Tehachapi Community Theater Association
Policy and Procedure Manual

Subject: BeeKay Theater Seating Policy

Policy: For All TCT Productions, Theater Seating will be General Admission (also called Open Seating).

Procedure(s): General Admission means that seating is not assigned and is filled on a first-come, first-served basis (like in movie theatres). Tickets are numbered for General Admission events, but the numbers are only for inventory and do not denote any actual seating locations.

1. Seating is Open – unless otherwise indicated (see below).
In order to be seated with friends/family, patrons are encouraged to arrive together and early to shows.

2. Depending upon the number of requests for such, seats will be reserved at the front of the house for Handicapped patrons. Please check in with the House Manager upon your arrival to the Theater. These seats will be clearly marked as seating for Handicapped patrons.

3. Volunteer usher seating will also be reserved for all shows. These seats are usually the two outside seats on the aisles in the second row. Depending upon the number of ushers requesting seating, these seats will also be clearly marked as being reserved for House Staff.

4. Late patrons will be seated at the discretion of the Ushers/House Manager.
This may include at a scene break or intermission. Late patrons may also be seated in temporary seats and allowed to take their reserved seats at intermission. Patrons are asked to arrive no later than 10-15 minutes early to pick up tickets and find seats.

5. All patrons of an event must purchase a ticket. Children will not be allowed to sit on a guardian's lap without prior approval.

6. Although the occurrence is rare, the **House Manager** will have the final say should there be any seating concerns by our Patrons. TCT strives to make all seats good seats.

Initiated by: The TCT Board of Directors   Date: June 2020

Authorized by: The TCT Board of Directors   Date: September 2020

Revised by: Date:

Revised by: Date: