

Yale College

Undergraduate Off-Campus Theatrical Productions Policy

Context

Recognizing the justifiable artistic interest students may have in pursuing off-campus venues for their theatrical productions – most specifically for the senior projects within the Theater Studies Program – the following policy has been engaged to ascertain that necessary controls and agreements are in place to constructively consider and facilitate such a student request. When properly vetted and departmentally approved these off-campus productions will be addressed in a fashion that allows application of all appropriate safety standards and concern for liability management.

The following represents an overview of the processes that will be employed and improved as these requests are received and executed:

Types of Off-Campus Production Requests

A student may from time to time request an off-campus space as the venue for his or her theatrical production. Vetting and approval of such a request shall be handled by one of the following offices dependent upon the classification of the production:

Curricular

The *Theater Studies Program* shall be responsible for consideration and approval of any request being made for a *THST curricular project*. Such requests will typically be submitted by a student proposing an off-campus venue by the end of the academic year prior to the projected performance, per the current senior project consideration schedule utilized by the Theater Studies Program. Special care should be taken to ensure the applying student is aware of all on-campus venues that might meet his or her needs; a strong artistic argument will be required to justify the use of a space not pre-approved as a Yale campus venue.

Extracurricular

The *Office of Undergraduate Productions*, with the oversight of the *Office of the Associate Dean for the Arts in Yale College*, shall be responsible for consideration and approval of any request being made for an *extracurricular theatrical production*. It is understood that the potential limitations of supervision given to extracurricular productions will be a strong determiner when considering the viability of such a project for use of an off-campus venue. It is expected that permission will be granted only under extraordinary circumstances. In such an extraordinary case, in order to give its staff time to address additional documentation and oversight concerns, the OUP will require the student request be brought to their attention at least 12 weeks prior to the first date the student wishes to enter the space as agent of a university approved production.

Procedures for Requesting Off-Campus Venues

1) Obtaining Permission

A student wishing to use an off-campus venue for a production, regardless of classification, should first seek permission to pursue and secure the venue. It should be understood by both the approving office and the student applicant that such permission does not constitute approval and is dependent upon the successful execution and completion of all steps outlined below.

2) Obtaining Necessary Agreements and Certifications*

Depending on the category of the off-campus production, either the Theaters Studies Program or the Office of Undergraduate Productions will execute an agreement with the venue and collect documentation of insurance and fire code compliance. Necessary documentation from each venue includes:

- Standard agreement of use signed by the venue
- Certificate of Insurance (to be received from the venue and representative of the model provided by Risk Management)
- NTFD inspection certificate (to be provided by the venue to prove previous compliance)

Roles and responsibilities

The relevant approving office will be responsible for verification and accumulation of these documents. These responsibilities will be assigned as follows:

The *Theater Studies Program* shall be responsible for verifying and accumulating all necessary documentation associated with curricular projects that have been approved by its offices.

The *Office of Undergraduate Productions* shall be responsible for verifying and accumulating all necessary documentation associated with extra-curricular projects that have been approved by both its offices and the *Office of the Associate Dean for the Arts in Yale College*.

In the case that any of these documents cannot, despite best efforts, be verified and accumulated by the relevant approving office, it will become that office's responsibility to notify the student applicant and the Office of Risk Management of venue complication and assist that applicant in finding an acceptable and feasible alternative for the project in question.

Deadline for Permission, Agreement and Certification

All necessary documentation must be submitted and filed within two-weeks of the first date the student wishes to enter the space as agent of a university approved production. This two-week window must keep in mind and precede the earliest scheduled pre-production use of the space by students, including rehearsals. The use of the space for rehearsal cannot be allowed until the proper agreements and certifications are acquired.

Application of Standard Guidelines for Undergraduate Productions

All aspects of the OUP Guidelines for Undergraduate Productions, as well as the Theater Studies Program production policies when applicable, will be applied to those productions held off campus. These guidelines are to be updated to include the language necessary to articulate the special policies to be applied to off-campus productions above and beyond those considered standard.

Application of Fire Code Compliance

The Yale University Guidelines for fire code compliance shall apply to all undergraduate productions, on- or off-campus. The City of New Haven Fire Marshal will conduct inspections of such venues; it is the role of the Office of Undergraduate productions to inform Yale University Office of Fire Code Compliance of each production. The Fire Code Compliance Office will interface with the New Haven Fire Marshal.

All aspects of fire code compliance set out within the Yale University Guidelines for Undergraduate Productions will be applied to those productions held off campus.

Steps for Post-Production Review

After the completion of an off-campus production the agreement and certifications from the venue will be retained by the *Office of Undergraduate Productions* for future reference. The *Theater Studies Program* will be responsible for transferring its accumulated venue information to the OUP. The updating of this information will be the responsibility of whichever approving office is supervising a current production. In this way, with the support of the Theater Studies Department, the Office of Undergraduate Productions will over time build a portfolio of off-campus venues that includes information relevant to future student and department consideration.

A standard review process will be established to consider the venue-specific successes and failures of the off-campus production. The information provided in such a review will be used to vet all subsequent application for the use of the same off-campus venues. The findings of such review will be included with the venue portfolios kept on file by the OUP.

* The model for agreement and certification requirements relevant to venue shall be adapted from the policy used by the Council of Masters when residential colleges schedule off campus social events.
