

# **The Off Broadway Theater at Yale University**

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**A Facility Provided by:  
The Yale College Dean's Office  
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**and Managed by:  
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## **OBT Producer's Packet**

(Last Edited: March 2011)

# **The Off Broadway Theater Producer's Packet:**

## **General Policies and Guidelines**

- Who is Eligible to Book the Off Broadway Theater?
- How to Submit a Production Proposal
- Criteria for Selection of a Production Proposal
- Rights to Produce
- OBT Student Selection Committee & Acceptance
- Notice Regarding Cancellation of a Booking
- Financial Responsibility
- Evaluation of the Theater
- Voluntary Service Project
- Fire and Safety Inspections
- Use of the Off Broadway Theater
- Notice Regarding Changes to the Policies and Guidelines
- Notice Regarding the **Guidelines for Undergraduate Theatrical Productions and Special Events at Yale**
- OBT Do's and Don'ts

## **Production Team Responsibilities**

- Producer
- Director
- Stage Manager
- House Manager
- Box Office Manager
- Production Team
- Sponsoring Organizations

## **How to be an Effective Producer**

- Planning Phase
- Pre-Production Phase
- Production Phase
- Post-Production Phase

## **OBT Theater Specifications**

- Theater Dimensions and Specifications
- Lighting Equipment Inventory
- Soft Good Inventory
- Scenic Inventory
- Seating and Riser Inventory
- Tools and Equipment Inventory
- Available Drawings

## **Inspections of Undergraduate Theater at Yale College**

- Fire Code Compliance Office & Office of Environmental Health and Safety
- Office of Undergraduate Productions
- City of New Haven Fire Marshal's Office

## **Items to Include in Your Production Proposal**

- Registration form
- Written description
- Copyrightcontract
- Production calendar
- Ground plan sketch
- Front elevation sketch
- “Rights to Produce”
- User’s fee check
- Notice regarding cancellation of a booking
- Proposal submission deadlines

## **Production Proposal Forms**

- Production Proposal Form & Pre-Production Application
- Production Planning Calendar
- Blank Ground Plan
- Blank Ground Plan with Lighting Grid
- Blank Front Elevation ( & Section)
- OBT House Neutral Conditions
- A Sample Ground Plan
- Fire Drill Log

## **Fire Code Compliance Office / Office of Environmental Health and Safety**

Excerpt from: [Yale Guidelines for Undergraduate Theater Productions](#)

## **Additional Inventory Resources**

- OUP Expendables, Lighting Inventory & Props Storage
- Yale School of Drama Inventory
- YSD Props Warehouse & Costume Collection (General Info)
- YSD / YRT Warehouse Guide
- YSD Costume Collection Rental Agreement Guidelines

## **Travel Directions to OBT**

## **Map of Downtown New Haven and Yale**

## General Policies and Guidelines

### Who is Eligible to Book the Off Broadway Theater?

Any registered undergraduate student of Yale College may propose to book the Off Broadway Theater.

### How to Submit a Production Proposal

Every Producer wishing to book the Off Broadway Theater needs to acquire a copy of the Producer's Packet and submit a written Production Proposal. The proposal will be considered by a student selection committee and bookings will be announced at the beginning of each semester. Production proposals should be submitted as soon as possible to better your chance of securing a favorable booking date. Proposals need to be submitted no later than four weeks (28 calendar days) in advance of the proposed move-in date. Proposal forms can be found here in this packet and at: [www.yale.edu/oup/forms/index.html](http://www.yale.edu/oup/forms/index.html).

Production Proposals are to be submitted to James Brewczynski, Supervisor, Office of Undergraduate Productions and Special Events, PO Box 208241, New Haven, CT 06520-8241: 203-432-6416, fax: 203-432-6415. Production Proposals may also be emailed to [james.brewczynski@yale.edu](mailto:james.brewczynski@yale.edu).

### Criteria for Selection of a Production Proposal

Proposals will be reviewed with consideration given to the availability of the theater and the overall size, scale and production requirements of the proposed event. Attention will be paid to previous production experience and demonstrated ability of the Production Team and/or Sponsoring Organization to successfully mount the production.

### "Right to Produce"

All undergraduate productions will need to provide written proof that the "Right to Produce" a property (if covered by copyright protection) has been granted by the publisher or owner of the property. Copies of the Production Contract and paid invoice will need to be submitted prior to being awarded the use of any production facility.

If you have submitted (or plan to submit) a production proposal for use of the Off Broadway Theater, please forward copies of your contract letter and paid invoice. These will be included in your production proposal for consideration by the OBT Student Selection Committee.

### OBT Student Selection Committee and Acceptance

The OBT Student Selection Committee is convened at the beginning of each semester by the Supervisor of Undergraduate Productions. The committee is composed of seven undergraduate students who are actively engaged in the undergraduate performing arts and/or are leaders in registered undergraduate performing arts organizations. The Office of the Assoc. Dean for the Arts in Yale College has final approval of the OBT booking selections.

Producers will be notified by email and/or phone of a booking date if their proposal is accepted. The Producer then has one day to confirm acceptance of the booking date. Confirmations should be emailed and/or phoned to the Supervisor of Undergraduate Productions at: [james.brewczynski@yale.edu](mailto:james.brewczynski@yale.edu), (203-432-6416)

### Notice Regarding Cancellation of a Booking:

The Producer is responsible for notifying the Supervisor of Undergraduate Productions as soon as a booking cancellation is necessary. A notice of cancellation needs to be in writing and emailed (or faxed) to: [james.brewczynski@yale.edu](mailto:james.brewczynski@yale.edu) (203-432-6415 fax). Notice must be received at least two weeks prior to the move-in date, or the \$200 User's Fee will be forfeited.

## **Financial Responsibility**

The Production Team and/or the Officers of the Sponsoring Organization are responsible for any and all incidents of damages or liability arising from the booking and use of the Off Broadway Theater during the proscribed period.

## **Evaluation of the Theater**

The Producer accepts the Off Broadway Theater in the as-is condition available without any pre-conditions or stipulations. An inspection of the equipment and condition of the theater will occur, at the time of load-in, between the Producer and the Supervisor of the theater. The producer may request a copy of the Inspection Report. Additional inspections will occur during the period of use. Failure to pass an inspection may limit the availability or use of the theater until corrective action has occurred.

## **Service Project**

A service project completed by your group would be most appreciated. Service projects may include just about anything that is helpful. The maintenance or repair of a piece of equipment, the creation of a useful stock item, or the identification of and solution to a need are a few examples of how your group could contribute. Thank you for considering participation.

## **Fire and Safety Inspections:**

**It is the responsibility of the Producer to contact the Fire Code Compliance Office (203-432-0750) to arrange an appointment for a safety inspection.** The Theater Supervisor will assist you in making contact. Once you have a confirmed theater booking, and at least two weeks prior to your production week, call to make the inspection appointment. Complete and copy the forms included in this packet. Mail copies or fax the forms to the FCCO. Keep the original copies for signatures at the time of your inspection appointment.

The Theater Supervisor will inform The City of New Haven, Fire Marshal's Office of your production dates. Be advised that **The City of New Haven Fire Marshal's Office may inspect your event at any time** (with or without notice to you) and set regulations above and beyond those of the University's.

## **Use of the Off Broadway Theater**

It is understood that the theater is a shared resource that will be available to any undergraduate student or group that desires its use. Care and consideration of the facility, materials and equipment and overall security is expected. The following applies to all productions:

**Drugs and Alcohol: The use of drugs or alcohol in the theater is strictly forbidden by cast, crew and audience. The use of drugs or alcohol by cast, crew or audience will be grounds for immediate termination of use of the theater.**

All conditions included in the *Guidelines for Undergraduate Theater Productions and Special Events at Yale* apply. The Guidelines may be viewed on line at: [www.yale.edu/oup/forms/index.html](http://www.yale.edu/oup/forms/index.html) .

Only the Producer and Director of a production may allow access to the theater. The theater must be locked and alarmed anytime it is unoccupied, even for short durations. At no time, for any reason, shall the aisles, exits, emergency lighting, fire alarms or fire extinguishers be altered or obstructed.

Audience seating risers must be must be constructed entirely from commercially available products and shall not exceed 36" in height. No other forms of audience seating risers are permitted. Actor staging or platforms shall not exceed 24" in height. The theater is intended to have "studio" type productions without large sets and built pieces.

There is to be no construction and only minimal painting in the theater. Assembly work is permitted. All scenery and/or props dressings must be “certifiable” as being flame retardant. General housekeeping of the theater is the responsibility of the Producer.

No alterations or permanent attachments to the theater will be permitted. Plans for screwing and/or nailing into the walls or ceiling of the theater must have prior permission. Gaffers tape, vinyl spike tape and glow tape are permitted on the floors of the theater. No other type of tape or fastener is allowed on the floors or walls of the theater. No tape, push-pins, nails or fasteners of any type are allowed on the floors or walls of the dressing rooms, lavatories, offices, control booth or storage areas.

### **Notice Regarding Changes to the Policies and Guidelines**

The Off Broadway Theater will be developing policies and guidelines over time in response to student needs. The Office of Undergraduate Productions and Office of the Assoc. Dean for the Arts in Yale College will review student needs and periodically update these policies and guidelines.

### **Notice Regarding the Guidelines for Undergraduate Theatrical Productions and Special Events at Yale:**

The guidelines which govern all undergraduate theatrical and special events are available (pdf read only file) on the web main page of the Office of Environmental Health and Safety at, <http://www.yale.edu/oehs/index.htm> Go to "Policies & Procedures", then scroll down to: Theatrical Productions Guidelines.

### **OBT Do and Don'ts**

All aspects of the Yale Guidelines for Undergraduate Theatrical Productions and Special Events, Sept. 2005 apply to the Off Broadway Theater. Additional information regarding the facility, resources and policies of the Off Broadway Theater can be found in the **OBT Producer's Packet**. To review the Guidelines or the **Producer's Packet** go to: [www.yale.edu/oup/forms/index.html](http://www.yale.edu/oup/forms/index.html)

**Drugs and Alcohol:** The use of drugs or alcohol in the theater is strictly forbidden by cast, crew and audience. The use of drugs or alcohol by cast crew or audience will be grounds for immediate termination of use of the theater.

**Emergency Egress:** At no time, for any reason, shall the aisles, exits, emergency lighting, fire alarms or fire extinguishers be altered or obstructed. Only seated audiences are permitted, no standees are allowed during performances.

**Open Flames:** Open flames, cigarettes, other smoking materials, torches, candles, smoke generation machines, explosives, flash powder, firearms, and the like are prohibited. No cooking of any kind is allowed in the theater.

