



National Park Service  
U.S. Department of the Interior  
Chamizal National Memorial

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## The Rules of the Theater at Chamizal National Memorial

1. Be aware of your surroundings. It is very dark backstage, so be careful and do not horse play.
2. No eating or drinking backstage. You may eat and drink in the dressing rooms and Green Room only.
3. The performers and associated staff and helpers must enter the building using the Performer's Entrance for every rehearsal and performance. The theater and Performer's Entrance will be open at a pre-authorized designated time. We will not open earlier without advanced notice.
4. Before your first rehearsal, ALL cast and crew must gather in the auditorium to hear the safety talk given by park rangers on duty. This must be done before theater facilities (including dressing rooms) can be used.
5. The lobby is off limits during rehearsals. All persons in your group must use the bathrooms located in the dressing rooms.
6. When going from the Green Room to the stage, please open the door slowly. (It's heavy and someone could be standing behind it.)
7. Do not touch any cables, cords, or any other lighting and sound devices.
8. No jumping off stage, stairs, seats, or loading dock. No running!
9. The loading dock is not for entering or exiting. It is only to be used to load/unload props, costumes, scenery, and equipment. A ranger must be present when the loading dock is in use. You must return your vehicle to the main parking lot once the loading/unloading has been completed.
10. You must provide a minimum of two ushers to help in the lobby. The ushers must be in the lobby 15 minutes before the house opens, so that rangers can brief them on the rules of the auditorium. You are responsible for box office and ticket sales. Rangers will not handle any monies for your group.
11. No spray paint is allowed on the premises. You may not use corded power tools (only battery powered tools are allowed). Painting is only allowed to do touchups, using water based paint and a drop cloth. See a ranger before you undergo any painting, plugging, or constructing.
12. Before you hang your costume on our backstage equipment, ask a ranger for approval. This is our home; please help us keep it neat.
13. Do not block exits, doorways, any areas blocked off with white tape, or any fire alarm pull stations or fire extinguishers. No sitting or standing on stairs or aisles.
14. No fire or explosives.

15. In case of fire or other emergency or evacuation, stay calm. DO NOT pull the fire alarm, instead notify a ranger immediately. Emergency exits are the six theater doors that lead to the lobby, the green rooms' spiral staircase, and the loading dock door.
16. In case of injury or accident, notify a ranger immediately.
17. All props and property are subject to inspection by discretion of park rangers. All props that are considered "weapons" MUST be inspected and approved before use on stage. Extension cords used for amplifiers, or uses other than power tools, must be inspected and approved by a ranger before use.
18. No parking behind the theater building. Parking is in the main parking lot. If you need special parking or walking assistance, see a ranger or you may be cited.
19. Help us preserve the Chamizal National Memorial. Pick up your trash. No confetti, glitter, balloons, gum, etc. Leave areas as clean as you found them.
20. Save our earth: Recycle your empty water bottles in our recycle bins.
21. The park closes at 10:00 pm. Arrange show start times to allow enough time to get the entire cast out of the park by 10:00 pm. Overtime and cost recovery charges will occur if any staff has to stay past the parks closing time to accommodate a group or performance.
22. Space Capacity Limits are to be maintained at all times. These numbers define how many people can occupy each space at any one given time (without sets). 12 in each dressing room, 24 in the green room, 16 on backstage right, 28 on backstage left, and a total of 107 on the stage (provided the coves are not blocked and there are no set pieces). The rangers on duty will be happy to clarify these limits.
23. Stay clear of the stage when rangers are operating the Genie Lift or working on the light grid.
24. If you are going to have a photographer or videographer, and if they are going to use a tripod, we must block off an entire row to be used only by the person filming. The person filming must be on-site to set up their equipment at least one hour prior to the start of the performance.
25. Do not tape anything to the walls, doors, or curtains. We have a bulletin board you may use.
26. You must also read all the Park Specific Conditions listed on your permit. Any items for sale must be approved in advance by the Superintendent and listed on your permit.
27. Raffles and door prizes are not permitted. Do not ask for donations of any kind. Ticket sales are sales; do not call them "donations."
28. If you have been authorized to sell any items on your permit, you must purchase/provide liability insurance in the amount of \$1,000,000. The United States of America, National Park Service, and Chamizal National Memorial must be listed as co-insured's.
29. Do not invite guests to come onto the stage or coves before, during, or after a performance. Guests may be greeted in the lobby.

***We understand that these are a lot of rules you are expected to follow. We are here to help in any way we can. When in doubt, just ask us!***

## Chamizal National Memorial Ushers Rules & Standards

- During an indoor theater performance, all box office sellers and ushers should be in the lobby one hour before the performance starts. Ushers must be given a verbal listing of the rules they are to follow (below). Ushers are to be in position at theater doors at least 15 minutes before the house opens.
- There should be a minimum of 2 ushers, to be positioned at the top door of each side of the house.
- Have each usher write down their name and a contact phone number in the Usher's section of the House Manager's Report.
- Before they take their positions at the door, and before the house opens, give them the following rules to follow:
  1. Do not allow anyone with food or drinks into the theater. If anyone tries to enter with food or a beverage in hand, ask them to finish it in the lobby or discard in the trash. (The only exceptions are baby bottles, or if a person is elderly, has a medical condition, or is pregnant. Ask park staff first).
  2. No strollers allowed in the theater. We will hold them in the storage room of the VC. Ask the party their name and label the stroller to avoid property confusion.
  3. Walkers may be kept by the patron if they are able to stow it in such a manner that it does not cause a trip hazard. They may also stow them behind the front desk. Ask the party their name and label it, and return it to the person at the conclusion of the performance.
  4. Persons in wheelchairs and persons using walkers that have built-in seats may be seated in either ADA area of the theater. No other items, including chairs, may be permitted in these areas.
  5. No balloons or signs may be brought into the theater.
  6. No persons may be allowed to obstruct walkways or stairs by sitting or standing in these areas, even if it is just to take pictures. Any person standing should be asked to take a seat immediately.
  7. No tripods are allowed, unless the user group has a pre-authorized photographer or videographer, and park staff has allocated and blocked off one row of the house. Any pre-authorized photographer or videographer must be here one hour prior to start of performance to set up equipment and park staff will block off row accordingly. *No other person may sit in blocked off row.*
  8. Notify House Manager if you see any unusual, disruptive, or unsafe behaviors occurring in the house.
  9. Ushers must be at house doors by the time the house is scheduled to open. They should remain there until intermission to let in late-comers.
  10. Notify them that the House Manager will instruct them when to open and close the doors.