



Montgomery County
Community College

Science Center Theater Technical Information Package

2013-2014



Science Center Theater: Technical Information Package

Address: Cultural Affairs Office
Montgomery County Community College
340 DeKalb Pike
P.O. Box 400
Blue Bell, PA 19422-0796

Telephone Numbers: Administrative/Box Office
Phone: 215-641-6518 or 215-641-7309
Fax: 215-641-6645

Web Page: <http://www.mc3.edu/livelyarts>

Directions: Please refer to the ADDENDUM B below for directions to both campuses.

Seating Capacity: Science Center Auditorium -Intimate space with no obstructions 398
Cultural Café at the Community Room, West Campus-Pottstown 150

Presenter: Helen E. Haynes
Director, Cultural Affairs Office
hhaynes@mc3.edu

Technical Contact: Brent H. Woods
Theater Manager/Resident Lighting Designer
Phone: 215-641-6518
Cell: 215-317-1242
bwoods@mc3.edu

MCCC IT Department: Video/Web casting/Projections/Wireless Access
Eric Karol: ekarol@mc3.edu
Frank Lieb: flieb@mc3.edu

Sound Engineering/Backline: Subcontracted through Bauder Audio Systems
Brian Nabb, Production Manager
Office: 215-675-9000 x114
E-mail: brian@bauderaudio.com
Additional expense at the cost of the Artist

Additional Lighting Equipment: Vision Technical Group
Timothy Buckwalter, Rental Manager
Office: 610-495-8050
E-mail: tim@visiontechnicalgroup.com
Additional expense at the cost of the Artist

Video and Audio Recording: Carton Jones, Videographer
Owner, Candid Camera
Office: 215-870-2338
E-mail: ceejamm@verizon.net
Additional expense at the cost of the Artist

Hotel Partner: Hyatt House, Plymouth Meeting
(O) 610-313-9990
(F) 610-313-9828

Ground Transportation: Tropiano Transportation
Contact: Louise Fanelli
Office: 215-616-5370
Fax: 215-616-5380

Production Crew: MCCC Facilities Staff: Public Safety Support (Security)
1-Electrician (Electrical Union (Facilities Dept.)
1-HVAC Engineer (Facilities Dept.)

Front of House & Usher Staff 1- Box Office/Head Usher
1-Work Study Box Office Assistant
8-Student Ushers (Per Show Basis)

Lively Arts Production Staff: 1-Stage Manager (Per Show Basis)
1-Master Electrician (Per Show Basis)
2-Electricians/Stagehands (Per Show Basis)
1-Wardrobe Supervisor (Per Show Basis)
3-Tech. Production Assistants (Per Show Basis)
2-Student Production Interns (Per Show Basis)
2-Sound Interns (Per Show Basis)

Note: Please be advised that we have a Student Production Internship Program that supports the Lively Arts Programming. Our Interns availability will be based on their class schedules.

Stage Information:

Stage Type:	Thrust (Open stage-no Curtain)
Proscenium Width:	50'-0" (Wall to Wall)
Stage Opening :	40' (DS Panel SL to DS Panel SR)
Stage to Ceiling Height:	17'-9"
Stage Dimensions:	31'-2" top DS Edge to CYC Wall
Wing Dimensions SL:	2'-4" DS Panel to Offstage Wall
Wing Dimensions SL:	6'-4" US Panel to Offstage Wall
Wing Dimensions SR:	2'-4" DS Panel to Offstage Wall
Wing Dimensions SR:	5'-6" DS Panel to Offstage Wall
1 st USR Panel to USL Panel	20'-10" between Panels
2 nd USR Panel to USL Panel	39' between Panels
DSR Panel to DSL Panel	40'-4" between Panels

Note: There are fixed walls between wings and the stage allowing a 7' opening. These walls are permanent and cannot be moved. NO NAILS, STAGE SCREWS, OR LAG BOLTS ALLOWED

Orchestra Pit: We do not have an Orchestra Pit or a place for an orchestra available, except on stage.

Truss System:

Truss-Ceiling Height:	0'-9"
Top of Truss to Stage Floor:	17'-0"
Bottom of Truss to Stage Floor:	16'-0"

Note: There is a drop ceiling, which is bi-level from DS to US so that the ceiling height increases, moving downstage towards the audience (Please see Side View with Dimension Drawing).

Crossover: There is no crossover available on stage. To Crossover, all Groups MUST GO BACKSTAGE for Crossovers.

Fly System: We do not have a Fly System, No Main Curtain No Cyclorama – There is a white back wall that we use as a CYC.

Soft Goods: Our stage is not outfitted for hanging legs, therefore, we do not own black legs for offstage nor do we own a main curtain or any fly rigging equipment. The only soft goods we own are Two 20'x20' Black Commando Drops, which we can hang from the truss.