**Food and Beverages:** Food and beverages (except water) are not permitted in the theater.

**Hardwood Sprung Flooring and Timestep Dance Floor Covering:** The OBT stage area is composed of an oak veneer plywood stained dark-dark brown, with neoprene rubber underneath. It is a sprung floor suitable for most types of dance except tap and hard soled shoes. The wood floor may also be covered at times by a black dance floor covering called Timestep which is acceptable for all types of dance. These two floors must be protected at all times. Use of felt padding and / or carpeting is required under all objects that rest on either of these floorings. The only tape permissible on these floors will be good quality theatrical gaffe and cloth spike tape provided by or approved by the Theater Supervisor.

**Tapes and Adhesives:** Do not use tape of any kind on the walls, lighting equipment, stage draperies or theater black curtains. Do not use double stick tape of any kind on the floors or walls. Theatrical gaffer's tape and cloth spike tape are the tapes of choice. Do not ever use masking tape, duct tape, or other tapes on the floors. Gaffer's tape and colored spike tape can be purchased from the Office of Undergraduate Productions and the Yale School of Drama inventories.

**Fasteners:** Do not put any fasteners (nails, screws, tacks, staples, safety pins etc.) into the floors, walls or draperies.

**Seating, Tables, Risers, Scenery and Equipment:** No seating, tables, risers or theater equipment may be taken out of or used outside of the theater without the permission of the Theater Supervisor. Stack unused chairs in stacks of eight. Stack unused risers in a safe manner with the largest units on the bottom. Store unused tables, equipment and scenery against the upstage wall behind the white cyc curtain.

**Stage Draperies, Cyc and Window Curtains:** Nothing may ever be attached to the draperies. Drapes and curtains must be protected from wear and tear, paint, moisture, tape and abrasions at all times.

**Sound, Lighting and Video Equipment:** Except for lamp replacements, there is no charge for the use of the house sound, lighting or video systems. Additional lighting and sound equipment is available for rent from the Office of Undergraduate Productions. The lighting gels are filed in an open inventory that may or may not have the colors you need. If you remove gels please return them to the proper file folder. No sound, lighting or video equipment may be taken out of or used outside of the theater without the permission of the Theater Supervisor.

**Stage Prop Weapons:** All aspects of the Stage Combat and Weapons Policy apply at the OBT. This policy can be found in the Guidelines at: [www.yale.edu/oup/forms/html](http://www.yale.edu/oup/forms/html). Arrangements for the secure storage of any weapons used in a production in the OBT will be made with the Theater Supervisor. Once brought to the space, prop weapons will be secured in a locked cabinet in the OBT except during actual rehearsals and performances. Unsecured prop weapons will be eliminated from the production.

**Piano:** Do not move the piano without the permission and assistance of the Theater Supervisor. Please, do not put anything on top of the piano. If your show requires the use of the piano it may need to be tuned, at the show's expense.

**Construction and Assembly:** It is required that all of your construction work occurs prior to loading into the Off Broadway Theater. Construction of scenic elements (with the exception of sewing curtains and draperies) is to occur in college wood shops or other appropriate spaces. It is understood that the assembly of scenic units will occur in the OBT and that minor adjustments (including wood cutting) may need to be made to accomplish this. No assembly or painting work may be done on the hardwood sprung flooring or on the Timestep dance flooring.

**Cleaning:** The Off Broadway Theater is professionally cleaned every Monday, Wednesday and Friday mornings. It is agreed the cleaning staff will not move your props, scenery, curtains, chairs or risers in order to clean. This ensures that your set-up remains intact.

**Housekeeping:** The Off Broadway Theater must be maintained in a professional and safe manner at all times. Please, put away tools, organize props and materials, maintain safe aisle ways and prevent tripping hazards during your stay. You are responsible for cleaning-up any debris left from your assembly work. Please, be careful not to leave out any food or drink. We do not have a rodent or insect problem and we do not want one. The OBT must be returned in a "broom clean" condition after strike.

**Ladders and Scaffold:** Only those people trained in the safe use of ladders and scaffolds may use this equipment. Only one person at a time may be on a ladder. No more than two people at a time may be on the scaffold. Be sure not to leave anything on top of the scaffold or a ladder. Store unused ladders and scaffolding in the storage room or against the upstage wall behind the white cyc curtain.

**Storage Room:** Most of the items in the storage room are available for your use. There is no charge for any lumber, hardware, paint or curtain supplies in the room. The Theater Supervisor needs to coordinate multiple users of stock inventory so please, do not loan out any inventory in the storage room. If you have materials you would like to donate please, inform the Theater Supervisor first.

**Strike:** Strike must occur immediately following your event, or last performance, and must be completed by 1:00 am. All scenery, platforms, costumes and musical instruments must be removed from the theater during strike. All lighting is to be stuck, sorted by type and racked. Furniture props needing trucking can remain in the theater until 5:00 pm of the following day. The theater must be returned in a "broom clean" condition after strike. The theater must also be returned to "House Neutral" unless specific arrangements have been made with the Theater Supervisor in advance.

## Production Team Responsibilities

**The Producer:** The Producer is responsible for the safe and proper use of the Off Broadway Theater. The Producer must accept the responsibility for the security of and access to the theater during the period of use. The Producer will be issued keys and a security access code for the theater's alarm system. The Producer is responsible for ensuring that the theater is locked, alarmed, clean and orderly before and after each rehearsal, work period, performance and strike. The Producer may share these responsibilities with the Director. The Producer may not assume these responsibilities concurrent with being the Director or House Manager.

Also see the section below: **How to be an Effective Producer.**

**The Director:** The Director is responsible for the safe and proper use of the Off Broadway Theater. The Director must accept the responsibility for the security of and access to the theater during the period of use. The Director will be issued keys and a security access code for the theater's alarm system. The Director is responsible for the safe and proper conduct of their actors, performers, participants, technicians and staff. The Director may not assume these responsibilities concurrent with being the Producer or House Manager.

**The Stage Manager:** The Stage Manager is responsible for the safe and timely conduct of the actors, performers, participants, technicians and staff of a production. The Stage Manager is responsible for ensuring that the theater is clean and orderly before and after each rehearsal or work period. The Stage Manager conducts these duties during all rehearsals, technical rehearsals, dress rehearsal and performances. In the absence of a Stage Manager, the Producer will assume these responsibilities. The Stage Manager may not assume these responsibilities concurrent with being the Director, House Manager, or Box Office Manager.

**The House Manager:** The House Manager is responsible for the safe passage and conduct of the audience during the entire time that the audience is on the premise of the theater. The House Manager is responsible for ensuring that the theater is clean and orderly before and after each performance. In the absence of a House Manager, the Producer will assume these responsibilities. The House Manager may not assume these responsibilities concurrent with being the Director, Producer, Stage Manager, or Box Office Manager.

**The Box Office Manager:** The Box Office Manager is responsible for the ticket sales and the safe operation of the ticket sales area. In the absence of a Box Office Manager, the Producer will assume these responsibilities. The Producer may not assume these responsibilities concurrent with being the Director, Stage Manager, or House Manager.

**The Production Team:** may include the Art Director, Technical Director, Scenic Designer, Lighting Designer, Costumes Designer, Sound Designer, Props Master, Special Effects Master or others designated by the Producer and/or Director. Each member of the Production Team acts as an agent of the producing organization. The Production Team is responsible for the individual aspects of their area of expertise. The Production Team is responsible for the safe and proper use of the Off Broadway Theater. The Production Team must accept responsibility for the safe and proper conduct of the technicians, volunteers and other production staff working with them.

**The Sponsoring Organization:** Some Producers may choose to mount the production through a registered undergraduate organization. In this case, the Officers of the Sponsoring Organization need to be listed on the registration form as well. These Officers along with the Producer, Director and Stage Manager may be held responsible for damages or liabilities arising from the use of the Off Broadway Theater. It is not requisite that a production have a Sponsoring Organization to use the OBT.

## How to be an Effective Producer

### Planning Phase:

**Apply for funding from the Creative and Performing Arts Fund** early in the semester.

**Send your crew to the required OUP Safety Training Workshops** early in the semester.

**Apply for the use of the Off Broadway Theater.** Send your applications to the Office of Undergraduate Productions' Supervisor by the required date. Confirm your booking date if awarded one.

**Read the entire OBT Producer's Packet and the Yale Guidelines for Undergraduate Theater Productions and Special Events.** Find these docs at: [www.yale.edu/oup](http://www.yale.edu/oup)

**Complete the Pre-Production Application.** Find this form at: [www.yale.edu/oup](http://www.yale.edu/oup)

### Pre-Production Phase:

**Six to eight weeks prior to load-in**, schedule a design concept meeting with your entire design team including the Director, Producer, Technical Director, Set Designer and Lighting Designer.

This is the time to start hashing out what you want the set, lights, and seating arrangement to be.

Discuss your budget and figures for the Creative and Performing Arts Fund application.

**Four weeks prior to load-in**, schedule a Scale and Scope meeting with the Office of Undergraduate Productions' Supervisor of Productions to go over your design & tech ideas and your Pre-Production Application. In attendance should be your entire design team including the Director, Producer, Technical Director, Set Designer and Lighting Designer.

It is not necessary to come to final decisions, but it will be helpful to have a few strong ideas that you can discuss with the OUP Supervisor who will help to guide your production.

**Two weeks prior to load-in** submit the final version of your Pre-Production Application to the OUP Supervisor for review, signature and faxing to the Fire Code Compliance office.

**Last week prior to load-in**, schedule at least one additional Production Meeting with your entire production staff to make sure everyone on your team is following the same plan.

Then, the Producer should schedule a final "load-in" meeting with the OUP Supervisor. This meeting is to review your load-in, tech week and strike plans in order to ensure you have adequate crew and time allotted. By now, all crew should have the required safety training. Your planning should include crew lists, call times, crew duties and scheduled breaks.

### Production Phase:

**Load-In: The OBT hours are from 8:00 am to Midnight.** No one works in the theater alone. Keep the theater door locked. Make sure that all production team members, cast, and crew know when to arrive. When the Supervisor arrives this begins "Supervised Tech". During supervised tech students are allowed to perform duties which include all overhead work on ladders or scaffolding, and duties with some hand power tools. See section on "Prohibited, Supervised and Unsupervised Activities" for a specific list. The Supervisor will take over the load-in but will rely on the Producer as a primary aide and supervisor of the work force.

**Tech:** Tech time for rehearsals and unsupervised activities can occur after classroom use and before Midnight during your scheduled time at the OBT.

**Fire & Safety Inspection:** The Producer and/or Director must attend the Fire and Safety Inspection usually scheduled on Wednesday afternoon between 4:00 and 6:00 pm. You will guide the Fire Inspector on a tour of the theater and your set-up.

