



STUDIO INFORMATION PACKET

4340 South Valley View Boulevard
Suite #204-210
Las Vegas, NV 89103
(702) 579-7529

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STUDIO USE INFORMATION

SIGN IN SHEETS

Please sign in and out on the sheet located in the studio you will be using. If you are using multiple studios, please sign all of them.

THERMOSTATS

Each studio has an individual thermostat (Studio #3 has two). Please do not lower air below 70° and make sure to return it to AUTO, COOL, and 65° upon Exit of studio. Keys to access the thermometer are located in the desk drawer in the Conference Room.

BATHROOMS

There are (4) bathrooms located throughout the SST Space.

(1) in Studio #1

(1) in hallway for use by Studio #2 and Conference Room

(2) in Studio #3

All supplies are provided in the restrooms with extras bathroom cabinets. One plunger is on location in the hallway closet.

WIFI _____ (Password)

Available in all studios. The password will be given to company representative upon entry of the facilities. Please use discretion as the more people accessing the Wi-Fi at once, the slower the internet speed is.

FIRST AID KITS / AED

A first aid kit is located in each studio and is complete with basic essentials for first aid. An AED is located in the Main Office.

NOISE

Due to the adjoining business surround SST we ask that all noise be kept to a minimum. (i.e. music, power tools, etc.)

NIGHTLY CLEAN UP

Please check that thermostats are returned to AUTO, COOL, and 85° (75° in winter months), garbage bins with food taken out, chairs stacked against the wall, electronics turned off, lights turned off, and belongings removed from the premises or stored in a spot designated by SST. We make it an effort to keep our premises clean and ready for the next group coming in so we ask that you help in this process as well!

Please make sure the room(s) you used are locked from the inside and exit through the push bar door and make sure coded door is closed and secure behind you. **Please use the steps on Page 3!**

PAYMENT

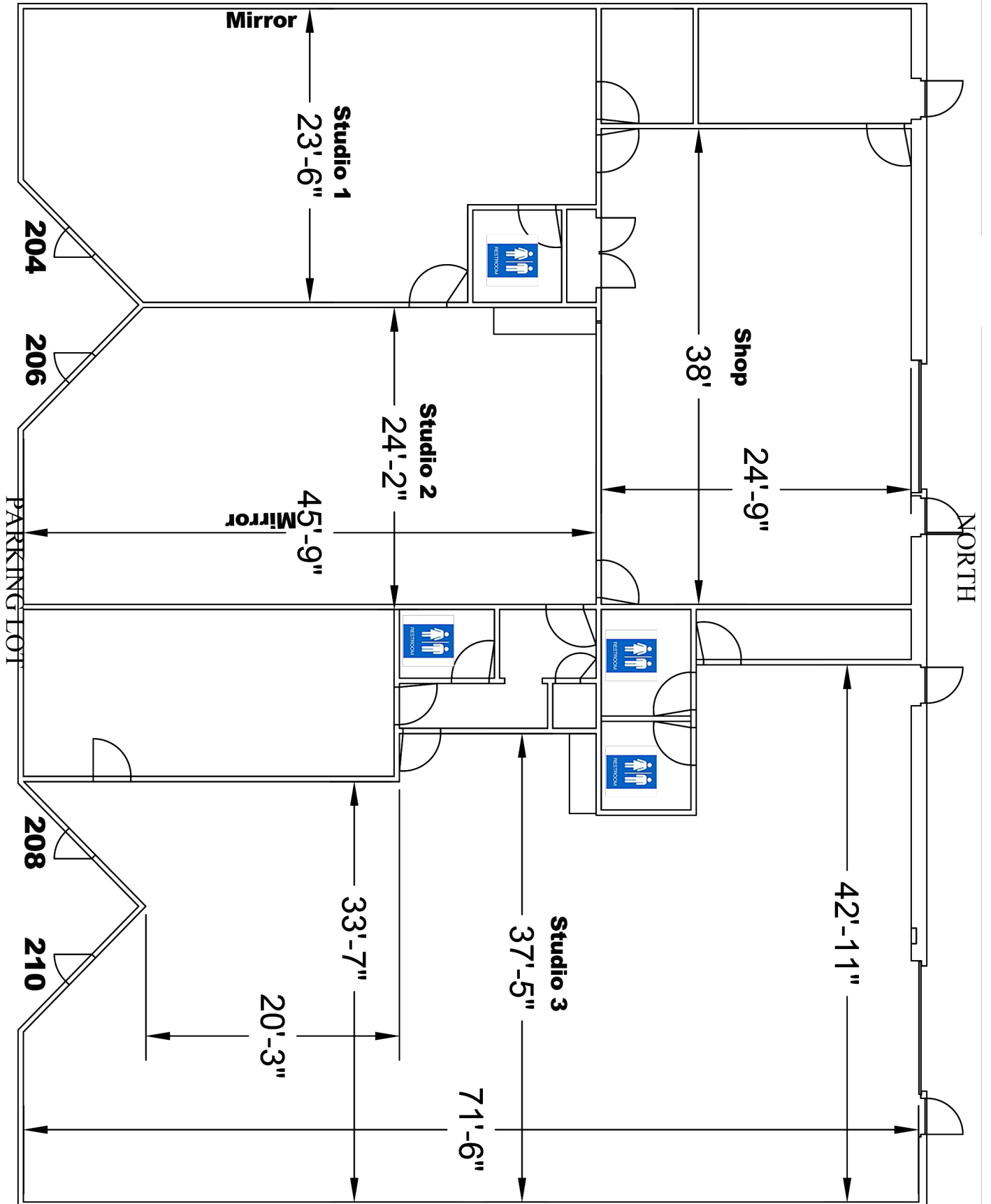
Our Studios rent for \$15 an hour and require a \$30 deposit. Or shop requires a \$50 deposit. You can call in and pay with a credit card or leave cash/check in our Office. Deposit needs to be paid before rental date. If you do not clean up after yourself (putting up chairs, taking out the trash, rolling up cords) your deposit or a percentage of your deposit will be taken.