Loading Information:

Loading Dock:	Raised
Loading Dock Door:	6' w x 7'8" h
Loading Door Stage Left:	5'10" w x 9'8" h
Loading Door Stage Right:	5'10" w x 9'8" h
Stage Door Dimensions:	5'10" w x 9'8" h

Dressing Rooms: **Women's Dressing Room Upper Level SL:** Located backstage above stage level, each dressing room is equipped with a table, toilet and shower facilities, mirrors, sinks with running hot and cold water, minimum light and hooks for hanging wardrobe. Each space will hold approximately five persons in shifts.

Men's Dressing Room Upper Level SR: Located backstage above stage level, each dressing room is equipped with a table, toilet and shower facilities, mirrors, sinks with running hot and cold water, minimum light and hooks for hanging wardrobe. Each space will hold approximately five persons in shifts.

Guest Artist Room and Green Room: (both rooms are together in same space) is available at stage level backstage. The Guest Artist Room is will hold up to two people or can be used as the production office (without the above amenities). The Green Room includes refrigerator and microwave oven. How the room is used is determined by each guest. We will require advance notice if you want to use these rooms other than as a green room or production office.

Lighting Control System: The lighting system at the Science Center Theater consists of an ETC ION with a 1 x 20 Universal Fader Wing lighting control system. The ETC ION lighting control console is located in the booth on the second floor of the Science Center. The console may not be removed from the booth for performances.

Dimming System: The dimming system is an ETC L86 Installation Rack with 96 high density dimmer packs. This system supplies lighting controls to two theaters in the Science Center; the Science Center Theater-SC 213 and the Small Theater SC 212. The Science Center Theater has a maximum of 80 usable dimmer/circuits and is available at this time. The Small Theater has a maximum of 16 dedicated dimmer/circuits not available to use in SC 213. These systems are completely separate and there is no way to share dimmers.

Science Center Power: The College provides a 60A 3 Phase 120/208 Non dedicated (this power is shared with backstage outlets). The Artists/or Company will need to supply their own tails.

Note: Please be advised that there cannot be multiple tie-ins into the system. Please contact the Cultural Affairs Theater Manager should you require a tie-in. Only the Campus Electrician or the Lively Arts Master Electrician can tie into the college power system.

House Lights: House lights are controlled from the wall panel located in the front of house, House Right or SL, House Left or SR and/or from the light board during performances. In order for the light board to have full control of all dimmers, the Panic Button Box, located House Right, should be orange, and the Preset Box, located on the right of Panic Button Box (when looking at it), must not be highlighted. The lighting will not work correctly if full control is not given to the Light board prior to performance.

Front of House Circuits: There are 8 dimmer/circuits on the Box Boom SL & SR and 21 dimmer/circuits in the Front of House overhead positions (see lighting paperwork).

Front of House: Front of House: Most of our lighting instruments are located in Front of House Positions; Electric 1A-1C, Electric 2A-2D and Box Booms L & R. The Electrics 1A-1C and Electrics 2A-2D instruments are hung and fixed in position for the season and CANNOT BE MOVED. However, the Box Boom instruments can be modified or re-focused with advance notice (see lighting paperwork).

Box Booms: Are located HL and HR. Each area comes with 4 separate dimmer/circuits (totaling 8 circuits) and four stationary instruments. The instruments are fixed and may not be moved. We can add one instrument on each side if needed (See lighting paperwork).

Electric 1A-1C: Are located in the front of the house closest to the stage. Lighting instruments are fixed and may not be moved. If you require re-focusing/coloring in any of these sections, a completed light plot must be forwarded to the Theater Manager at least two weeks prior to the

engagement. There are three positions/sections; 1A, 1B, and 1C. Position 1A has only two dimmer/circuits available. There are a total of 10 circuits available for this position. Any re-focusing or re-coloring must have prior consent in advance from the Theater Manager.

Electric 2A-2D: Are located in the front of the house farthest from the stage. Lighting instruments are fixed and may not be moved. If you require re-focusing in any of these sections, a completed light plot must accompany the signed contract or at least four weeks prior to the engagement. There are four positions/sections; 2A, 2B, 2C and 2D. Position 2A has one dimmer/circuit available and can be re-focused as needed. Position 2B has one dimmer/circuit available and can be re-focused as needed. Position 2C has one dimmer/circuit available and can be re-focused as needed. Position 2D has no dimmer/circuits available.

Stage Circuits:

All circuits on stage are located in floor pockets and in the Panel Slots (Swing Cables) located upstage just DS of Back Wall and offstage L&R. The floor pockets and panel slot circuits are hard wired directly back to the dimmer rack. There are 32 single circuits available on stage (includes the CYC Lights). In addition, one dimmer/circuit is pulled from each box boom SL & SR and run to the onstage booms.