**Performances:** Ensure the theater is clean and orderly. Ensure that the House Manager arrives 1 hour prior to the start time. Verify that the House Manager has the adequate number of Ushers and flashlights. Advise the House Manager when (or if) to seat late comers. Verify that the theater is locked and all lights are turned off upon leaving the theater.

### **Post-Production Phase:**

**Strike: Strike will follow the last performance.** Do not schedule other activities in between. Make sure that all production team members, cast, and crew will be at strike on the final night of the performance. A generous 15 minutes should be given to after-show socializing. After 15 minutes, turn on the work lights and politely request that the audience members exit the theater so that strike can begin. The OUP Supervisor or TD will run the strike but will rely on the Producer as the primary aide and supervisor of the work force. Make sure that there will be ample ladder/scaffolding trained individuals to assist in strike. **Strike must end by 1:00 am.**

**After-Strike: The Producer is responsible for returning all borrowed or rented items.** The producer may delegate these tasks but will be the one held accountable for their completion.

## **Off Broadway Theater Specifications**

### **Theater Dimensions and Specifications**

The Off Broadway Theater is nearly square, measuring 53' - 4" by 55' - 9".

The lighting grid height is 11' - 3" above the floor and extends over most of the "house neutral" acting area.

See the ground plan for grid placement.

There are two 8' by 10' dressing rooms, and one 8' by 18' storage room.

The 9' by 9' control booth is located in the back corner of house right and is open to the theater.

The upstage back wall of the theater is bare red brick and the other walls are painted semi-gloss black.

The acting area flooring is hard wood plywood sprung floor, stained a dark brown, with a semi-gloss finish.

The theater and its interior spaces (except for the control booth) are handicap accessible.

The theater has fire and smoke detectors, as well as fire sprinkler protection.

The smoke detectors are sensitive to fog and haze. Special arrangements are required to use fog or haze.

The theater has door, window and motion detector protection.

The theater's doors and window are covered with black masking fabrics.

There are both women's and men's lavatories.

The theater spaces are air conditioned. The supply fans are just a bit noisy in the theater.

With all stage draperies hung, the theater is fairly neutral in reverberation.

### **Lighting Equipment Inventory**

The theater is equipped with 48 ETC 2.4kw dimmers.

The dimmers are wired back to the control booth.

The theater has both non-dim overhead florescent work lights and dimmable house lights.

### **Off Broadway Theater Lighting Equipment Inventory:**

(as of: May 2010)

<u>Make</u>	<u>Item</u>	<u>Count</u>	Count on Date:	<u>Lamp</u>	Color <u>Frame</u>
ETC	Source Four Ellipsoidals:		May 2010		

	<b>26 ° to 50 ° Zooms</b>	(1 w/ Altman C-clamp)	<b>4</b>	<u>  4  </u>	575 w	7 ½"
	<b>50 ° ( 4½" x 6" )</b>	(2 w/ Altman)	<b>18</b>	<u> 18 </u>	575 w	6 ¼"
	<b>36 ° ( 6" x 9" )</b>	(4 w/ Altman)	<b>12</b>	<u> 12 </u>	575 w	6 ¼"
	<b>26 ° ( 6" x 12" )</b>	(1 w/ Altman)	<b>2</b>	<u>  2  </u>	575 w	6 ¼"
	<b>19 ° ( 6" x 12" )</b>		<b>1</b>	<u>  1  </u>	575 w	6 ¼"
	<b>Source-Four Pars</b>	(8 w/ Altman)	<b>8</b>	<u>  8  </u>	575 w	7 ½"
		( with VN, N, M, & W lens kits)				
	<b>Source-Four Parnels</b>	(8 w/ Altman)	<b>10</b>	<u> 10 </u>	575 w	7 ½"
<b>L&amp;E</b>	<b>8' Mini-Strips</b>	(All w/ ETC & Trunions)	<b>5</b>	<u>  5  </u>	75 w	4 ¾" x 3 ¼"

(Note: Four circuits per mini-strip; each circuit with 10 lamps @ 75 watts per lamp = 750 watts per circuit; Therefore, only three circuits max per dimmer.)

**Intelligent Lighting Fixtures:** The OBT currently has three Apollo Right-Arms each equipped with a Source-Four ERS, Ocean Optics Seachanger Tungsten Profile XG Color Engine, and an Apollo EZ-DMX Iris. For these instruments, focus, beam size, color, and intensity is controlled via the lighting console. They are semi-permanently installed in three, front-light positions on the grid, one center, one stage-left, and one-stage right. The patch for these instruments is stored in a show file named 'OBT Right Arm Patch,' which, if you plan on using these instruments, it is suggested you load this file and rename it with your production's name. Please do not save any other information to the 'OBT Right Arm Patch.' The Right-Arms and Seachangers both use non-dim power to drive their motors, which is supplied via a labeled power strip in the booth. This power strip must be turned on prior to use, and turned off after each rehearsal or performance.

**The DMX addresses are as follows:**

**SL:** 26° Source-four: DMX 41, Right-Arm: DMX 550-552, Seachanger: DMX 575-578, Iris: DMX 600  
**Center:** 19° Source-four: DMX 45, Right-Arm: DMX 650-652, Seachanger: DMX 675-678, Iris: DMX 700  
**SR:** 26° Source-four: DMX 44, Right-Arm: DMX 750-752, Seachanger: DMX 775-778, Iris: DMX 800

If you wish to physically modify these in any way (swapping barrels, changing accessories, adding gobos, adding top/half-hat, etc.) please contact the OUP in advance, as the Right-Arms need to be precisely balanced to accommodate these types of changes.

**Total No. OBT Lighting Units 63**

All instruments come with lamp, C-clamp, color frame and safety cable. All equipment is struck, sorted, counted and flashed-out at every strike. Blown lamps, additional and/or missing equipment is paid for at strike.

**OBT Accessories, Cables and Hardware Inventory:**  
(as of May 2010)

<u>Make</u>	<u>Item</u>	<u>Count</u>	Count on Date: <b>May 2010</b>
ETC	Safety cables	<b>64</b>	<u>  69  </u>
ETC	6 ¼" x 6 ¼" Color frames	<b>34</b>	<u>  32  </u>
ETC	7 ½" x 7 ½" Color frames	<b>27</b>	<u>  27  </u>
ETC	C-clamps	<b>68</b>	<u>  68  </u>
Pintech	Twofers	<b>15</b>	<u>  13  </u>
Pintech	10' stage cables	<b>15</b>	<u>  14  </u>
Pintech	5' stage cables	<b>20</b>	<u>  14  </u>
ETC	Element Lighting Console	<b>1</b>	<u>  1  </u>

	40 faders/500 channels/2 DMX Universes		
Dell	19" color flat-screen monitor	2	<u>1</u>
ETC	2.4 kw grid and wall circuits	48	<u>48</u>
ETC	2.4 kw dimmers	48	<u>48</u>

**OBT Soft Goods Inventory**  
(as of May 2010)

**Please Note:** The OBT grid height is 11'-3". All soft goods are flame retardant with jute, grommets, tie lines and bottom pipe pockets (unless noted).

Item	Material	Height	Width	Notes
1a	Heavy-weight Muslin	10' - 0"	10' - 8"	Fair
1b	Heavy-weight Muslin	10' - 0"	10' - 8"	Good
1c	Heavy-weight Muslin	11' - 0"	2' - 11"	Good: a little dirty
1	Heavy-weight Muslin	11' - 3"	9' - 4"	Good
2	Heavy-weight Muslin	11' - 3"	6' - 6"	Fair: w/ tear
3	Heavy-weight Muslin	11' - 3"	18' - 0"	Good
4	Heavy-weight Muslin	11' - 3"	18' - 0"	Fair: dirty, needs laundering
5	Heavy-weight Muslin	11' - 3"	23' - 4"	Good
6	Heavy-weight Muslin	11' - 3"	23' - 4"	Good
7	Heavy-weight Muslin	11' - 3"	25' - 5"	Good
8	Heavy-weight Muslin	11' - 3"	27' - 6"	Fair: some staining @ bottom
9	Heavy-weight Muslin	11' - 3"	27' - 6"	Fair: small blue stain @ middle
10	Heavy-weight Muslin	11' - 3"	46' - 8"	Good: Large water stain @ center
11	Dark Grey Canvas	11' - 0"	10' - 0"	Fair
12	Dark Grey Canvas	11' - 0"	10' - 0"	Fair
13	Dark Grey Canvas	11' - 0"	15' - 0"	Fair
14	Dark Grey Canvas	11' - 0"	15' - 0"	Fair
15	Heavy-weight Muslin	8' - 6"	21' - 0"	Good
16	White Scrim	9' - 3"	8' - 6"	Good
17	White Scrim	9' - 3"	8' - 6"	Good
18	Black Duevetyne	10' - 5"	17' - 5"	Good
19	Black Duevetyne	10' - 5"	17' - 5"	Good
20	White Scrim	19' - 6"	18' - 8"	Fair: L shaped tear 4' up, @ SR corner

21	Black Duetevyne	14' - 0"	9'-0"	Fair: No jute, only grommets and ties
22	Black Duetevyne	9' - 0"	4' - 4"	About six pieces for masking
	<b>OBT House Draperies</b>			<b>Do not get removed from the OBT !!!</b>
<b>BVL-1R</b>	Black Velour Leg # 1 SR	11' - 3"	12' - 0"	New (9-'04)
<b>BVL-1L</b>	Black Velour Leg # 1 SL	11' - 3"	12' - 0"	New (9-'04), Sl w/ L tear 2' up, 6' over
<b>BVL-2R</b>	Black Velour Leg # 2 SR	11' - 3"	16' - 0"	New (9-'04)
<b>BVL-2L</b>	Black Velour Leg # 2 SL	11'-3"	16' - 0"	New (9-'04)
<b>BVT-1R</b>	Black Velour Traveler SR	10' - 9"	24' -0"	New (9-'04)
<b>BVT-1L</b>	Black Velour Traveler SL	10' - 9"	24' -0"	New (9-'04) SL w/ tape mark 3' up at edge & stains (9-'05), needs replacing.
<b>BVB-1</b>	Black Velour Border # 1	1' - 9"	53' - 0"	New (9-'04)
<b>BVB-2</b>	Black Velour Border # 2	2' - 0"	53' - 0"	New (9-'04)
<b>BVB-3</b>	Black Velour Border # 3	2' - 3"	53' - 0"	New (9-'04)
<b>MC-1</b>	Muslin Cyclorama	11' - 3"	48' - 0"	New (9-'04)

**OBT Scenic Inventory**  
(as of May 2010)

**All flats are Hollywood-style, 5/4 frame with luan facing, 3" depth.**

- (2) 4'x8' Flats, plain
- (2) 4'x8' Flats, with 45° bevel on one long edge.
- (2) 2'x8' Flats, plain
- (2) 4'x8' Door Flats, with 2'-8 3/8" x 6'-9 7/8" opening.