As you leave the Studios...

1. Check the thermostat and make sure it is set at
 - a. Winter: 75°F
 - b. Summer: 85°F
2. Stack and put away all chairs.
3. Turn off and unplug all electrical equipment.
4. Roll up any cords you used and place them in the audio box.
5. Pick up any trash in the studio and take the trash out to the back dumpster if there is food or drink items in it.
6. Turn off all lights.
7. Please sign out!

Thank you for using SST Studios!

Please consider us next time you
need a space for anything. :)



STUDIO EQUIPMENT INFORMATION

Coded Doors: (By accepting these codes you agree to adhere by all SST policies and limitation of code distribution.)

*Please use Suite #204 front door for access to Studio #1 only. Otherwise use Suite #208 front door for access to Studios #2, #3, and Conference Room.

- Exterior Doors: _____
This code is specific to your company. SST monitors all Studio use and is notified when codes are used. Please use caution around others when entering your code.
Instructions for entering code: Enter your code followed by *, access granted after the beep.
- Interior Doors _____ (Workshop) _____ (S1 Closet) _____ (S3 Closet)
These codes are for use by all SST company. Please do not use these rooms unless necessary.
Instructions: Enter your code, the lock will blink green if access is granted. If code is incorrect (blinks red), wait 5 seconds then re-enter code.

Speakers:

Harbinger APS12 Active Powered Speakers

- Power: IEC to Edison Cable with on/off switch on back of unit. "On" when red switch is lit up.
- 1/4" Cable (Headphone Jack) to plug in phones, iPods, MP3s, Computers, etc.
- Volume: Bottom red knob on right side of unit. Additional knobs can be used to mix inputs.

Electric Keyboards:

(1) Keyboard per studio. A stand for the keyboard, music sheet stand, and stool are also available in each room. Floor speakers can be plugged into the keyboard for optimal sound output.

Shure Microphones:

(1) Corded Microphone per studio

SST CONTACTS

If you have any questions while you are using the SUPER SUMMER THEATRE Studios and a representative is not present, please do not hesitate to contact one of the following people.

Rebecca Sass - SST Administrative Assistant
(618) 960-4616
rebeccasass@supersummertheatre.org

Christy Miller – Studio Committee Chairperson
(702) 480-2559
christy@supersummertheatre.org

Jerry Brooks – Studio Committee Contact
(702) 354-4400
jerry@supersummertheatre.org

Camren Wakefield- Production Manager
(619) 315-8574
Camren@supersummertheatre.org



LIABILITY AND PROMOTIONAL WAIVER

Photographs and videos will be taken while on location at the SUPER SUMMER THEATRE Studios. These photographs and videos may be used in displays, videos, press releases, or in other promotional ways including on the SUPER SUMMER THEATRE Website. The photos may also appear with or without names in press releases and advertising.

I authorize State Parks Cultural Arts Board dba SUPER SUMMER THEATRE to use photograph/videos of my company/group for the purpose of promoting the Studios.

Print Name: _____ Signature: _____ Date: _____

Name of Company/Group: _____

I, _____, hereby release State Cultural Arts Board dba SUPER SUMMER THEATRE, its officers, agents, and other people officially connected with the SUPER SUMMER THEATRE Studios from any and all liability for damages or medical expense from injuries in the course of my participation.

I have been made aware of the risks and hazards inherent of the space and do hereby assume sole responsibility for all such risks and waive all recourse against State Cultural Arts Board dba SUPER SUMMER THEATRE its officers, agents, and any other people officially connected with the studios.

I hereby state that I am in sufficient mental condition to accept the responsibility of the space and any participants who enter under my supervision. I understand that participation is strictly voluntary and I freely chose to use this space.

Print Name: _____ Signature: _____ Date: _____

Name of Company/Group: _____



STUDIO USE AGREEMENT

By using the SUPER SUMMER THEATRE Studios at 4340 South Valley View Boulevard, I agree to abide by the rules and procedures given to me by SUPER SUMMER THEATRE. Failure to follow these rules and procedures will result in further action or termination.

Company/Group Name: _____

Liaison: (Print) _____ Date: _____

(Sign) _____

Liaison: (Print) _____ Date: _____

(Sign) _____

Door Code Given: _____

SST Representative: (Print) _____ Date: _____

(Sign) _____