Stage Light Positions:

Truss System: There are two Truss Systems hanging overhead US and DS. Truss #1 (DS); Chord A and Chord B have 5 circuits (see lighting paperwork for details). Truss #2 (US); Chord A and Chord B has 3 permanent circuits. There are three 10' stage pipes hung on the ¼ marks (Left, Center, and Right) for additional lighting positions; UC, CC, DC and Pipe End positions, adding 2 more circuits overhead. There are a total of 10 usable circuits in the Truss overhead.

Cyc Lights: Cyc Lights access is available. They are located US and are fixed and hung DS of the back wall. These lights cannot be moved and cannot be re-focused. They are hardwired into the ceiling and are focused for maximum coverage. Our Back Wall is White and is used for Projection or as a CYC. This wall cannot be nailed or screwed into nor can it be painted black. There are a total of 4 circuits assigned for the Cyc lights.

Onstage Booms: We have (6) 10' booms SL & SR (Highs/Mids/Shin position) located DS as Boom #1-3. There are 6 4' extensions available to increase boom height to 14'. Booms are permanently placed, but lighting instruments can be re-configured on each boom on a per show basis. Each boom has 3 circuits which are stationary. To make up the 18 circuits, we pulled 2 circuits from the front of house box booms, 6 circuits from Swing Cables US L & R, and 10 circuits from the floor pockets (see Lighting paperwork + Stage Circuits).

Note: We cannot add any instruments, but re-focusing the instruments can happen as long as we know well in advance. Please be aware that re-focusing these positions require a lot of time. It is best to know in advance if you are going to require re-focusing any FOH position, so that the proper amount of time is allocated to your project.

Lighting Notes: The lighting design consists of a one color wash: Warm from FOH (R 33), two color Warm (R33)/Cool (R 54) from Box Booms, one color Backlight from the Truss system overhead Cool (R 83) or Warm (R 40) or Cool wash (R 74) + one color Template for texture from the Pipe Ends. Onstage Boom color is listed as C/C (Color Change) in the lighting paperwork. The focus consists of a General Wash of the downstage area and upstage area from the front of house. There is a one permanent special (R 33) focused DL for the Lecture Podium from Electrics 1A and CC Pipe over the stage. The Box Booms #1/3 are Pink R 33 and #2/4 is Lavender R 54 or R 64. They are focused as X-light filler/or diagonal far/near. Not all specials can be refocused, as they are used for other College programming.

Additional Equipment: Local Lighting Equipment is limited to the Science Center Theater house inventory. A complete list of equipment is listed below. Additional lighting equipment can be rented from Vision Technical Group at the sole expense of the Artist. Should you need to rent additional equipment you will need to contact the Rental House and speak to Tim Buckwalter to arrange your delivery/pickup of equipment at the expense of the Artists.

Lighting Consumables: Each visiting Artist is more than welcome to use whatever color we have in stock. Although we maintain a color stock, it is considered a perishable and is re-stocked as circumstances will allow. All visiting Artists are required to supply their own color for boom color changes, box boom color or overhead color. We will provide FOH color from our color stock. Should you require special equipment please speak with Theater Manager at least two months in advance of your event.

LIGHTING EQUIPMENT

EQUIPMENT	Wattage	Description	Quantity
<u>Control/Dimming</u>			
ETC ION w/2 Screens		Control Board	
ETC L86 Installation Rack		Science Center Theater: 2.4K Dimmers	80
ETC L86 Installation Rack		Small Theater SC212: 2.4K Dimmers	16
<u>Instruments</u>			
Altman 12 Degree	1K	FOH on Electric 2 A-D	4
Altman 20 Degree	1K	FOH on Electric 2 A-D	14
Altman 30 Degree	1K	FOH on Electric 1A-C	12
Altman 6 x 12	575w	FOH on Electric 1B	2
Altman 6 x 12	750w	Box Booms HR & HL	8
Altman Fresnel	500w	Truss #1: DS Chord A (DS)	4
Altman Fresnel	500w	Truss #2: US Chord B (US)	4
S4-36	575w	Truss #1 (DC DP) Center Pipe)	1
S4-36	575w	Truss #2: (CC DP) Center Pipe	1
S4-36	575w	Pipe Ends: SL Pipe	2

S4-36	575w	Pipe Ends: SR Pipe	2
S4-36	575w	Onstage Booms: Head Highs	6
S4-36	575w	Onstage Booms: Mids	6
S4-50	575w	Onstage Booms: Shins	6
S4 Pars	750w	SPARES	2
Altman 30 Degree	1K	SPARES	6
Altman 6 x 16	750w	SPARES	2
Altman 6 x 12	750w	SPARES	2
Altman 6 x 9	750w	SPARES	12
Altman PAR 64	1K	SPARES	2
Altman 6" Fresnel's	500w	SPARES	10
Century Fresnel's	500w	SPARES	8
Century Fresnel's	750w	Small Theater Auditorium	6
Zip Mini-Strips T-3	75w	3 Color, 3 circuit/color, -6'	6
Altman Cyc Lights	1K	T-3, 4 circuit/color, 8 lamp-8'	3

