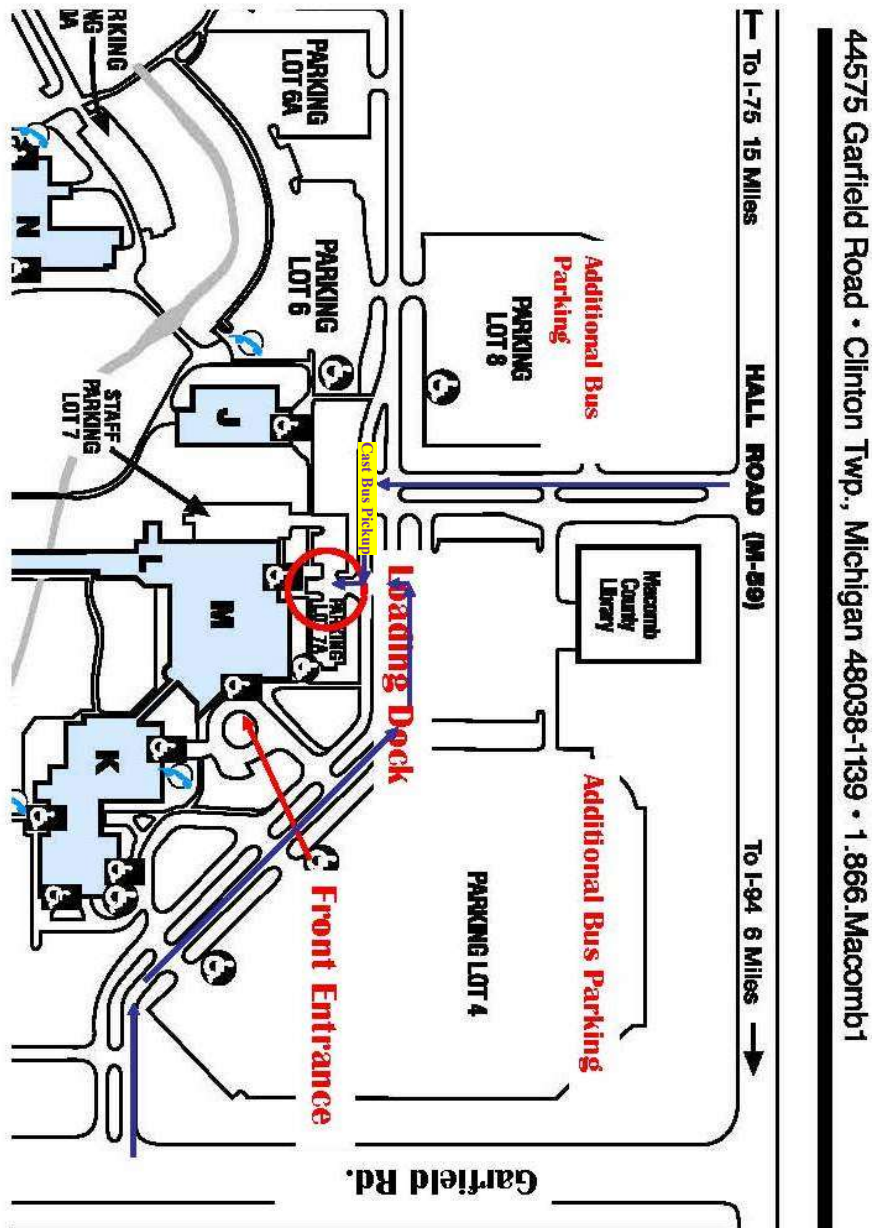
Intercom / Closed Circuit Television

Paging and monitoring systems to all rooms and areas. Paging from stage managers panel on stage right. Intercom system to all key production and front of house locations. Television monitors in Lobby, Green Room, Star Dressing Rooms, Control Booth and Stage Managers Console.

