Union Crew Information

Rev. 3.05 M
September 30, 2004

1. Parking

All employees working in the Performing Arts Center must park in the G-1 lot or the Parking Structure off Grand Avenue. After 5:00pm daily, spaces marked "Sponsored Guest" are also available. Some metered spaces are available.

Cal Poly charges for parking Monday thru Thursday 7 am to 10 pm, and Friday 7 am to 5 pm (permit or paid time on a meter). Parking is FREE Friday evening (after 5 pm), Saturday & Sunday, and University holidays—including meters. The rules apply year-around, including breaks between quarters and summertime.

General daily permits may be purchased at the entrance kiosk, at vending machines in the Parking Structure and lots, and at Campus Police for $4.00 per day. Weekly permits are available for $12.00.

We have limited space in the Loading Zone of the PAC — show vehicles have priority to park there. There is no on-street parking nearby, including alongside the building [the red-curbed area (Fire Lane)].

Parking Hints
Campus traffic is heavy at 8am and on the hour all day. Plan to arrive early to obtain permits and find a space. There is no crew parking permitted in the loading dock even if you are late due to traffic or lack of parking spaces. Parking for Load-Out will also be affected due to audience cars in the lots.

2. Event Parking

The Parking Structure is reserved for public parking for campus events after 5:00pm. Crew may utilize this but a fee of $5.00 per car is charged. A vehicle already inside when Event Parking begins incurs no additional fee if it does not leave.

Crew may park in the surface lots (with a permit as needed), by identifying themselves to the lot attendant as PAC "working crew" (the "NO EVENT PARKING" lot).

3. Backstage Access

Crew access to the backstage and dressing room areas is strictly through the doors by the loading dock.

4. House Rules

1. There are no food or beverages permitted on stage or in the auditorium.
   Sports bottles or non-spill commuter mugs may be acceptable backstage.

2. Smoking is permitted outside the building only.

3. A courtesy phone is located in the dressing room hallway and a pay phone is in the lobby, plus one outside the adjacent Spanos Theatre. Please don't ask to use office phones.

4. All technical crews shall be directly responsible to the PAC Technical Director in all matters regarding the facility or equipment. Safety for performers and audience shall be paramount.

5. No guests of crew, nor off-duty crew who are not on call are permitted backstage or in the booths or catwalks during rehearsals or performance, without the express approval of the Technical Services Manager.

6. All persons are required to shut down operations and evacuate the building in the event of a fire alarm. The fire alarm consists of strobe lights, a siren and voice announcements to evacuate.

7. Animals are not allowed in the building for any reason other than use in a show or assistance dogs. Don't bring your pet to work.

8. No family members or "significant others" may accompany you while you work.

5. Responsibilities As An Employee

1. Report to work at the agreed-upon time, ready to work. Normal practices apply.

2. If you cannot make any time you are scheduled for, please call as soon as possible and let us know so that we can arrange for someone to cover your work.
3. Attend to assigned duties on the job, and not conduct personal business while at work. Turn your cellphone OFF.

4. Work with a cooperative and positive attitude.

6. Standards of Conduct
   All individuals have the responsibility to conduct themselves in a professional manner at all times. **Unacceptable behavior** includes but is not limited to:
   1. Behavior that is sexually harassing to others. **Sexual harassment** will not be tolerated.
   2. Any form of **violence** is unacceptable behavior and cause for removal or further action. This includes physical violence and using obscene, abusive or threatening language.
   3. **Intoxication**, whether from alcohol use or drugs, is a safety hazard and endangers everyone. Intoxicated persons will be suspended and/or ejected immediately.
      Any unacceptable behavior may lead to **suspension or termination**.

7. Awareness / Safety
   Good judgement, discretion and common sense should prevail at all times. Putting on a show is a collaboration, a group effort. Be aware of your fellow employee's job, so that no one gets injured. If an accident or injury occurs, or you see a safety hazard, be sure to report it immediately to your supervisor. **BE ALERT! BE SAFE!**

   **Safety Guidelines**
   - Fall protection gear must be worn on the loading bridge by all personnel.
   - Refusal to follow safety procedures will result in immediate suspension and/or termination.
   - Intoxication on the job puts the crew member and all those around in danger. Intoxicated crew members may be terminated immediately.
   - Notify supervisor of any job-related accident immediately. Emergency service can be obtained by dialing 911 from any phone.

8. Employer
   Stagehands are employees of the Cal Poly State University Foundation, a support auxiliary of the University, and are subject to all Foundation rules & regulations.

9. Pay
   Paychecks will be mailed by the Foundation Business Office within 10 working days.

10. **Employment Benefits**
   Every employee is covered during his/her working hours by Worker's Compensation Insurance. It is essential that an employee immediately report any job-related accident or illness to the supervisor.
   This job is part-time/intermittent/on-call work. No other benefits are paid except as provided by labor agreements.

11. **Clothing**
   Tennis shoes or other full-coverage shoes are recommended. For a long day, you might want to bring "set-up" clothes and "running crew" clothes. Running clothes **should be black (including socks & shoes)**. Lockers are available. Clothes should not be frayed or torn.

   **PAC CONTACT NUMBERS**
   - JOAN STROM 756-7247
     (Work Scheduling) 801-8446  CELL
     Call Steward 534-0728  HOME
     Email: jstrom@calpoly.edu
   - ELI ZABALA 756-7245
     Production Coordinator 541-4360  HOME
     Email: ezabala@calpoly.edu
   - TOM MCPHERSON 756-7248
     House Lead Technician
   - ROGER PHILLIP 756-6283
     House Lead Technician
   - NATE DEACK 756-7704
     House Lead Technician
   - JIM CHERNOFF 756-1410  PAC
     Tech Services Mgr 544-3651  HOME
   - PAC Receptionist 756-7555
     House Stage Manager 441-1186  CELL

**Address**
Cohan Performing Arts Center
1 Grand Avenue
California Polytechnic State University
San Luis Obispo, CA 93407
www.pacslo.org
Performing Arts Center

How to Get Here
The Performing Arts Center is located on the Cal Poly campus where Grand Avenue ends at Perimeter Road.

From US Hwy 101 Northbound, take the “Grand Avenue—Cal Poly” exit around the curve after California Street exit, and turn left at Grand Avenue (go under the freeway).

From US Hwy 101 Southbound, take the “Monterey Street—Cal Poly” exit and stay to the right of the freeway to Grand Avenue, then turn right (away from the freeway).

From Hwy 1 (Hearst Castle, Cambria, Morro Bay, etc.) drive to Hwy 101 and get on Northbound (right at Walnut Street). Stay right, prepare to exit for “Grand Avenue—Cal Poly” as above.

Continue on Grand Ave., through the entrance to campus, to the parking lots just before the PAC on your left.

Parking
All vehicles require a paid campus parking permit Monday thru Thursday 7 am to 10 pm, and Friday 7 am to 5 pm (or paid time on a meter). Parking is FREE Friday night, Saturday or Sunday, or on a holiday, including meters. Daily permits may be purchased for $4.00 at the entrance kiosk, and at vending machines. The Parking Structure is reserved for public parking for campus events after 5:00 pm. Crew may utilize this, but a fee of $5.00 per car is charged. A vehicle already inside when Event Parking begins incurs no additional fee if it does not leave. Crew may park in the surface lots (with a permit as needed), by identifying themselves to the lot attendant (the "NO EVENT PARKING" lot).

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