- (2) 4'x8' Window flats, with 2'-3"x3'-7" opening.
- (2) 2'-11" x 4'-0" Double-hung windows (non-functional, fits around opening in window flats)
- (4) 7'-0" Stage Jacks.

### **Seating and Riser Inventory**

The maximum audience capacity of the theater is 200.  
The theater is equipped with 200 interlocking upholstered padded chairs.  
All chairs are movable and stackable.  
The upholstery on the chairs is a dark blue color. The chair frames are black.  
There are seven levels of seating risers at: 0", 6", 12", 18", 24", 28" and 32", for about 156 seats.  
Only seated audiences are permitted, no standees are allowed during performances.

### **Tools and Equipment Inventory**

The theater is equipped with an assortment of hand tools, for scenery assembly and theater maintenance.  
A 3/8" electric hand drill and an electric saber saw are available.  
The theater is equipped with a 5' high rolling scaffold with decking and safety rails.  
The theater is equipped with a 10' ladder, one 4' step ladders, a flat dolly and two chair dollies.

### **Available Drawings (1/8" scale)**

Ground Plan  
Ground Plan with Lighting Grid  
Ground Plan with Lighting Grid and Circuit Locations  
Ground Plan of House Neutral Conditions  
Side Elevations (interior and exterior)  
Sketch-Up Drawings of the OBT are available at the OUP.

## **Inspections of Undergraduate Productions at Yale College**

**The Fire Code Compliance Office (FCCO) and Yale Environmental Health and Safety (EHS) jointly established a set of guidelines for all undergraduate theater productions at Yale College.** These guidelines are a minimum set of requirements that should be used in your event planning. Additional requirements above these guidelines may be imposed upon the production. Issues of high importance are included in the Undergraduate Guidelines Excerpt posted later in this manual.

**Fire and Safety inspections of your production are absolutely required, and must be scheduled well in advance.** Inspections are required for all undergraduate theatrical productions and special events to ensure compliance with the State of Connecticut Fire Safety Code and to protect all persons involved, including actors, technicians and the audience.

**The OUP Supervisor will assist you in making contact with the FCCO. It is however, the responsibility of the Producer to ensure that contact has been made with the Fire Code Compliance Office (203-432-0750) to arrange an appointment for a safety inspection.** Once you have a confirmed theater booking, and at least two weeks prior to your load-in, complete and copy the Pre-Production Application forms included in this packet. Submit the final version of your Pre-Production Application to the OUP Supervisor or TD for review, signature and faxing to the Fire Code Compliance Office. Keep the original copies for the Fire Inspector's signatures at the time of your inspection appointment.

The OUP Theater Supervisor will inform The City of New Haven Fire Marshal's Office of your production dates. Be advised that **The City of New Haven Fire Marshal's Office may**

**inspect your event at any time** (with or without notice to you) and set regulations above and beyond those of the University's. **Items to include in your OBT Production Proposal**  
**Use pages 18 to 23 below.**

- ❑ The **OBT Production Proposal Form** should include contact information for the entire production team and/or the officers of the registered organization.
- ❑ A **one page written description** of your production including details regarding the nature of the event and how you plan to actually produce the production. This is your chance to impress the OBT Selection Committee and to make your case why your production should be produced at the OBT.
- ❑ A **copyright contract** and paid invoice, from the owner of a property, if covered by a copyright. Sometimes the rights can take a few weeks or months to secure. In those cases, you may submit documentation (copies of letters, faxes, emails, etc) that shows you are actively seeking the rights. The show will not be allowed to load into the OBT without presentation of the final paid contract.
- ❑ A **production calendar** should include information regarding the dates being requested, as well as details regarding the timing of the load-in, technical rehearsals, dress rehearsals, performances, strike and load-out. Use boxes and labels to block out various times you think you will need to use the OBT.
- ❑ A **ground plan sketch** (to scale) of the Off Broadway Theater should include your scenic elements, lighting and sound equipment locations, audience-seating areas, ticket sale location and any other obstructions. The Supervisor of the theater is available to assist in creating this sketch. You do not need to submit a lighting plot with the proposal. The ground plan with the lighting grid is provided so that you can see how your set-up will be positioned in relation to the lighting grid. Feel free to draw your ground plan on this page if you wish.
- ❑ A **front elevation sketch** (to scale) is mostly important if you are using built scenery and especially raised platforms or stairs. The elevation should show your scenic elements and boom lighting positions. Since the lighting grid is only about 11 feet high we need to know just how high your scenery and boom lighting will be. The Supervisor of the theater is available to assist in creating this sketch.
- ❑ A **User's Fee of \$200.00**, check made payable to: Yale University. Memo: OBT User's Fee.

#### **Notice Regarding Cancellation of a Booking:**

The Producer is responsible for notifying the OUP Supervisor of Undergraduate Productions as soon as a booking cancellation is necessary. A notice of cancellation needs to be in writing and emailed (or faxed) to: [james.brewczynski@yale.edu](mailto:james.brewczynski@yale.edu) (203-432-6415 fax). Notice must be received at least two weeks prior to the move-in date, or the \$200 User's Fee will be forfeited.

#### **Proposal Submission Dates and Selection Committee Meetings:**

Submissions for the fall semester will be accepted beginning on the day Yale College dorms open. The Selection Committee will meet at 4:00 pm on Thursday of the third full week of September.

Submissions for the spring semester will be accepted on the first Monday after Thanksgiving. The Selection Committee will meet at 4:00 pm on Thursday of the third full week of January.

Submissions for the summer will be accepted the first Monday after spring break. The Selection Committee will meet at 4:00 pm on Thursday of the third full week of April.

The OBT Student Selection Committee is comprised of active leaders and participants from the major

undergraduate producing organizations. The committee generally has 7 participants depending on availability.



**Special Hazards:** \_\_\_\_\_

**Description of Show:** (Use additional paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Responsibility**

The following must be completed prior to seeking the pre-production approvals below.

“I have read, understand, and will follow the **Guidelines for Undergraduate Theatrical Productions and Special Events**, to the best of my ability. I will seek advice and permission in advance as warranted. I may be held personally and financially responsible for this event.”

**For Dance, Opera, Theatrical and Special Events:**

**Signature of Producer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Registered Undergraduate Organizations:**

**Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Treasurer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pre-Production Approvals**

The following signatures are required before the production inspections may occur.

The signature below indicates that this production has secured the use of the performance space noted on page one.

College Master’s Office: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

Theater / Venue Manager: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

The signature(s) below indicates that the design plans for this production have been reviewed and approved by the assigned Technical Director in the OUP.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

James Brewczynski, Supervisor of Productions

Rorie Fitzsimons, Senior Technical Director

Justin DeLand, Technical Director

Thomas Delgado, Technical Director

# Production Planning Calendar

(Please, keep a copy of this form for your records)

Submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Title of the Production: \_\_\_\_\_

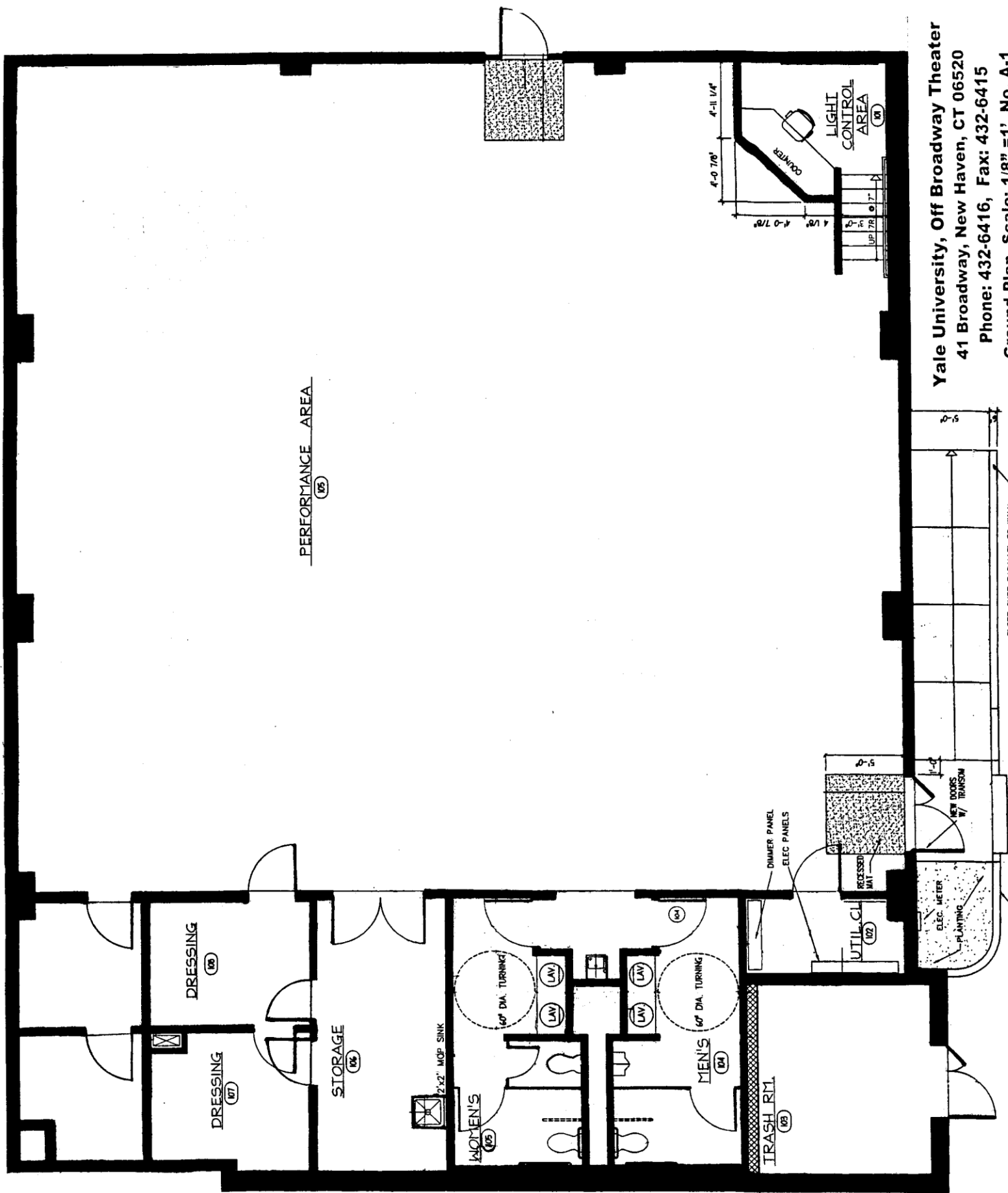
First Choice Dates: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_  
 (load-in) Day / Date (strike) Day / Date