Wardrobe/Dressing Rooms

- Two star dressing rooms with lounge furniture located just off stage right - suitable for up to five people each. Equipped with phone lines:
 - Star 1: (586) 226-4702
 - Star 2: (586) 226-4701
- Two chorus dressing rooms are located upstage, suitable for up to 30 people each.
- Green Room located off Stage Left.
- (1) - Washing machine, (1) - Dryer, costume racks, iron ironing boards, and steamer available.
- All dressing rooms equipped with sinks, showers, mirrors, dressing tables, chairs, toilets, costume/wardrobe racks.
- Onstage vomms can be used as quick change booths and are set up with mirrors and lighting. Small costume racks available for those spaces.

Attachment A – Loading Dock/Parking Map



Truck parking after unloading is available in Parking Lots 4 and 8 to the Northeast and North respectively of the Macomb Center for the Performing Arts.

Vehicles can be parked in Staff Parking Lot 7 to the West of the Macomb Center for the Performing Arts if prior arrangements are made with the Technical Coordinator.

Up to two busses or vehicles may be granted permission to stay in the Loading Dock.

Busses awaiting cast after the performance may park as noted on the drawing above beginning 10 minutes prior to the scheduled ending of the show. Bus drivers must stay with the bus in case of the need to move for fire lanes.

At no time are vehicles allowed to park in the handicapped lot right by the dock without state issued authorization. Parking Lot 7A as shown on the drawing.

No arrangements will be made to have any vehicles park illegally.

Attachment B -House Lineplot – available upon request in Excel format

Macomb Center Generic Hang						
Line	Distance From		Weight	Show Use	Weight	Notes
Set#	Plaster Line					
1	0'-5"	Fire Curtain				
2	1' - 0"	Main Valence				Blue - does not drop
3	1' - 7"	Main Curtain (Guillotine)				Blue - does not drop
4	2' - 2"					
5	2' - 9"	Leg	80			Flat Leg
6	3' - 4"	Torm #1				Offstage - Runs US/DS
7	3' - 11"	Electric #1	760			
9	5' - 1"					
10	5' - 8"					
12	6' - 10"	Shell Ceiling #1				
14	8' - 0"	Border	160			
15	8' - 7"	Leg	80			Flat Leg
16	9' - 2"					
17	9' - 9"					
18	10' - 4"	Movie Screen	320			
19	10' - 11"					
20	11' - 6"	Border	160			
21	12' - 1"	Leg	80			Flat Leg
22	12' - 8"					
24	13' - 10"	Electric #2	600			
26	15' - 0"					
27	15' - 7"					
28	16' - 2"					
29	16' - 9"					
30	17' - 4"					
31	17' - 11"	Mid-Black	300			
33	19' - 1"	Shell Ceiling #2				
35	20' - 3"	Leg	160			
36	20' - 10"					
39	22' - 7"	Electric #3	580			
40	23' - 2"	Torm #2				Offstage - Runs US/DS
41	23' - 9"					
42	24' - 4"					
43	24' - 11"					
45	26' - 1"	Border	160			
47	27' - 3"	Leg	160			
48	27' - 10"	Black Scrim	100			
49	28' - 5"	Torm #3				Offstage - Runs US/DS
51	29' - 7"	Electric #4	200			
53	30' - 9"	Shell Ceiling #3				
55	31' - 11"					
56	32' - 6"					
57	33' - 1"	Border	160			
58	33' - 8"	Leg	160			
59	34' - 3"					
60	34' - 10"					
61	35' - 5"					
63	36' - 7"	Cyc	120			
65	37' - 9"	Full Black	300			
66	38' - 4"					
67	38' - 11"					

