

## Stage and Green Room Guide

**Stage** – Entrance to stage is located down hall left of stage. Light switch for hall is located on the right side entering hall. Stage stair light stays on at all times.

**Stage Lights** – There is a switch labeled “Stage” next to electrical panel, this turns on the two big overhead lights. The can lights are turned on by plugging the heavy duty cables into the outlets located on each side of the stage. Be sure to unplug and turn off all Stage Lights when done.

**Exit Doors (3)** - Are located on the west side of the gym, the main gym entry and in the backroom left of stage, which must be unbolted for large events. This is a must for the fire code. Simply pull pin out of eyebolt & unlatch. Be sure to latch this door when your event is over.

**Ladders** – Are kept in the backroom behind stage, please return after use.

**Blower** – You can turn off the heater’s blower during your event. The switch is in the electrical panel on the stage, be sure to turn it back on after your event. Do not turn off any other breakers

**Curtain** - Pull rope to open and close curtain is located on the right side of curtain.

**Basketball Hoop** - Staff will raise basketball hoop in front of stage if needed before your event.

**Stage Clean Up**- Mop & brooms are in the backroom left of stage. After stage is cleared, sweep the stage floor. Spot mop any areas that need it.

**Closing** – Unplug can lights, turn off overhead stage lights. Turn blower back on. Close curtain. Turn off hall light.

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**Green Room** – Is located down hall right of stage. The door has its own key that staff will provide with other keys.

**Lights** – Switch is located on the left side of hall.

**Refrigerator** – Fridge is left unplugged between events. Make sure it is plugged in before use. Please remove all food after use and clean up any messes.

**Outdoor Exit** – Is located on right wall. Green room users may use this exit to go outside if they want. Make sure the door is properly locked after use.

**Bathroom** – Is located on left of room in a MVCC storage closet. Please leave neat and clean after use.

**Personal Items** – MVCC is not responsible for any personal items stored or left in the Green Room.

**Thermostat** – Is located on the wall and set at 65 degrees. If you turn it up or down during your use, please return it to 65 degrees when done.

**Clean up-** Mop & broom are in the backroom left of stage. After Green Room is cleared sweep the floor. Spot mop any areas that need it.

**Dumpster** - Is in the parking lot on the northwest corner. Take all trash to dumpster. MVCC encourages recycling, so please recycle your items as much as possible before throwing in trash.

**Closing** – Set thermostat to 65 degrees. Remove any items from the fridge and unplug. Check for any personal items you may have left behind. Make sure outside exit door is properly locked. Turn off light. Lock door. Return keys to drop box.