Cable & Accessories

100' Cable			
50' Cable			
25' Cable			
15' Cable			
10' Cable			
5' Cable Jumpers			
1'-3' Cable Jumpers			
2-Fer Cables			
10' Black Pipe	Boom Pipe		6
5' Black Pipe	Extensions		4
4' Black Pipes	Extensions		6
90 Degree	Rigid Cheesboros		5
90 Degree	Swivel Cheesboros		7
Beam clamps	Clamps		14
9" Base	Round Base		2
18" Base	Wooden Square Base		8
50 lb. Bases	Round Black Bases		2
Color	Wide Assortment of Color		

Additional Technical Information:

Guest Technical Director/Lighting Designer Challenges Specific to the Science Center Theater:

1. Cannot get from the back of the house to the backstage without walking on the stage.
2. There is no monitor system to the dressing rooms.
3. We are planning to install sometime this season.

Sound/Audio/Projection: All Projections, Video and Streaming requirements are handled through MCCC IT Department and/or our designated Engineer. If you require usage of this facility, the IT Team requires an advance notification of two months. Also, you will need to provide a detailed description of your needs. All communications must go through the Theater Manager of Cultural Affairs. Please refer to the contact information listed above. Should the Artist want a Video/Audio Recording, the Artist will need to hire a Montgomery County Community College designated engineer for their event at their expense. Please see the names of recommended technicians listed above to record or video your performance.

Projection/Video Recording/Streaming: Montgomery County Community College has the ability to record and/or stream live performance to DVD or Digital file format upon request.

Audio Recording: Montgomery County Community College has the ability to record live performance to uncompressed-WAV file format, MP3 or to Audio CD.

Projections Screen: We have a motorized projection screen which is 16' wide x 20' high, located in front of our WHITE BACK WALL. It does not cover the entire back wall. The projector is a Panasonic PT-DW7000, located in the front of house center. Should you require any additional information about this projector/or additional equipment please contact the Theater Manager of Cultural Affairs.

Note: Please be advised that any request to record audio or video will not be performed without the permission of Artist/or Management in writing.

Communication System: The communication system consists of a wired headset system with three units available if needed. If you require these headsets, please request at least two weeks prior to engagement. We do not have a video or paging system available offstage and to the dressing rooms.

Additional Equipment: Local Sound Equipment, Projection/Video Equipment is limited to the Science Center Theater house inventory. A complete list of equipment is listed below. Additional Sound equipment can be rented from Bauder Audio Systems at the sole expense of the Artist. Should you need to rent additional equipment you will need to contact the Sound Rental House and speak to Brian Nabb to arrange your delivery/pickup of equipment at the expense of the Artists.

SOUND & AUDIO EQUIPMENT

Sound Equipment

Yamaha LS 9 32 Channel (64 input) Mixer with 16 channel stage box
DBX Drive Rack 220i System Processor
2-Crown STI 6002 wired Bi-Amp Configuration
1-Crown SLX 202
1-Crown Machrotech 602
1-Crown K1
1-Crown Macrotech 12 x 6
Single Denon CD player Playback w/Pitch Control Aux Hookup
Numark Dual CD Playback w/Pitch Control

Speakers

Left/Right stack of JBL-VRX Series Line Array with 4-8" Full Range Boxes, 1- 15" Sub box per side at 4800w
4-EAW SM200IH Passive Floor Monitors
3-EAW JF200E Monitors wired in separate mixer at 300w per mix
4-JBL EONG2 powered Speaker/Monitors 450w each (access to 4 Additional JBL EON powered speakers)

Microphones

7-Wireless Countrymen Style headset microphones
2-Audio Technica Shotgun Microphones
3-Shure Wireless UHF Handheld SM-58
3-Shure ULX Wireless Handheld Beta 58/SM58 (Access to 2-Samson Wireless Handheld)
13-Shure SM 58 Microphones
7-Shure SM-57 Microphones
6-Shure Beta 57 Microphones
2-Shure SM-94 Microphones

Microphone Stands & Booms

15-Tall Boom stands
8-Short Boom Stands
3-straight Stands

VIDEO EQUIPMENT

Projection/Video Reinforcement

Panasonic PT-DW7000 WXGA Projector, 6000 Lumens, Format: 4:3 or 16:9, Image: 10'x5.6" to 20'x11'
LG Blu-Ray Player
Samsung DVD
Dell Computer

Video Recording/Streaming

3 Sony HD Cameras with Controller
New –Tek Tri-Caster 850 Switcher

Wardrobe:

A Laundry Room with washer/dryer is available. It is located near the Black Box Theater on the Lower level of the Science Center. The Science Center will provide an iron, ironing board and a commercial steamer upon request. Our Wardrobe person is available upon request. Please make all necessary arrangements through the Theater Manager to arrange for our Wardrobe person.