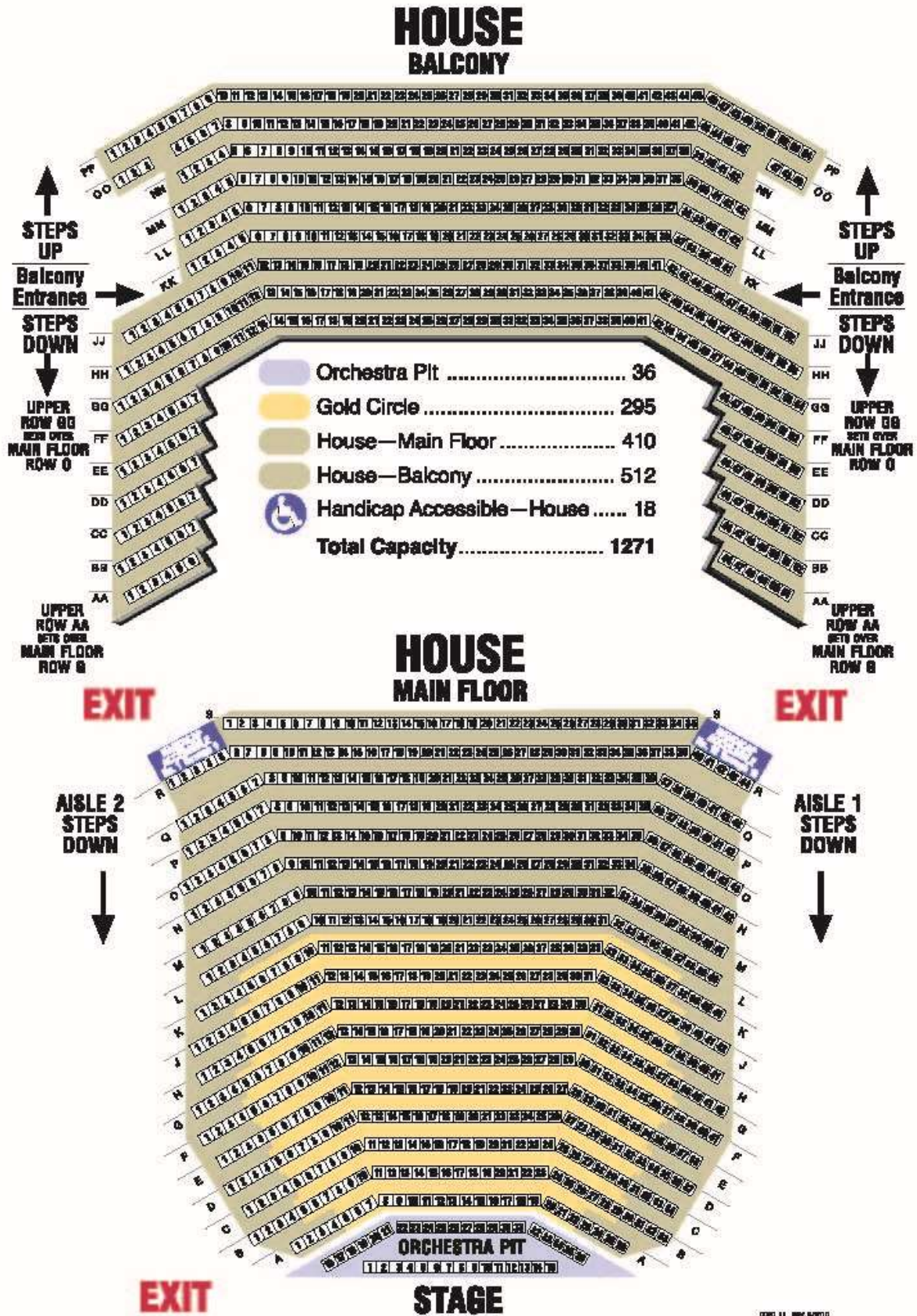
Attachment C

House Rules

In no particular order

- ✓ **Participant List Requirement:** In the event of a fire alarm we WILL evacuate the building everytime including performers, even if the performance is underway. A cast, crew and/or performer list will be required to make sure Emergency Responders can account for everyone.
- ✓ No items will be placed in such a location as to hinder the deployment of the fire curtain. Small items, able to be relocated within 20 seconds may be allowed at the Technical Coordinator's Discretion.
- ✓ Fire Exit Lanes shall always remain clear. Emergency Exit signs may not be covered under any circumstances. Fire Alarms will not be bypassed for any reasons.
- ✓ All work should occur no closer than 3' upstage of the stage edge and/or the pit edge when it is down.
- ✓ A 3' wide path must be maintained in all walkways.
- ✓ There is no live flame or pyrotechnics allowed at any times.
- ✓ Any sound requiring points downstage of the Proscenium Wall must be advanced with the House Rigger.
- ✓ Any users of the Genie Lift must show proof of training on the same type of lift or undergo in-house training and certification with an in-house trainer prior to use of the lift. Trained staff are available to operate the lift during the calls.
- ✓ Doors in the Macomb Center are not to be propped open under any circumstances.
- ✓ Crews break 2.5 hours into the call for 15minutes. 5 hours into the call for 1 hour for professional shows, ½ hour for rentals. Show crew must break for 15 minutes immediately upon conclusion of a performance/event.
- ✓ All screws and bolts used on the stage floor must be wood screws/bolts only. No drywall screws to be used on the stage floor.
- ✓ In case of an emergency evacuation clients/production management personnel must be able to provide a complete list of all persons backstage and part of the event/show – excluding ticket buying patrons only. Designation of the person must be determined prior to the date of the event and that person must provide a cell phone they can be reached at during an evacuation.
- ✓ Please review all parking information as noted on page 15. No exceptions will be made to parking requirements. Lots 4 and 8 are to be considered parking as close as possible to the venue – no other arrangements will be made.
