



**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



## A SAMPLE GROUND PLAN

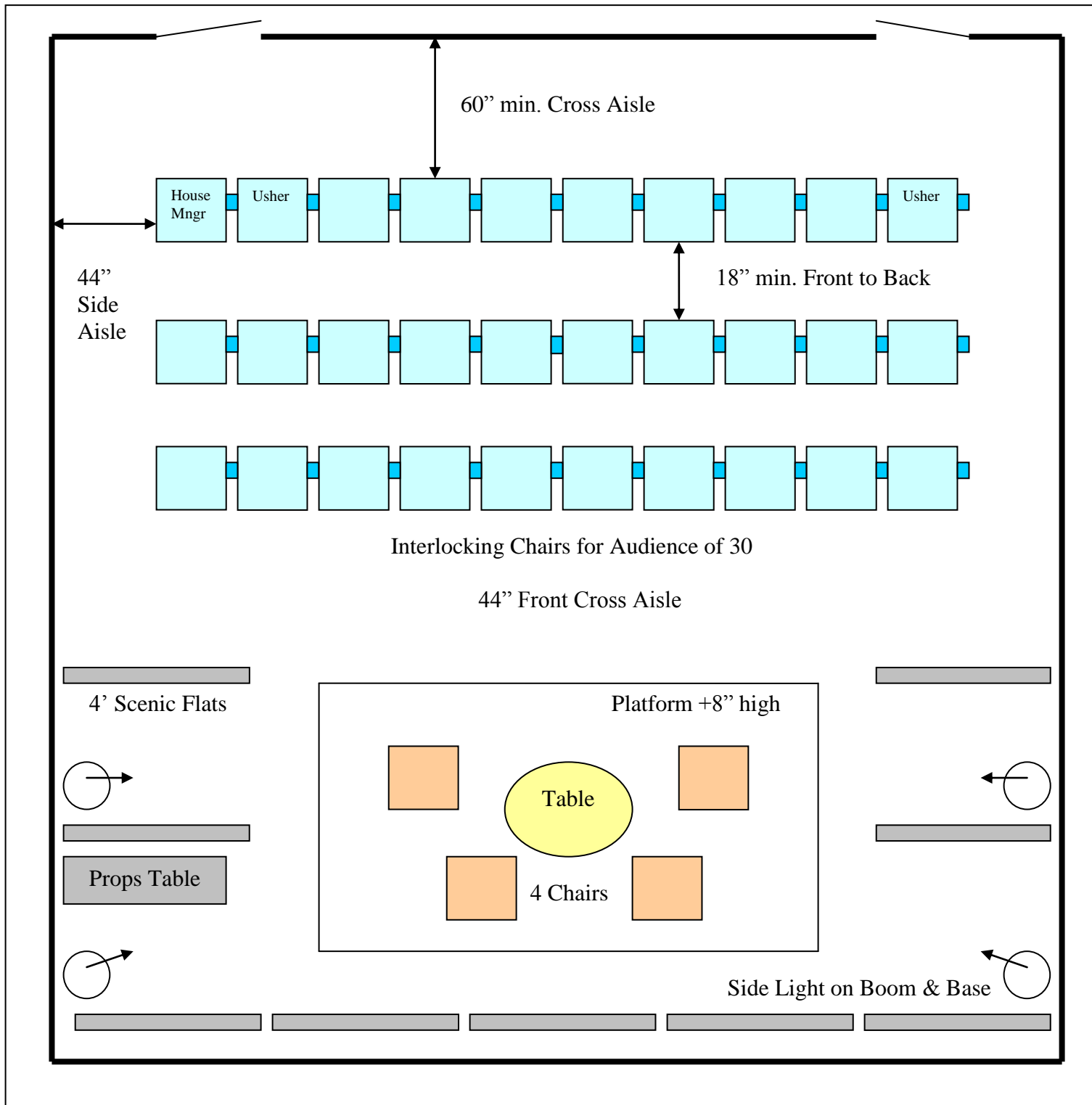
**Name of Event:** A Simple Show

**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, with **3** House Mngr & Ushers, plus 4 Cast & Crew, = **Total Number in Venue: 34**.  
 (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.