

FACTORY OF TERROR/ MERCURY TEMPS

RULES AND REGULATIONS

1. No smoking allowed on or near the premises. Absolutely **NO SMOKING IN THE BUILDING.**
2. No alcoholic beverages allowed in the facility or near the premises.
3. Employees **MUST** enter at the pearl Street entrance behind Dunkin Donuts.
4. No tampering or rearranging props.
5. Employees **MUST** be in costume and ready for work **PROMPTLY** at 7:30pm for September and 6:00pm for October.
6. Punch timecards no earlier than 7:30pm in September and 6:00pm in October. **REMEMBER** if you don't punch your timecard, there is no record of work time; therefore **YOU WILL NOT** be paid. Anyone who punches another person's timecard will be subject to termination.
7. All employees will be in their appropriate station promptly at 7:45pm in September and 6:15pm in October.
8. Absolutely **NO COVERING, TOUCHING, OR PHYSICAL CONTACT** with the public, to include family, friends, etc. to do so will be grounds for termination of employment.
9. Police officers are the **ONLY** one's that can physical escort a customer out of the Factory of Terror.
10. There will be **NO** free floating actors. You are assigned to a station and are to perform your scare effectively at your **ASSIGNED LOCATION.**
11. Your enthusiasm **MUST** be constant through the show. Every paying customer deserves the same experience.
12. Only in an emergency situation will your absence be tolerated. You must call Mercury Temporary Services, Inc. at 508-672-6599 prior to 4:00pm so a replacement can be found.
13. **Employees must wear dark shoes and dark clothing upon arrival.**
14. Regular hours will be:

September	8:00pm- 11:00pm
October	Sunday thru Thursday 6:30pm- 10:00pm
	Friday & Saturday 6:30pm- 11:00pm

*****It is important to note that closing hours may run later on busy evenings. Anyone leaving the premises early without permission prior to closing will be subject to termination. *****

15. Should it be necessary to leave your assigned position during work time, you **MUST** get permission from the supervisor in charge so that your post will be covered. To leave your post without permission may be grounds for termination.
16. **Parking is not allowed across the street. All employees must use the parking lot down the street by the parking garage.** Failure to use the parking lot may be grounds for termination.
17. Bring your own large water bottle with you to your station (in the back). A supervisor will refill it for you if you need it, but will not bring you cups of water back to you.
18. If you should have a problem with a costumer, they are touching you or your props in your area **DO NOT CONFRONT** them, get a supervisor.
19. When you get your paycheck, on the envelope will be your schedule for the next week, if you should have a problem with the days you are scheduled see Jade, sue, or Ann immediately. Prior to the first pay check you will be notified of the days you are scheduled to work.
20. Upon arrival all employees must check in at the front desk so they can be assigned as room. Once a room has been assigned punch your timecard, base your face, and then put on your costumes. After your costume is on wait for a makeup artist to apply your makeup.
21. **NO HANGING AROUND THE MAKEUP ROOM ONCE YOUR MAKEUP IS FINISHED!**
22. NO cell phones or cameras allowed in your workspace. If you are caught with these items at your space will be grounds for termination
 - a. The Factory of Terror phone number may be given for an emergency (508) 324-4077.
23. No arriving in costume unless pre-approved by management the day before you are scheduled to work.
24. You must be flexible with when and where you're needed in certain rooms.