- ✓ Please make sure all performers, parents, participants and anyone involved in the event are made aware of the College Smoking Policy (Attachment G Section XVI). Smoking is allowed only in Public or Staff Parking lots at such a location as not to create a smoke cloud in the path towards the building entrances.

Attachment D - Seating Chart



Attachment E – Additional Area Business Information

Shopping Malls

Partridge Creek
Hall Rd. (M-59) and Garfield Rd.
(586) 226-0330
Many restaurants and outdoor shopping
<http://www.shoppartridgecreek.com/>

Lakeside Mall
Hall Rd. (M-59) and Schoenherr Rd.
(586) 247-1590
Restaurants and other stores around perimeter
<http://www.shop-lakesidemall.com/>

Meijer
15055 Hall Rd. (M-59) and Hayes Rd.
Utica, MI. 48315
(586) 566-0400
<http://www.meijer.com>

Walmart Superstore
18400 Hall Rd. (M-59) and Romeo Plank Rd.
Clinton Township, MI. 48038
(586) 263-7196
<http://www.walmart.com>

Restaurants

Ernie's
16655 19 Mile Rd.
Clinton Twp, MI 48038
(586) 286-8435
<http://www.erniesmi.com/>

Boston's the Gourmet Pizza
15133 Hall Rd.
Shelby Twp, MI 48315
(586) 247-4992
<http://www.bostons.com/bostonswall/>

Country Inn
41411 Garfield Rd.
Clinton Twp, MI 48038
(586) 263-5080
<http://www.countryinnrestaurant.net/>

Red Robin
15780 Hall Rd.
Clinton Twp, MI 48038
(586) 286-9236
<http://www.redrobin.com/>

Jimmy John's
18357 Hall Rd.
Macomb Twp, MI
(586) 416-3333
<http://jimmyjohns.com/>

Sahara
45199 Market St.
Shelby Twp, MI 48315
(586) 566-9777
<http://www.newsahara.com/homev3.html>

National Coney Island (24 hours)
45221 Utica Park Blvd.
Utica, MI 48315
(586) 323-1966
<http://www.nationalconeyisland.com/>

P.F. Chang's (at Partridge Creek)
17390 Hall Rd. Unit R-103
Clinton Twp, MI 48038
(586) 263-0860
<http://www.pfchangs.com/index.aspx>

Hospitals

Henry Ford Macomb Hospital
15855 19 Mile Road
Clinton Township, MI 48038
<http://www.henryfordhealth.org/>

Beaumont Urgent Care – Macomb
15959 Hall Rd Suite 104, Macomb, MI 48044
(586) 884-2688
<https://www.wellstreet.com/office-locations/beaumont-urgent-care-macomb/>

Laundry Facilities

Hayes at 19 Coin Laundry
43250 Hayes Rd.

Clinton Twp, MI 48038
(586) 286-2500

Dry Cleaning Avenue
43270 Hayes Rd.
Clinton Twp, MI 48038
(586) 263-1922
1.82 mi fr/venue

Banks

Fifth Third Bank
18800 Hall Rd.
Clinton Twp, MI 48038
(586) 226-4690

Huntington Bank
41801 Garfield Road
Clinton Township, MI 48038
586-263-4000

Chase Bank
43101 Garfield Rd.
Clinton Twp, MI 48038
(586) 286-5525

Bank of America
40950 Garfield Rd
Clinton Township, MI 48038
(586) 416-8673

Charter One Bank
15341 19 Mile Rd.
Clinton Twp, MI 48038
(586) 286-4710

Attachment F – College Policies

The following regulations as well as all applicable Township, City, County, State, and Federal laws, statutes, ordinances, and regulations shall apply on all College property and all College sponsored events. All crimes, accidents, and civil infractions occurring on College property must be promptly reported to the College Police.

I. Alcoholic Beverages

- A. Students, employees, and visitors of Macomb Community College are expected to observe all federal, state and local laws and College regulations governing the use and possession of alcoholic beverages. All persons are prohibited from furnishing, using, or possessing alcoholic beverages on College property, except as noted in Section C below, or to be under the influence of alcohol while on College property. Offenders may be subject to criminal charges and /or disciplinary action by the College.
- B. Possession shall consist of having an open or unopened container of alcoholic beverage on the person, or in the vehicle of occupancy, immediately before challenge by an enforcing official.
- C. Exception to the consumption of alcoholic beverages on campus is permitted only by special authorization granted through the Office of the Vice President for Advancement and Community Relations, or when upon licensed premises at the Macomb Center for Performing Arts and Cultural Center. See Board of Trustee Policy, [On Campus Licensed Use of Alcoholic Beverages](#).

II. Buildings, Physical Facilities, Equipment and Supplies

- A. The use of College buildings, physical facilities, equipment and supplies is limited to the purposes designated by the College, and must be approved by the appropriate College authority. Specific regulations governing the use of the College's buildings and physical facilities may be obtained from the College Police, or the Director of Conference and Co-Curricular Services.
- B. It is unlawful for any person to misuse, mutilate or destroy any building, physical facility or equipment under the governance of the College.
- C. It is unlawful for any person to dislocate or remove equipment or property owned by the College unless properly authorized.
- D. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove therefrom any identification sign or tag.
- E. No person shall deposit, dump or otherwise dispose of refuse of any kind on College property.
- F. No person owning or having under his control a dog, cat or any other animal shall permit such animal to be upon the property of the College without a leash suitably attached to said animal so as to restrain its movements. No animals, except those owned or used by the College for the purpose of instruction or service animals used by individuals with a disability in accordance with federal law or regulations, are permitted in College buildings without the prior authorization of the College Police.
- G. No person shall picnic on College property in areas not authorized, designated and/or posted as picnic areas.

H. No person shall construct or otherwise erect, or abide in any lean-to, trailer, tent or other temporary shelter facility anywhere within the confines of land governed by the College, without prior authorization.

I. It is unlawful for any unauthorized person to use the College tunnel complex. The use of the tunnels in emergencies such as tornado warnings and civil defense alerts is permitted.