Performances: \_\_\_\_\_  
 Day Date Time Day Date Time Day Date Time

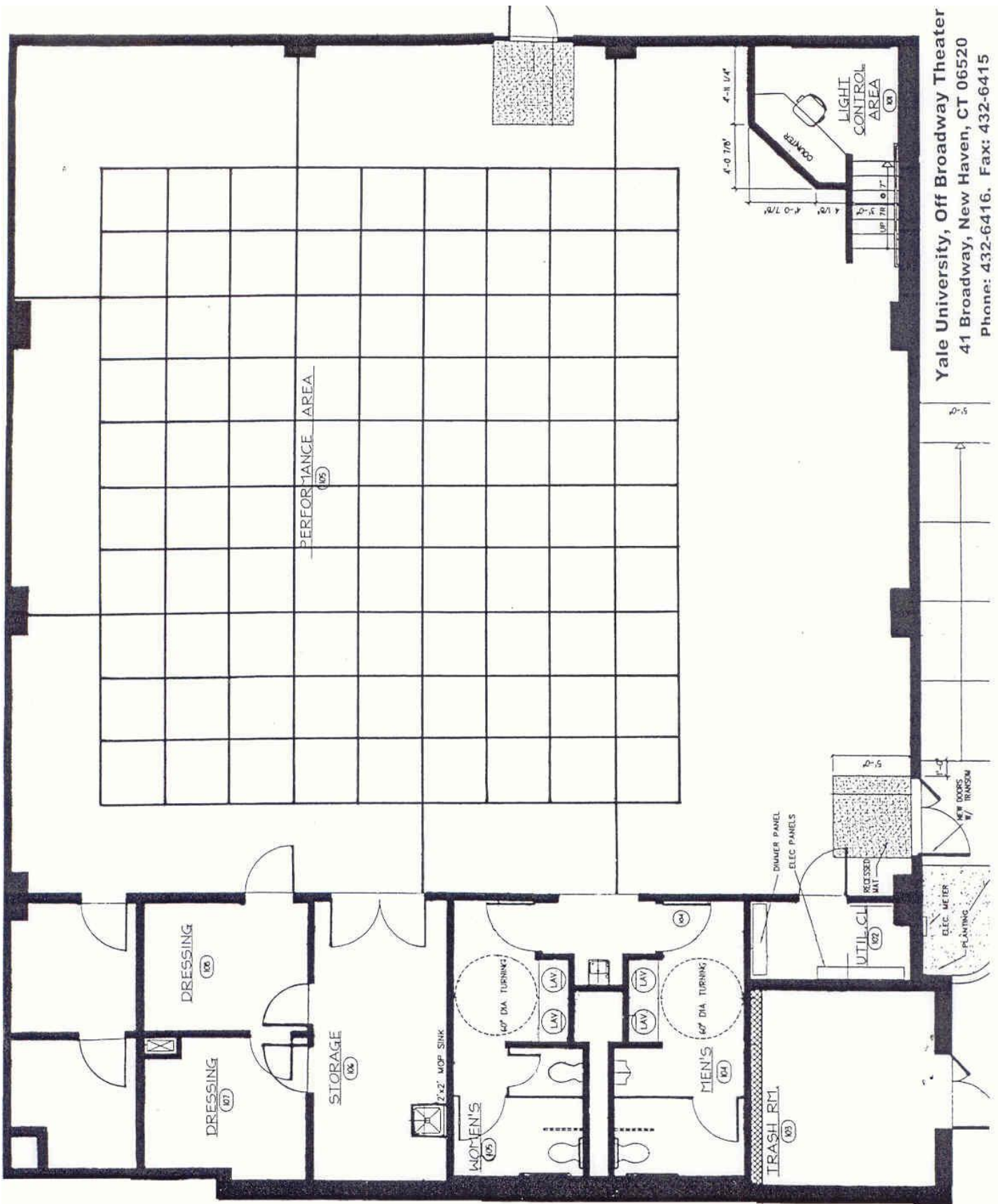
Performances: \_\_\_\_\_  
 Day Date Time Day Date Time Day Date Time

Dates:	Sunday	+	Monday	+	Tuesday	+	Wednesday	+	Thursday	+	Friday	+	Saturday	+
9 a.m. <b>Load-In</b>	+		+		+		+		+		+		+	
10 a.m. <b>May Begin</b>	+		+		+		+		+		+		+	
11 a.m.	+		+		+		+		+		+		+	
<b>Noon</b>	+		+		+		+		+		+		+	
1 p.m.	+		+		+		+		+		+		+	
2 p.m.	+		+		+		+		+		+		+	
3 p.m.	+		+		+		+		+		+		+	
<b>4 p.m.</b>	+		+		+		+		+		+		+	
5 p.m.	+		+		+		+		+		+		+	
6 p.m.	+		+		+		+		+		+		+	
7 p.m.	+		+		+		+		+		+		+	
<b>8 p.m.</b>	+		+		+		+		+		+		+	
9 p.m.	+		+		+		+		+		+		+	
10 p.m.	+		+		+		+		+		+		+	
11 p.m.	+		+		+		+		+		+		+	
<b>Mid Thtr Closed</b>	+		+		+		+		+		+		+	
<b>1 a.m.</b>	*****													+

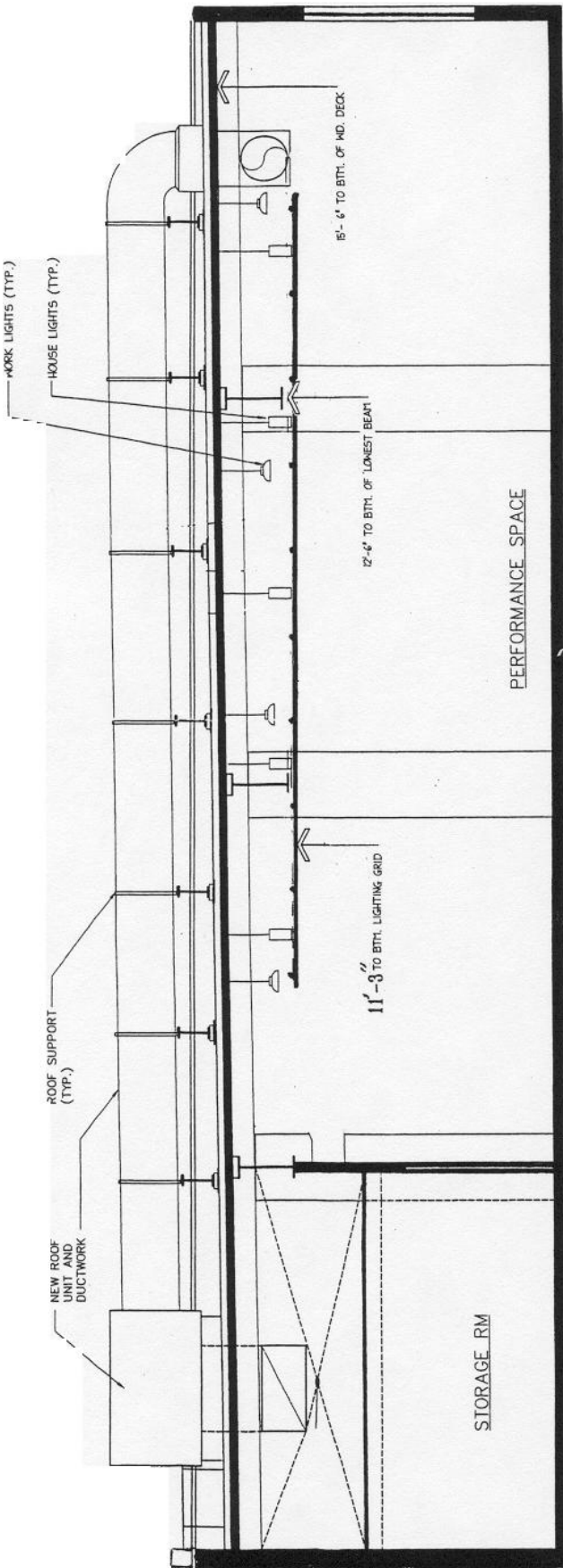
**Strike Ends**



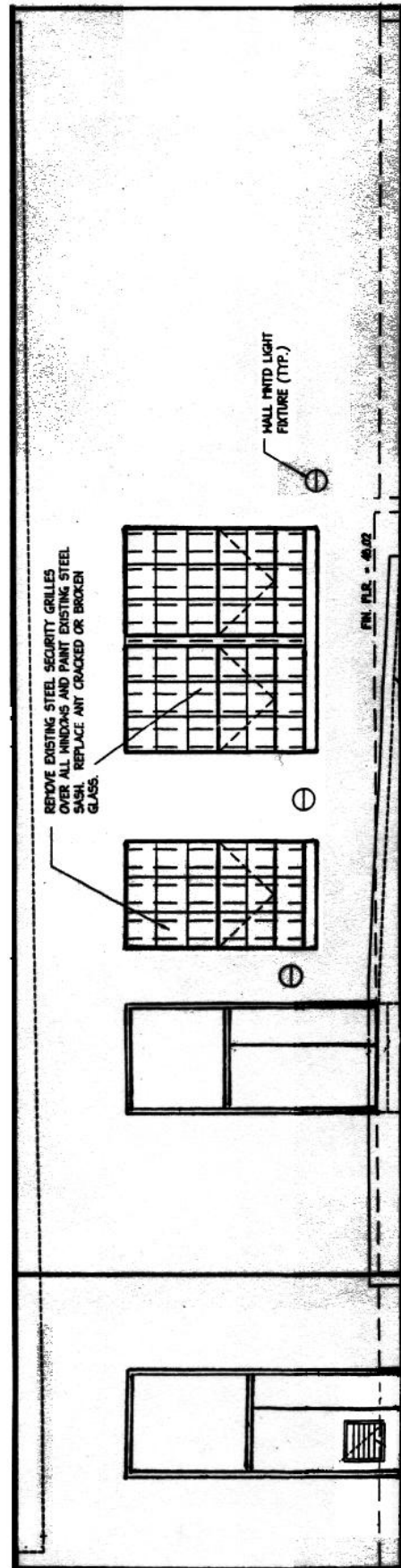
**Yale University, Off Broadway Theater**  
 41 Broadway, New Haven, CT 06520  
 Phone: 432-6416, Fax: 432-6415  
 Ground Plan, Scale: 1/8" = 1', No. A-1