The Wardrobe Mistress will be responsible for the following:

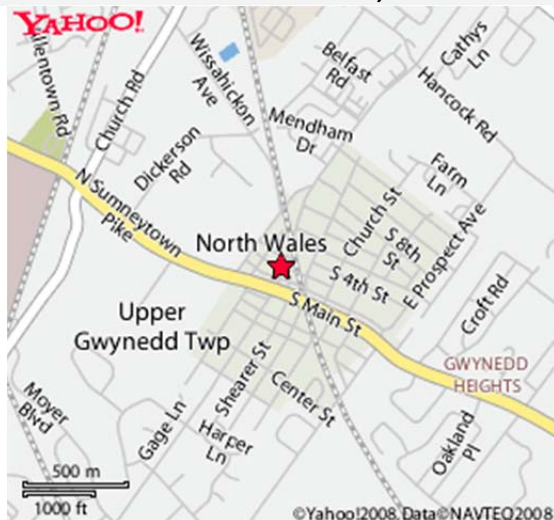
- Assist with Organizing Costumes backstage
- Assist with any necessary repairs
- Assist with Costume Changes during show
- Assist with Costume Load out

The North Wales laundry Mat is the closest in our vicinity.

- **North Wales Laundry Mat:** 316 East Walnut Street, 215-699-0767
- Distance: 3.58 [mi](#) Time: **7 minutes**
- **Hours of Operation:** Open 7 Days A Week & Holidays 6:00am-11:00pm
- **Specialties:** Large Capacity Front Load Washers, Call For Drop Off Hours

Directions:

- Turn Left onto **MORRIS RD** From the Campus - go 1.9 mi
- At the Light Turn Right & Continue on **STATE RD (US-202)** - go 0.2 mi
- Turn Left on **SUMNEYTOWN PIKE RD** - go 0.9 mi (Also is Main St)
- Continue on **S MAIN ST** - go 0.3 mi
- Bear Right on **E MONTGOMERY AVE**
- Bear Left on **S 2ND ST** - go 0.1 mi
- Turn Right on **E WALNUT ST**
- Arrive at **316 E WALNUT ST, NORTH WALES**, on the Left



Security & Parking:

Due to the road restriction leading up to the Science Center loading dock, we need advance notice for any Bus or Van parking. Also, we have one parking space for an 18' (or larger) Truck or parking for two passenger vans at the loading dock. Once clearance is given for parking on our road, your vehicles can remain. There will be no last minute parking on the restricted road. Please communicate in advance with the Theater Manager of Cultural Affairs for your parking requirements.

The following restrictions apply to all functions for College activities and external organizations:

"Firearms and other implements commonly described as weapons within the context of the Crimes Code of Pennsylvania shall not be brought onto the campuses, with the exception of bonafide law enforcement personnel in performance of their duties." The complete policy can be found in its entirety at end of this package.

For the full disclosure of the Firearms Policy, please refer to Addendum A page 13.

Internet Accessibility: Guest Artists use of MCCC Wireless Network

1. Verify your computer's wireless card is enabled
 - Your computer should automatically discover the PUBLIC network
2. Connect to PUBLIC
3. Open a web browser (Internet Explorer or Firefox recommended)
 - Your browser will automatically redirect to the MC3 wireless configuration wizard
 - If you are not automatically redirected, go to wifiwww.mc3.edu and the configuration tool will open.
4. Select Remain Unsecured
5. Enter your email address
6. Click Accept

For the full disclosure of the College Technology Policy, please refer to Addendum A page 14.

MCCC Clean Air Policy:

Montgomery County Community College, as an educational institution, has a responsibility to its employees, students and visitors to provide a safe and healthy working and learning environment. The College recognizes the risks associated with smoking, as research shows that tobacco use, including smoking and secondhand smoke causes a significant health hazard.

In addition to direct health risks, smoking effects added expenses for facilities maintenance and employee health insurance. Area institutions have recognized these same issues and have created smoke free environments for their patrons. For the full disclosure of the Clean Air Policy, please refer to Addendum A page 17.

ADDENDUM A:

College Policies for External Visitors:

College Firearm Policy

Firearms

All College-owned firearms used in the Act 120 Municipal Police Officers (MPO) Training Program are stored in a safe/monitored location on the Central Campus, in the Facilities Management Building (FMB). Access to the combination is limited to: the Vice President for Administration and Finance, Manager of Public Service Programs/Director of the Police Academy, Deputy Director of the Police Academy, and Public Safety Supervisor.