J. It shall be unlawful for any person to trespass on College property that is posted.

III. Disturbance in Public Place

A. Any actions which disrupt the purposes of the College are prohibited.

B. The right of the student body, individually or collectively, (1) to attend and participate in classes or other College sponsored activities (2) to pass from class to class and building to building without undue obstruction (3) to eat and/or study within an atmosphere of appropriate calm within designated areas, shall not be infringed upon by individual students, student organizations, the faculty, the administration or any outside individual, group or agency.

C. In order to preserve the rights enumerated above, persons or organizations wishing to demonstrate, protest, petition, or otherwise engage in protected expressive activity, must do so in accordance with the [Policy on Expressive Activity](#). Permission for such activities must be obtained from the Vice President of Student Services or his/her designee.

D. Any approved College function held off campus where there is a public or private complaint regarding nuisance, destruction of private or public property, disruption of public safety, or any other type of complaint will be just cause for disciplinary action against the individual or individuals, sponsoring group or groups, who are found responsible for the disruption.

IV. Student Conduct

A student's behavior at the College must comport with educational processes and should not disrupt teaching, learning, or the orderly conduct of business. Any misconduct that interferes with the educational mission of the College is a serious offense for which the student will be subject to disciplinary action by his/her teacher and/or other College personnel.

A. No person shall conduct themselves in such a way as to deprive others of an orderly atmosphere for study.

B. Each student is expected to comply with reasonable classroom regulations established in writing by an individual teacher and made available to students at the beginning of the term.

V. Drugs

No person shall use, possess, distribute or sell drugs except as expressly permitted by law.

VI. Integrity of Academic Work

Any violation of academic integrity is a serious offense for which the student will be subject to grading sanctions up to and including failure in the class involved. Grading sanctions will be administered by his/her teacher. In addition, the student may be subject to additional disciplinary action by the College.

A. No student shall cheat on an examination or other academic assignment.

B. No person or persons shall procure or furnish in any unauthorized manner any piece or pieces of writing, which can be shown by competent authority to contain the questions and/or answers to an examination scheduled for some subsequent date to any individual or group enrolled in any course of study offered by the College.

C. The unauthorized possession of any of the aforesaid writings shall be considered prima facie evidence of an attempt to violate the provisions of Section A.

D. No person shall allow another to take an examination or complete any other academic work on his/her behalf.

E. A person is guilty of plagiarism who fails to give credit for any ideas or material taken from another for either written or oral presentation. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.

F. No person shall gain entry to any records or information stored in the College's computer system (s) other than those records specifically registered to that person's user identification code. This includes, but is not limited to, official College records as well as information stored by another student. Tampering shall be defined as unauthorized access to records as well as the altering of information.

VII. Fires and Fire Alarms

A. It shall be unlawful for any person or persons to set a fire upon the lands governed by the College except under circumstances approved by appropriate College officials.

B. No person shall willfully sound or cause to be communicated any false alarm or other emergency signal.

VIII. Financial Responsibility

A. No persons shall owe money to the College such as tuition, fees, loans, library fines, bookstore accounts, or facility fees or charges for food or refreshments unless satisfactory arrangements have been made for repayment.

B. Restitution for services rendered, or for property misused, destroyed or damaged, may be required by the College.

IX. Fireworks, Firecrackers, Etc.

No person shall have in his or her possession, offer for sale, explode or cause to explode, any fireworks, firecrackers, or other explosive devices.

X. Gambling

Illegal gambling in any form is prohibited at all times.

XI. Identification

When applicable, and/or upon request by an appropriate member of the College staff, persons requested to do so shall present acceptable identification (e.g., driver's license, Macomb student identification card, Library card).

XII. Theft or Damage of Property

No person or persons shall steal or damage property belonging to another person, organization, or institution. This includes tampering with coin operated machines. Violations may be handled by the local police, the College disciplinary process, or both.

