



## Ronald McDonald House Charities of Western Washington & Alaska

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### Movie Night

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Thank you for your interest in Movie Night at the Ronald McDonald House. This sheet will provide you with basic information about Movie Nights as well as House guidelines that will make your night a success for your group as well as our families. Also included are special reminders that are pertinent to all groups coming to the Ronald McDonald House.

**All group members must read this document prior to visiting the House.** At least two people are required to attend when hosting a movie. Our theater is relatively small with seating for 15 people, so please cap group size at 6 volunteers (permission required for more than 6 volunteers). Everyone attending with the group must be a minimum of 13 years of age. Groups with volunteers 18 years of age and under and still in high school must have an adult supervisor in attendance. Movies are scheduled on Friday, Saturday, and Sunday at 6:00 PM. The volunteer group should arrive at 5:30. Contact Eleanor Garrison at [eleanor@rmhcseattle.org](mailto:eleanor@rmhcseattle.org) (206 838-0621) with questions and for scheduling your Movie Night.

#### **The Rashard Lewis Theater:**

Rashard Lewis, formerly a player for the Seattle Sonics NBA team, generously funded our theater, which opened in 2004. The theater is a wonderful addition to the House, providing many hours of entertainment to children and families who live here. For some of our families it is a nice break from the daily stress they are facing and a redeeming feature for our children who have suppressed immune systems and cannot go to a public movie theater.

#### **Selecting a Movie:**

You may bring any movie in DVD or Blue-Ray format that is rated G or PG. Choose your movie with a younger age group in mind. Though the audience may range from young children to teens, the majority of children are usually grade school age and younger. Review [recently shown movies](#) before selecting your movie. You will be sent an email reminder about one week before your scheduled movie. At that time you will be asked to submit the title of the movie you plan to show.

#### **Choice of Snacks: (all movie snacks must be commercially packaged in individual servings)**

##### **\*Wash hands before handling snacks.**

- Plan on serving about 15 people.

- Popcorn: if serving popcorn, purchase and serve one bag/moviegoer (it is possible to buy individual servings of microwave popcorn). Pop it in the kitchen prior to the movie. If additional popcorn is needed during the movie, a microwave oven is available in the theater.
- Other snacks: Non-messy snacks that are easy to clean up and will not stain or stick to the carpet and upholstery of the theater are permitted (no chocolate, please). Snacks must be commercially packaged.
- Drinks: Bottled water is the only drink permitted in the theater.

**On Your Movie Night:** *\*If at any time during the evening you need assistance, please dial "0" on any House phone (located in the area outside the theater and in the kitchen) to reach the front desk. A House Manager is always on site and available to provide assistance.*

- Arrive at the House 30 minutes before your scheduled movie time. Movies begin at 6:00PM, unless arranged otherwise. Please do not start the movie early.
- Have all members of your group sign in on the Group Volunteer Form at the front desk. Put on a name badge (available at the front desk). Ask for the House Manager who will provide a theater key, escort you to the theater, provide instruction on the use of our video equipment, and answer questions. **Please do not use our video equipment until you have received instruction from a staff member.**
- Unlock main door and side door of theater.
- Arrange bean bag chairs in front of theater seats (most children will sit on these).
- Write title of movie on white board and display directly outside theater.
- Have theater flashlight available to assist late arrivals.
- Leave some lights on in theater during the movie (controls are on dimmer switches just inside the theater).
- Prepare snacks (kitchen is on Floor 1) and set up on the bench/table in theater.
- Once the movie starts, close the main door and hang the supplied sign directing late arrivals to the side door
- Assist late arrivals with finding a seat and getting snacks
- Remember that no food may leave the theater (it is advisable to put away snacks prior to the end of the movie).
- Remember that residents of the House under the age of 12 years must be accompanied by an adult when attending a movie.

**Cleaning the Theater:**

- When the movie ends, please clean the theater. Theater cleaning instructions are posted in the screening room of the theater.

- Supplies (gloves, paper towels, DZ-7, etc) are located in the screening room of the theater.
- If donating leftover snacks, please leave at the front desk.

### Departure:

- Turn off electronic equipment as directed on posted instructions adjacent to equipment. (Don't forget your movie!).
- Place white board inside theater.
- Turn off theater lights.
- Shut and lock main and side theater doors.
- Stop at front desk and drop off theater key, leftover snacks, and garbage sack.
- Note departure time on your group sign in form at the front desk and take bottom pink copy for your records.

### Special Reminders:

- Anyone with symptoms of illness or exposed to or has a communicable disease, should stay home.
- **Volunteers must be a minimum of 13 years of age.** Please do not bring anyone under the age of 13 to volunteer with your group.
- You are welcome to take photos of group members while at the House. **However, we must ask that you do not take photos of children, parents and other family members who are staying at the House.**
- Volunteers may not take responsibility for children in the absence of a parent. Therefore, children may not be at the movie unattended (if under 12 years of age).
- Volunteers should never enter a family's room for any reason.
- If you **need to cancel on the day of your movie** because of illness or an emergency, please phone 206-838-0618 and leave a message for the House Manager as well as sending a cancellation notice by e-mail to [Eleanor@rmhcseattle.org](mailto:Eleanor@rmhcseattle.org).

**Scheduling:** To schedule a movie, view our [calendar](#) and follow instructions for requesting a date.

Questions: contact Eleanor Garrison at [Eleanor@rmhcseattle.org](mailto:Eleanor@rmhcseattle.org) or by phone at 206.838-0621.

*~We Hope You Enjoy Your Visit ~*