Ammunition

All college-owned ammunition used in the Act 120 Municipal Police Officer (MPO) Training Program, is stored in a large capacity combination and key steel safe secured to a concrete floor with the highest fire and theft rating. The safe is located in a limited access area on the West Campus, in Pottstown Pa. The College has entered into a contract with the Pottstown Police Department to conduct all MPO firearms training at its outdoor firearms range. Access to the MPO ammunition is limited to: the Dean of the West Campus and his/her designee, the Manager of Public Service Programs/Director of the Police Academy, the Deputy Director of the Police Academy, and approved Police Academy certified firearms instructors while engaged in scheduled training.

Firearms and Ammunition Removal

Firearms are only removed from the safe by the Manager of Public Service Programs/Director of the Police Academy or the Deputy Director of the Police Academy when: quarterly inventories are performed, use during Act 120 MPO firearms training, trade-in/acquisitions, scheduled repairs and when deemed necessary by the Manager of Public Service Programs/Director of the Police Academy.

Upon completion of approved training all firearms will be returned to the Manager of Public Service Programs/Director of the Police Academy, or the Deputy Director of the Police Academy. At that time, an inventory will be performed and the weapons will be secured in the safe.

The Public Safety Department must be notified and an officer present whenever firearms are removed from or returned to the safe on Central Campus for the purpose of recording: the date, time and identity of the authorized individual opening the safe on his/her log.

Only the Manager of Public Service Programs/Director of the Police Academy, the Deputy Director of the Police Academy, or designated Police Academy certified firearms instructors are authorized to retrieve and transport ammunition from the secured area on the West Campus to the approved firearms range.

Upon completion of approved training all ammunition will be returned to the Manager of Public Service Programs/Director of the Police Academy, or the Deputy Director of the Police Academy. At that time, an inventory will be performed and the ammunition will be secured in the safe.

The Public Safety Department must be notified and an officer present whenever ammunition is removed from or returned to the secured area, on West Campus for the purpose of recording: the date, time and identity of the authorized individual accepting the ammunition.

Quarterly Inventory

The Manager of Public Service Programs/Director of the Police Academy or the Deputy Director of the Police Academy will inventory all firearms and ammunition on a quarterly basis. Police Academy staff will maintain the inventory reports. A copy will be forwarded to the Dean of Workforce Development and Continuing Education.

Acceptable Use of College Technology Policy:

Purpose

The College views technology and its use in instruction, in service delivery, in advising, in communications as a strategic asset. This value has positioned the College as one of the most technologically advanced community colleges in the country. The College's commitment to academic freedom and appreciation for creating an environment of free inquiry extends to the electronic information environment. To ensure that the College's investment in technology promotes free inquiry, innovation, quality learning environments and the creative applications that advance the mission of the College, a strong policy infrastructure for technology use is important. Acceptable use policies preserve the stability and security of our information technology resources, protect the College from inappropriate use, and ensure reasonable accessibility to technology resources for our academic community. These policies govern desktop, network, email, telephone, internet, data security, and software uses of College-managed information technology equipment and resources.

Policy

This policy outlines the acceptable use of Montgomery County Community College's computer and network resources by all who have been granted access. Users of computing resources are expected to take a responsible and professional approach to the use of these resources, as access to these resources is a privilege not a right. The College's computing resources and facilities are intended for legitimate instructional and administrative use; computing facilities and network access cannot be used for commercial purposes without proper written authorization.

Members of the user community must use only those resources to which they have been specifically granted access by the College; and by using the College's technology resources, users assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable College policies, as well as city, state, and federal laws and regulations.

In making acceptable use of resources you are expected to:

- use resources only for purposes as outlined in this policy;
- protect your user ID, password, and system from unauthorized use;
- access only information that is your own, that is publicly available, or to which you have been given authorized access;
- be considerate in your use of shared resources;
- demonstrate respect for principles of open expression;
- be aware of copyright laws as they apply to computer software and other materials that you may access with College computing resources.

Unacceptable use of resources may include but is not limited to:

- use of another person's system access, user ID, password, files, or data, or giving the use of one's system, user ID, password, files, or data;
- use of computer programs to decode passwords or access control information;
- attempt to disguise the identity of the account or computer you are using;
- attempt to gain unauthorized access to resources and data, including other's passwords;
- attempt to circumvent, subvert, or disable system or network security measures;
- engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services;
- damage files or make unauthorized modifications to College data;
- make or use illegal copies of copyrighted materials, software, or music, store such copies on College resources, or transmit them over College networks;
- creation or display of threatening, obscene, racist, sexist, or harassing material which is in violation of existing law or College policy;
- use of College resources for any other illegal activity;
- monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, disk space, printer paper, printer toner, manuals or other resources;
- use the College's resources or networks for personal profit;
- installation of unauthorized hardware or software onto any College owned computer/network (the Information Technology Department is responsible for all installations, requests for exceptions should be sent to the Information Technology Help Desk);
- connect a personal computer to the College's network unless it meets technical and security standards established by the College's information technology area.