XIII. Records

No person shall give false or incomplete replies to questions, verbal or written, on applications, forms or other documents required by properly authorized representatives of the College.

XIV. Parking and Traffic

A. College roadways and service drives are considered public roads. Therefore, local traffic

ordinances and state traffic laws shall apply, and shall be enforced by the College Police and local police.

- B. All posted traffic and parking regulations must be followed.
- C. Parking is restricted and/or prohibited in areas posted as such.
- D. Persons other than faculty or staff are prohibited from parking in lots designated Faculty/Staff only.
- E. Illegally parked and/or abandoned vehicles may be ticketed, towed, and/or impounded.
- F. It is unlawful for any person without a validated state handicap permit to park a vehicle in a parking location designated for the handicapped. Special parking for temporarily handicapped persons may be allowed in staff lots. Permits must be obtained by the person requesting this privilege from the College Police, Building C, Room 116, South Campus, or Building I, Room 107, Center Campus.
- G. No unauthorized vehicle shall be parked on College property between 2:00 a.m. and 6:00 a.m. Requests for exceptions to this rule shall be made through the Department of Public Safety.
- H. Bicycles, skateboards, go-carts, motorized vehicles, or any conveyance considered to be dangerous to either the rider or pedestrians, shall not be operated on College walkways, ramps, or stairways. Exceptions to this section may be made by the College Police. In all cases, prevailing state and local motor vehicle codes and fire regulations shall apply.

XV. Selling, Soliciting, and Advertising

- A. Selling, soliciting, and advertising is prohibited unless properly authorized by the Office of the Director of Conference and Co-Curricular Services and/or the director of the specific facility.
- B. All materials to be posted or distributed or sold on College property must be approved by the Office of the Director of Conference and Co-Curricular Services and/or the director of the specific facility.
- C. Distribution of hand bills on vehicles on College property is prohibited.

A. College Administrators and College Police shall be charged with the responsibility and authority to enforce these rules and regulations as well as applicable federal, state, and local laws, statutes, and ordinances.

XIX. B. Persons accused of violating these rules may be reported to the law enforcement agency having jurisdiction. Students and College employees may be subject to discipline.

Enforcement of Rules and Regulations

Approved by the Board of Trustees Macomb Community College February 21, 1989 Revised August 21, 2012

XVI. Smoking and Use of Tobacco

Effective November 15, 2012, no person shall smoke, chew or otherwise use tobacco, tobacco products, or smoking simulation products or devices, on, in or upon property owned or leased by the College, except in public or staff parking lots, or in non-college vehicles. Use proper receptacles for disposal.

XVII. Weapons

No person, other than law enforcement personnel or a person authorized by the Director of the College Police Department or his or her designee, shall possess a weapon on property owned, leased or otherwise in the possession of the College.

As used in this policy, the term "weapon" shall mean: (1) firearms; (2) explosives or explosive devices including, but not limited to, fireworks, firecrackers or firearm ammunition; (3) knife, stabbing instrument, brass knuckles, blackjack, club, or other object specifically designed or customarily possessed for use as a weapon; or (4) an object or substance, not normally considered a weapon, that is used in a threatening or harmful manner likely to cause bodily injury or death.

XVIII. When Policies of Other Organizations Apply

When students are involved in cooperative education, internships, clinical or other related academic experience(s), their conduct is governed by the policies, rules and regulations of the host organization and those of the College. Violations of the host organization's policies, rules or regulations may subject a student to immediate course or program dismissal or other appropriate College discipline.

Please Sign and return this page with the contract to confirm receipt of the Macomb Center for the Performing Arts Tech Pack to include:

- Shipping Information and Guidelines – page 2
- Parking Map and Guidelines – page 15
- House Rules – page 17
- Participant List Requirement for Emergency Evacuations – under house rules page 17
- College Policies Section XVI. Smoking and the Use of Tobacco and alcohol – page 23

Signature

Date

Title

Printed Name

Date Rcvd by MCPA

Received By