Yale University, Off Broadway Theater  
 41 Broadway, New Haven, CT 06520  
 Phone: 432-6416. Fax: 432-6415



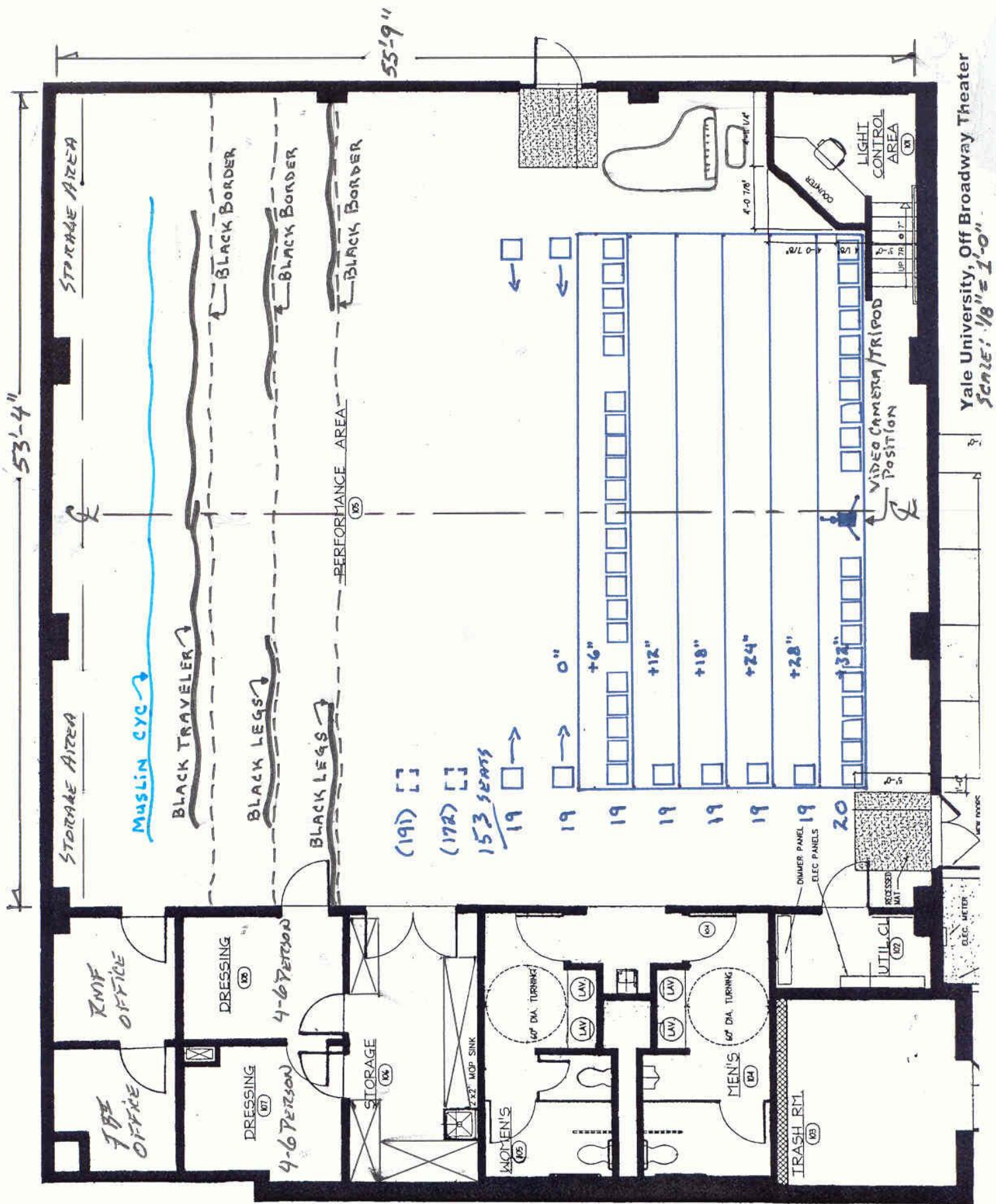
**Cross-Section thru Building**  
SCALE: 1/4"=1'-0"



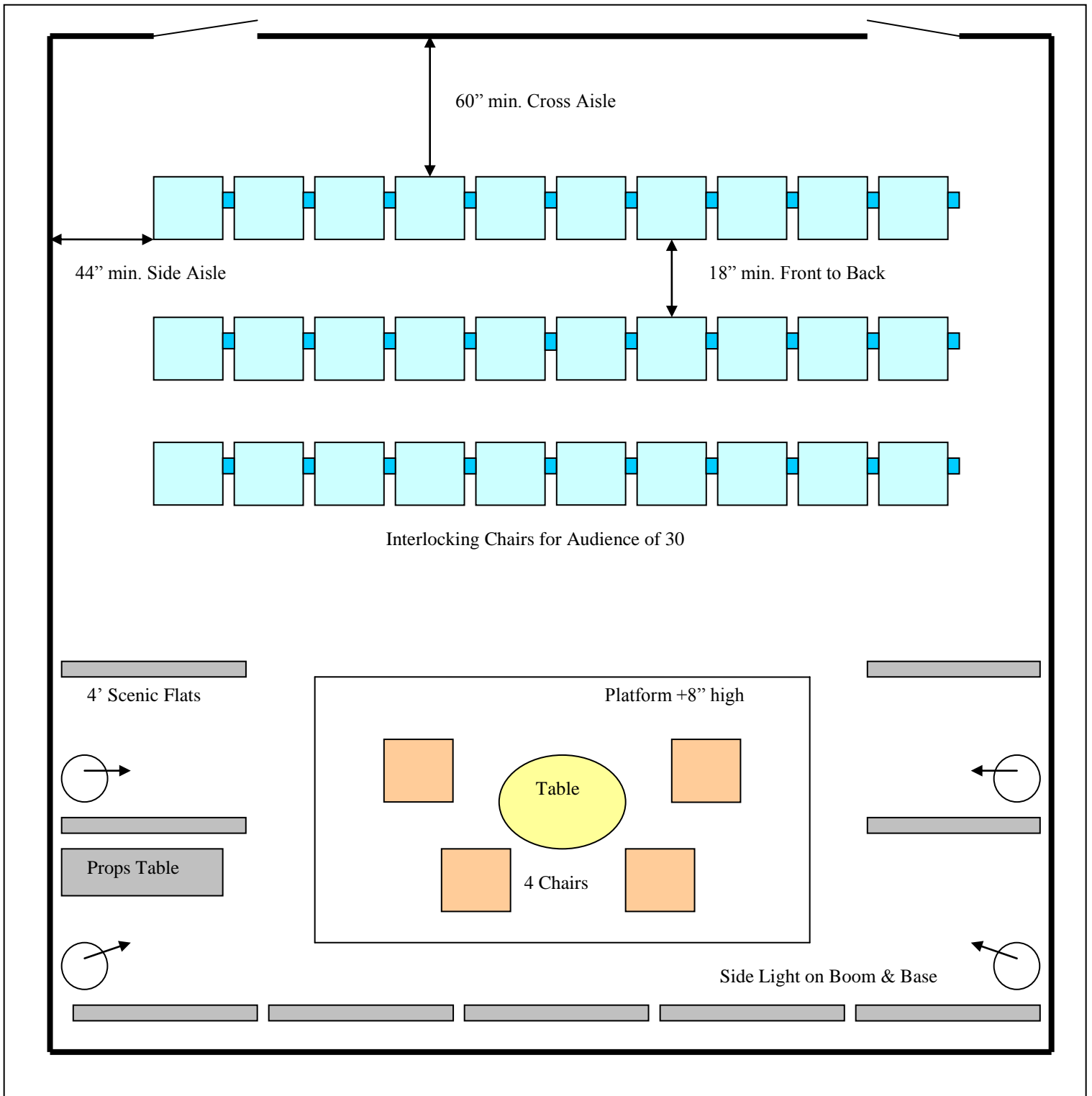
**South Elevation**  
SCALE: 1/4"=1'-0"

**Yale University, Off Broadway Theater**  
41 Broadway, New Haven, CT 06520  
Phone: 432-6416, Fax: 432-6415  
Section & Elevation, Scale: 1/4" = 1', No. A-3

# Off Broadway Theater House Neutral Conditions



Yale University, Off Broadway Theater  
SCALE: 1/8" = 1'-0"



**A SAMPLE GROUND PLAN:**

**Name of Event:** A Simple Show

**Location of Event:** Generic Theater

**Event Dates and Times:**

\_Thurs\_ / \_10-12-06\_ / \_7:00 pm\_ // \_Fri\_ / \_10-13-06\_ / \_7:00 pm\_ // \_Sat\_ / \_10-14-06\_ / \_7:00 pm\_  
 Day Date Time Day Date Time Day Date Time

Number of Seats: **30**, plus # **2** Ushers, plus # **4** Cast & Crew, equals **Total Number in Venue: 36**.  
 (Note: One usher per 25 seats is required.)



# Yale University

## Office of Undergraduate Productions

Broadway Rehearsal Lofts, 294 Elm St.  
Jim Brewczynski, Supervisor  
Phone: 203-432-6416, fax 432-6415  
Rorie Fitzsimons, Senior Technical Director  
Phone: 203-432-6417, fax 432-6415

## Fire Code Compliance

344 Winchester St., Suite A-155  
Anthony Kearns, Director  
Utilities/Distribution & FCC  
Office: 203-432-0750  
Fax: 203-432-8937

### Excerpt from: Yale University Guidelines for Undergraduate Theatrical Productions

For the full document see: Yale University Guidelines for Undergraduate Theater Productions at: [www.yale.edu/oup](http://www.yale.edu/oup)

#### Office of Undergraduate Productions

The Office of Undergraduate Production, based at the Broadway Rehearsal Lofts at 294 Elm St, is available to provide production support services to undergraduate students as well as help ensure their ability to comply with basic fire and safety requirements. **All Producers of theatrical events need to schedule a production review meeting with this office** prior to submitting their plans. **In order to ensure adequate time, this review must be requested four (4) weeks prior to moving into any production facility.**

#### Inspections

**Inspections are required for all undergraduate theatrical productions and special events at Yale University** to ensure their compliance to the Connecticut Fire Safety Code and to protect all persons involved including the actors and the public. The Yale University Office of Fire Code Compliance (YFCC) and the Yale University Office of Undergraduate Production (OUP) will conduct these inspections. The Fire Inspector and the OUP reserve the right to alter these regulations at any time to ensure the safety of all persons involved. Additional inspection and review by Yale Environmental Health & Safety (Yale EHS) may be required as deemed necessary by the YFCC or the OUP.