Incidental Personal Use

This use is an accepted and appropriate benefit of being associated with the College's technology environment. This type of personal use must adhere to all College acceptable use policies and procedures. Employees' supervisors may restrict personal activities of their employees if these personal activities are impacting the employees' job performances.

Additionally, personal use by students is permitted as long as it adheres to these guidelines and doesn't interfere with instructional processes. Faculty and staff may restrict personal use by students in these situations.

Privacy and Use of Information

Employees are expected to be knowledgeable of, and to perform their duties in compliance with, federal, state, and local laws and college policies, including the provisions of the Family Educational Rights and Privacy Act and Health Insurance Portability and Accountability Act designed to protect the confidentiality of data and the privacy of individuals. Confidential or demographic data that pertains to students, employees, or college operations, must be used in a manner that protects rights of privacy and limits personal and institutional liability.

Consequences

Employees of the College who violate this policy are subject to disciplinary action up to and including termination of their employment. Students who violate this policy are governed by the Student Code of Conduct. The College also reserves the right to withdraw access to its system to any user. The College, additionally, reserves the right to notify appropriate legal authorities in the event that its system is used in a manner that constitutes a violation of any local, state, or federal law.

Information Disclaimer

The College is not responsible for the loss of information or interruption of electronic communications. The College reserves the right to discard incoming mass mailings ("spam") without notifying the sender or intended recipient and to block all Internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave the College computer users unable to communicate with those sites.

While the College takes reasonable measures to protect the security of its computing resources, the College cannot guarantee absolute security and privacy. In cases of administrative or judicial proceedings, information stored electronically may be released to outside parties. Users should recognize that although access to their files and data is normally avoided, situations may arise where employees with legitimate business purposes may have the need to view information or email or monitor user activity on the network. Causes for access may include, but are not limited to the health or safety of individuals or property; violations of College policies, or local, state or federal laws; termination of an employee; and the need to locate information required for College business. Information Technology resources licensed to the College through external contractual agreements may include additional disclosure stipulations. Any questions about this policy or the applicability of this policy to a particular situation should be referred to the Vice President for Information Technology.

**MCCC Clean Air Policy:
Policy**

This policy prohibits students, employees, independent contractors and visitors from lighting, burning or smoking cigarettes, cigars, pipes, or any other tobacco containing items on the College's campuses in the following areas: the interiors of all buildings, inside all College owned or leased vehicles and outside areas including the quad and other grassed areas, paved patios and walkways, the athletic field and tennis court, bus stops, special pass parking lots adjacent to Parkhouse Hall, College Hall and the Science Center on the Central Campus, as well as the parking garage at the West Campus. This includes the use of smokeless tobacco, snuff, or similar substances.

Students, employees, independent contractors and visitors are notified of this policy in advance of their enrollment, employment or visit. Coordinators of externally organized events on our campuses are responsible for communicating the policy to all attendees. (Students and employees who were already enrolled or employed as this policy became effective were given advance notice and offered cessation programs in support of their efforts to stop smoking or using tobacco.)

On each campus, Clean Air Zone signs placed along walkways serve as a reminder and designate where smoke free areas begin. Public Safety officers enforce this policy as follows: students are subject to fines and the sanctions based on the Student Code of Conduct; and employees are subject to sanctions through the College's disciplinary process. Visitors and independent contractors are subject to warnings and removal from our campus. If attendees of externally organized events violate this policy, the external organization will be disallowed from future use of our campuses.

ADDENDUM B:

Directions to the Central Campus:

FROM THE PENNSYLVANIA TURNPIKE

Take Exit 333 at Norristown. Go west on Germantown Pike to Route 202. Turn right and go north. Look for College sign on right, 1/2 mile north of Route 73.

FROM THE SCHUYLKILL EXPRESSWAY (I-76)

Alt. 1) From I-76 Exit 331B, take I-476 (Blue Route) north to Exit 20, Germantown Pike West. Go west on Germantown Pike to Route 202. Turn right and go north. Look for College sign on right. **Alt. 2)** Get on Pennsylvania Turnpike at Valley Forge and go east to Exit 333, then follow directions listed above. **Alt. 3)** Get off Route 202 North exit, stay on Route 202 North through Norristown and north. Look for College sign on right, 1/2 mile north of Route 73.

FROM CHESTER COUNTY

1) Take Route 202 north through Great Valley, King of Prussia and Norristown and north. Look for College sign on right. 2) Take Route 422 east to Route 29 interchange. Take Route 29 east to Ridge Pike. Turn right on Ridge Pike, bear left at intersection to Germantown Pike, take Germantown Pike to Route 202. Turn left, take Route 202 north. Look for College sign on right.

FROM BUCKS COUNTY

Take Routes 309 or 202 South to Montgomeryville. Take Route 202 south to Morris Road intersection. Look for College sign on left.