The City of New Haven Fire Marshal may also conduct fire safety inspections and set regulations above and beyond those of the University.

**The Yale University Undergraduate Theatre Pre-Production Application Form (pages 3, 4 & 5) must be filled out, signed and submitted to the OUP at least four (4) weeks in advance of the planned load-in date. The OUP will review the application and once approved will sign off, fax the form to the YFCC two weeks prior to load in, and schedule the Fire/Safety Inspection.** Inspections are typically performed on Wednesday. It is your responsibility to confirm your inspection date and time with the OUP on the Monday preceding your performance. Please have the original forms with you at the time of your inspection.

#### General

The range of acceptable and unacceptable activities for construction and production are outlined in the OUP's "ABC List", with additional detail in the "Guidelines for Undergraduate Theatrical Productions and Special Events." Students are encouraged to review these and other OUP policies at [www.yale.edu/oup](http://www.yale.edu/oup).

Good housekeeping practices shall be used in all areas. All areas shall be kept clean and orderly. All trash shall be removed.

A House Manager and sufficient Ushers must be designated in advance of each production. There must be 1 Usher per 25 occupants. A minimum of 2 ushers and the House Manager must be on duty at all times during actual performances. The House Manager must know the location of the nearest Fire Alarm Pull Station and Telephone or Emergency Blue Phone. All Ushers must know how to use a fire extinguisher and must carry a flashlight. Extinguisher training will be given during the Fire/Safety inspection as needed. All House Managers and Ushers must attend training at least once a year.

The following public announcement is required to be made by the House Manager, with house lights on, 5 minutes prior to the beginning of all shows **"No Smoking is permitted in the audience or adjacent exit ways"** **"Please note the locations of the exits"** (Indicate Location) **"Keep all aisles & exits clear at all times"**.

No open flames, torches, candles, smoke generation machines, and the like shall be permitted. No explosives, flash powder, firearms and/or the like shall be permitted. Smoking and the lighting of smoking materials by actors is not permitted.

Edges of stages, steps, and openings must be marked with glow tape throughout the space. This includes the audience aisles and exit ways.

Dangerous stage activities, unguarded mechanical equipment, audience participation, or exposure to dusts, vapors or fumes are prohibited .

All wiring must comply with the National Electrical Code. No wiring in the field by any student is allowed.

At least three (3) 10-lb ABC fire extinguishers must be available, one (1) at the lighting control panel, and two (2) backstage.

There shall be no standees allowed. Aisles and exit ways shall not be blocked at any time.

No fire protection or life safety features are to be tampered with or disabled.

### **Exits**

A minimum of two (2) exits is required from all performance and audience areas. A minimum of three (3) exits is required from audience areas if seating more than 500 people.

All aisles, exits, and stairwells are to be lighted at all times. At no time may the house lights be fully blacked out, unless specific lighting for all aisles, exits and stairs is provided.

No persons may be seated in aisles or exit ways. All exit signs are to be lighted and visible at all times. No mirrors, drapes, or other items are to be affixed, blocking, or in the way of the exits.

All exits are to be inspected for their entire length prior to each performance. Exit doors may not be chained or locked and doors must be verified as operable prior to each performance. Any accumulation of snow or ice or other obstructions or hazards must be removed.

### **Lighting**

The support structures for lighting equipment must be approved by the OUP. Lighting equipment and other rigging over the audience seating area is highly discouraged, and all lighting towers shall be properly secured at the top and secured or weighted at the bottom.

Lighting equipment or rigging may not be affixed to sprinkler piping. No cables or equipment may run through or across aisles or exit ways.

All lighting equipment must have a safety wire secured through the yoke to the supporting structure. Only lighting fixtures approved by the OUP with safety wires are to be used.

Lighting fixtures without lenses shall have a safety screen secured in front of the exposed lamp.

### **Actors Stage Risers**

Only risers meeting the OUP requirements may be used. Custom fabricated risers, raised platforms, ladders, scaffolding, hoists, etc must be reviewed and approved in advance by OUP and either Yale EHS, Facilities, or others with special technical knowledge.

Risers shall be constructed in a stable manner that allows no movement and shall be designed to support the anticipated load and must have a minimum kickboard on all exposed edges of 1.5" in height. Risers greater than three (3) feet, or at the discretion of the Fire Inspector, shall have a permanent railing installed. Railings shall be 42" above the riser and include a mid-rail. Railings shall withstand a force of 200 pounds applied at any point, in any direction. All weight bearing structures must be reviewed by the OUP.

### **Audience Seating Risers**

The Occupant Load may not exceed the posted limits, or the capacity set by the Fire Inspector. Capacities may change with each show. All seating arrangements are subject to the approval of the Fire Inspector. There shall be no makeshift or bleacher seating. All audience risers must be of manufactured systems approved in advance by the Fire Inspector.

Risers greater than two (2) feet, or at the discretion of the Fire Inspector, shall have a permanent railing installed. Railings shall be 42" above the riser and openings between the top railing and the riser shall not allow the passage of a 6" sphere. Railings shall withstand a force of 200 pounds applied at any point, in any direction.

Risers greater than eight (8") inches above the floor shall have a permanent stairs at the aisles. Stair risers shall be a maximum of 8" high with a minimum of 11" tread depth. Riser height shall be uniform; it shall not exceed an 8" maximum, or a 4" minimum.

Stairs with more than two (2) risers shall have a handrail installed. Handrails shall be 42" above the surface of the tread.

For movable seating, all aisles must be 44" wide and lead to a 60" cross aisle that leads directly to an exit. No dead end aisles shall exceed 20' in length, from seat to a cross aisle or exit.

Rows of seats opening onto an aisle at one end shall have no more than seven (7) seats. Rows of seats opening onto an aisle at both ends shall have no more than fourteen (14) seats and all chairs must be fastened together.

Seats shall be spaced with a minimum of 18" from the back of one row to the front of the next.

### **Scenery**

Personal Protective Equipment shall be used when necessary for all setup personnel.

Approved scenery shall be constructed in a workman-like manner and be adequately secured.

Structural cables must only use swage-type terminations. Cable clamps or clips are not permitted.

No flammable or highly combustible items are permitted. All fabrics, flats and other scenery must be treated with flame retardant. The offstage side of all non-treated scenic materials must be back painted. All scenery and props will be fire tested by the Fire Inspector.

## **Additional Inventory Resources**

### **Office of Undergraduate Productions Expendables, Lighting Inventory and Props Storage**

The Office of Undergraduate Productions keeps a small inventory of common use items that are available for purchase. You may buy gaff tape, spike tape, flame retardant, instrument lamps, electrical tape, glow tape, paint brushes and sharpies. The complete list of items for this inventory can be found at the OUP website: [www.yale.edu/oup](http://www.yale.edu/oup). You can also fill out the order form for items at the website. Inventory is open from 2-10 PM Tuesday – Saturday. Consider making an appointment with the inventory manager (currently Justin DeLand [Justin.deland@yale.edu](mailto:Justin.deland@yale.edu)) to ensure that you can get the products you need in time.

While the theater has an adequate stock of lighting instruments, the OUP lighting inventory can provide you with extra lighting instruments and cable that you may want. Please arrange for rental with the inventory manager (hours are 2-10 PM Tuesday-Saturday) to rent and pick up the instruments. A list of available equipment is on the OUP website. Please note that any rented lighting equipment must be returned on the Sunday after strike between 10 AM and 1 PM\* to the Lighting Storage beneath Nick Chapel in Trumbull College. Late return results in fees.

The OUP keeps a small inventory of props at 305 Crown Street. Please arrange with the inventory manager a time to choose and pick up props. Props must be returned on the Sunday after strike between 1-3 PM\*. Late returns will result in fees.

\*These times are the current return times. Times can change based on the availability of work-study staffing. Please make sure to verify what time you can return items when you speak with the Inventory Manager.

### **Yale School of Drama Inventory**

The Yale School of Drama has an inventory of expendables and common use item from which they allow students to make purchases. In addition to everything the OUP can provide, the School of Drama has lighting gel, lumber, hardware, and much more. If you plan to use the YSD inventory, please make a list of everything you want to purchase and bring it to your OUP Technical Director, who will help you complete the purchase through YSD.

### **Yale School of Drama Props Warehouse and Costume Collection**

The Yale School of Drama has an extensive warehouse of props and furniture which have been made available for undergraduate rental. Additionally, the Yale School of Drama Costume Collection allows rental to undergraduate productions. Each collection has their own rules and guidelines for rental and return. The following pages are the current guidelines and forms that are needed for rental.

It is important to schedule appointments with the YSD and follow their rules closely. They are not required to rent to undergraduates, and violation of their rules can have consequences for all senior projects. If you plan to rent from the YSD Props or Costume Collection, it is important that you schedule your rental well ahead of time. ***You must also arrange for the return for the rented items at time of rental! Know your rental return plans at the time of strike.***

The fees for the Props Warehouse and the Costume Collection are subject to change and updated yearly. Please contact them directly for the most current applicable fees.

## **Yale School of Drama/ Repertory Theatre Properties Warehouse Guide As of September 2011**

**The School of Drama/Repertory Theatre Properties Warehouse** is open to all community members within and without Yale University. The rental of properties is on availability. Groups within the School of Drama have priority over all outside users. The Yale School of Drama reserves the right to deny rental to any party due to scheduling conflicts, prior obligations, or abuse of the rules that follow.

### **Hours & Appointments**

The warehouse is open Tuesday through Friday, 2:30-5:00p.m. Before visiting the warehouse, you must call (203) 432-6405 and setup an appointment at least one business day in advance of your arrival. This is to ensure that personnel will be available to help you with your rental. In case of emergency closure, you will be notified by phone or email.

### **Rental Fees**

There is a **minimum** rental fee of \$85.00 for any properties rented from the warehouse. The minimum rental will cover 2-4 large props OR 10-15 small props for a maximum of four weeks. The rental charge will be set at the time of the rental and will vary with the complexity, uniqueness, value, size, and length of rental of the props at the discretion of the warehouse manager.

#### **Deposit**

A minimum deposit fee of \$170.00 is required of all rentals. In most circumstances, the warehouse manger will set the deposit fee at two times the rental fee. However, fees may be higher depending upon the number of items and the value of the properties rented. Deposit fees will be returned in full with the return of all properties in their original condition. Painting, defacing, or damaging any rented properties will cause forfeiture of part or the entire rental deposit.