FROM DELAWARE COUNTY

Take I-476 (Blue Route) north to Exit 20, Germantown Pike West. Go west on Germantown Pike to Route 202. Turn right and go north. Look for College sign on right.

BY PUBLIC TRANSPORTATION

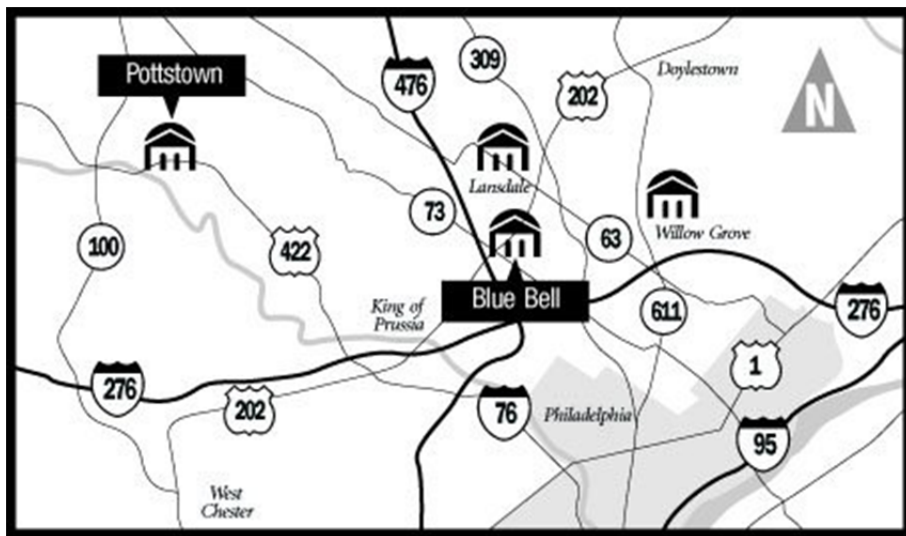
The Southeastern Pennsylvania Transportation Authority (SEPTA) operates two bus routes directly to the Central Campus. They are:

1. [Route 94](#) from Chestnut Hill to Flourtown, Fort Washington, Ambler, Lansdale, Montgomeryville (Mall), and return. Route 94 connects with SEPTA Routes 23, L, and R8 in Chestnut Hill and with Regional Rail R5 service at Fort Washington, Ambler, Pennlyn, and Lansdale stations.
2. [Route 96](#) from Norristown to North Wales, Montgomeryville (Mall), Lansdale, Hatfield, Souderton, Telford, and return. Route 96 connects with SEPTA Routes 91, 93, 97, 98, 99, 100, and R6 service at the Norristown Transportation Center and with Regional Rail R5 service at North Wales and Lansdale stations. Please refer to timetables for further information. SEPTA information is available in College Hall (Security Office) or by calling 610-279-8400. Timetables can be obtained through the mail by calling 215-580-7777. Both numbers operate daily from 6 a.m. to midnight, daily.

Please use Morris Road Entrance to the SCIENCE CENTER. As soon as you turn on to the campus, to the LEFT is the Science Center and to the RIGHT is the Parking Lot. There is a walk-way from the parking lot to guide you to the SCIENCE CENTER.

Directions to Pottstown Campus:

**101 College Drive
Pottstown, PA 19464
610/718-1800**



DIRECTIONS TO 101 COLLEGE DRIVE

By Car

The Campus is two blocks south of the intersection of High and Hanover Streets in Pottstown.

It's easily accessible for Chester County residents via Route 100 north to King Street. Turn right on King Street, go three blocks to Hanover Street, turn right, go to the third light, turn right on College Drive.

From Route 422 west take the Hanover Street exit, turn right on Hanover Street, go to the second light and turn left on College Drive.

From Route 422 east take Route 100 north to King Street, turn right, go three blocks to Hanover Street, turn right, go to the third light, turn right on College Drive.

DIRECTIONS TO 16 HIGH STREET

By Car

The Campus is two blocks west of the intersection of High and Hanover Streets in Pottstown.

It's easily accessible for Chester County residents via Route 100 north to King Street. Turn right on King Street, go to first traffic light to Manatawny Street, turn right, go straight through the light at High Street into the College's parking lot.

From Route 422 west take the Hanover Street exit, turn right on Hanover Street, go to the fourth light and turn left on High Street, go to the second light and turn left into the College's parking lot.

From Route 422 east take Route 100 north to King Street, turn right, go straight through the light at High Street into the College's parking lot.

By Public Transportation

The Pottstown Campus is served by both SEPTA [Route 93](#), and Pottstown Urban Transit (PUT). Call SEPTA at 610-279-8400. Timetables can be obtained through the mail by calling 215-580-7777. Both numbers operate daily from 6 a.m. to midnight. Or go to SEPTA's website at www.septa.org. For PUT call 610-326-5413.