#### **Properties Pickup**

Personal pickup of properties is available by appointment during normal warehouse hours. Schedule your arrival at the warehouse well in advance of closing time. The warehouse manager will make last call at 4:40 p.m. and will close promptly at 5:00 p.m. **You must bring enough personnel to move the properties from the warehouse to your vehicle.** The warehouse manger will assist only with items that are stored in areas difficult to access. The return of properties follows the same procedures. **You must bring enough personnel to restock properties to their proper locations.**

#### **Properties Delivery and Pickup**

Delivery of properties can be arranged through the warehouse manager for an additional fee. Delivery and pickup of rented properties are usually scheduled immediately following normal warehouse hours, however pickups may be scheduled just prior to normal hours. Please make sure to schedule a delivery or pickup at least 2 days in advance to allow enough time to reserve a School of Drama vehicle. **You must bring enough personnel to move the properties from the warehouse to the delivery vehicle and from the delivery vehicle to your performance space.** The return of the properties follows the same procedure. **You must have enough personnel to move properties from the performance space to the delivery vehicle and from the vehicle to their proper locations at the warehouse.** The fee for delivery or return of properties is a minimum of \$35.00 for the first hour, with an additional charge of \$17.50 for every additional half hour. Please note that personal transportation to and from the warehouse is the responsibility of the renting party.

#### **Method of Payment**

Rental fees and security deposits for all items must be paid at time of pick up. Payment may be made by check, payable to the Yale School of Drama. Separate checks are required for fees (rental & delivery) and deposits. Members of the Yale community may pay by PTAE0. PTAE0 payments must be authorized by the College or Department and emailed to the warehouse manager with maximum approved budget 24 hours before props may be checked out. Deposits are refunded upon return of all items in good condition. Additional charges may be billed if damage or loss exceeds the deposit. Any payments not made will be grounds for terminating rental privileges. Bounced checks are subject to a \$25 fee.

#### **Changes to Properties**

Rental properties may **NOT** be changed in color, size, or structure without **PRIOR** approval of the warehouse manager. Painting, defacing, or damaging of any rented properties will cause forfeiture of part or all of the rental deposit.

#### **Location & Directions**

The Properties Warehouse is located at 105 Hamilton Street in New Haven, CT. It is one block north of Chapel or one block south of Grand Ave. The warehouse is located in a shared facility with Tile America and the entrance is behind the building. From Yale Campus: Follow Elm St. east and cross State St, staying on Grand Avenue for several blocks. Make a right onto Hamilton Street. Turn left at the first light onto Ives St. (the Tile America store is on the corner). Take a left turn into the parking area behind the Tile America building, about halfway down Ives St. Proceed to the left diagonally across the parking lot to the corner of the L-shaped loading dock. Look for a roll-up door with a single door to its right, with a sign that says, "Yale School of Drama/Yale Repertory Theater Storage Facility". The phone number at the warehouse is (203) 764-9276.

## **Yale School of Drama Costume Collection** **RENTAL AGREEMENT GUIDELINES** **As of September 2010**

The Costume Collection is open to theatrical communities inside and outside of Yale University. Groups within Yale School of Drama have priority over others.

#### **HOURS & APPOINTMENTS**

Costume Collection hours are by appointment only. Appointments should be made a week in advance for viewing, pulling or returning stock to and from the Collection. Fittings are not permitted on premises.

#### **RENTAL FEES & DEPOSIT**

Rental fees and security deposits for all costumes must be paid at time of pick up. Payment may be made by check, payable to the Yale School of Drama. Separate checks are required for the rental fee and deposit. Members of the Yale community may pay by PTAE0. PTAE0

payments must be authorized by the College or Department and emailed to the Collection Manager with maximum budget 24 hours before costumes may be checked out. Security deposits are 10% of full value of rental costumes but no less than \$150. Deposits are refunded upon return of all costumes, dry cleaned, and in good condition. Damage or loss of costumes will cause forfeiture of part of, or all of the deposit. Additional charges may be billed if damage or loss exceeds the deposit. Any payments not made will be grounds for terminating rental privileges. Bounced checks are subject to a \$25 fee.

### **ALTERATIONS**

Cutting, dyeing and other permanent alterations of costumes are not allowed. Minor non-permanent alterations are permitted.

### **RENTAL RETURNS**

Costumes are due back to the Collection within 7 business days of close of show. An appointment must be made for costumes to be checked back in. All rentals must be returned professionally dry cleaned, pressed flat, and on hangers, with dry cleaning receipts. Late fees of \$10 a day will be charged.

### **DIRECTIONS**

From I-91 and I-95: Take the New Haven Downtown Exit (Rt 34). Proceed to 3<sup>rd</sup> exit at end of connector, and take first right onto York Street. 149 York Street is on the right, between Crown and Chapel. Use the callbox to the left of the door to request entrance to the Collection.

## **HOW TO RENT YSD COSTUMES**

### **PULLING & CHECKOUT**

The Collection is used by dozens of groups and is highly organized by period, style and color to make your pull efficient. Keep costumes neat and in order while you are pulling.

- \*Measure the actors before coming to the Collection. Costumes in the Collection are altered, tag sizes are not accurate. You may not take excessive amounts of clothing per actor instead of using measurements. See the attached measurement guidelines.
- \*There are no dressing rooms in the Collection for fittings, do not bring actors to appointments.
- \*Keep hanging items flat and secure on their hangers, keep shelf items folded, keep lids on bins.
- \*Do not restock clothing you decide not to use, leave them on a rack and notify the Manager.
- \*Food and drink is not permitted in the aisles.
- \*Pieces from sets such as suits may be checked out separately, but bring full set together to checkout.
- \*Allow at least half an hour in your schedule for checking out costumes, more for very large pulls. Note any existing damages to the Manager.
- \*Any clothing you leave in the Collection must be tagged with your name and phone number or it will be restocked.

### **USING**

The individual who signs out the costumes is the guardian of those costumes from when they leave the Collection until they are returned. The individual renting the clothing should be the one who will be caring for and returning all costumes. It is your responsibility to make sure all costumes are treated well by cast and crew and not lost. You will be charged for the value of any item lost or damaged.

- \*Check all items against the costume list on your invoice at every step of the production, especially when costumes are moved.
- \*Costumes should only be worn for rehearsal and performance. Actors should not be allowed to wear costumes outside or take them home.
- \*Using tape to label clothing is considered damage and will result in damage fees. Safety pin or sew your name labels.
- \*Only minor alterations that can be undone are permitted. Cutting, gluing, dyeing, painting are not allowed and will result in damage fees. Do not allow individuals without sewing skills to perform alterations. Very badly done alterations will result in damage fees.
- \*Carefully check for pins and needles. You will be charged for additional staff time if they are found left in clothing.
- \*Return all costumes not used before the opening of the show. Costumes returned after show opening must be dry cleaned whether or not they were used. Unused costumes should be returned clean and flat on hangers.

### **RETURNING**

Make an appointment at least a week in advance to return all costumes before the deadline on your invoice. A late fee of \$10 a day after that date will be charged. Costumes must be checked back in with the Manager, allow at least a half hour for check-in.

- \*Check against your invoice list that all pieces are returned to you on the night of the close of the show.
- \*Check all pockets of clothing and inside shoes and handbags for accessories and actors' personal items before cleaning.
- \*Home laundering is not allowed. All clothing must be professionally cleaned.
- \*Costumes should be delivered to the drycleaner immediately after the close of show to ensure they are cleaned before the deadline. Expect drycleaning to take several days. Let your drycleaner know you have a deadline.
- \*Check all costumes against your invoice list when you pick up costumes from the drycleaner. Make sure all removable parts such as belts and collars are kept with the clothing.
- \*For large pulls, put costumes in order of invoice to avoid lengthy check-in appointments.
- \*Return any measurement tags with their items, notate any size changes on measurement tags.

\*Costumes must be returned in dry cleaning bags, hanging flat and unwrinkled on hangers, with dry cleaning receipts.

\*You will be charged a dry cleaning fee for costumes returned wrinkled, piled in bags or boxes, or dirty.

**The Off Broadway Theater**  
41 Broadway, New Haven, CT. 06511  
**203-432-6416 (phone), 203-432-6415 (fax)**

**Travel Directions and Map**

**From Points North of New Haven: via I-91 Southbound:**

Take I-91 South to Exit 1, to Downtown, onto the Route 34 Connector (the old Oak Street).  
Take Exit 3 to North Frontage Road. Move to far right lane and go to the first stop light.  
Turn right onto York Street and go through four traffic lights (lights at George, Crown, Chapel and Elm Streets).  
Look for Toad's Place, ½ block up on the left, after Elm Street.  
The Off Broadway Theater is located behind Toad's Place.  
Follow the redbrick sidewalk between Toad's and Mory's up about 100 feet.  
The entry to the Off Broadway Theater is on the left under the small blue awning.

**From Points South of New Haven: via I-95 Northbound:**

Take I-95 North to Exit 47, to Downtown, onto the Route 34 Connector (the old Oak Street).  
Take Exit 3 to Frontage Road. Move to far right lane and go to the first stop light.  
Turn right onto York Street and go through four traffic lights (at George, Crown, Chapel and Elm Streets).  
Look for Toad's Place, ½ block up on the left, after Elm Street.  
The Off Broadway Theater is located behind Toad's Place  
Follow the redbrick sidewalk between Toad's and Mory's up about 100 feet.  
The entry to the Off Broadway Theater is on the left under the small blue awning.

**From Points East of New Haven: via I-95 Southbound:**

Take I-95 South to Exit 47, to Downtown, onto the Route 34 Connector (the old Oak Street).  
Take Exit 3 to Frontage Road. Move to far right lane and go to the first stop light.  
Turn right onto York Street and go through four traffic lights (at George, Crown, Chapel and Elm Streets).  
Look for Toad's Place, ½ block up on the left, after Elm Street.  
The Off Broadway Theater is located behind Toad's Place  
Follow the redbrick sidewalk between Toad's and Mory's up about 100 feet.  
The entry to the Off Broadway Theater is on the left under the small blue awning.

**Parking:**

Most on-street parking is metered (.25 per 20 minutes, max two hours).  
Ticketing for expired meters is vigilant.  
The City of New Haven operates a municipal parking lot on Broadway at Elm Street.  
The parking rate is reasonable (.75 per half hour) for up to 6 hours.

**Return to Highways from the Off Broadway Theater:**

Follow York Street to the stoplight at Tower Parkway.  
Turn left onto Tower Parkway, get into the left lane and follow around the bends to Broadway.  
Get in the far right lane and take the first right onto Park Street.  
Go to the fifth traffic light and turn left onto South Frontage Road (the old Oak Street).  
Get in the far left lane. This lane becomes the Route 34 Connector back to I-91 and I-95.

