



Yale University

GUIDELINES FOR UNDERGRADUATE THEATRICAL PRODUCTIONS and SPECIAL EVENTS

*Prepared cooperatively by Yale University's Office of Undergraduate Productions,
Fire Code Compliance Office and Yale Environmental Health & Safety*

Appendix F
Yale University, Office of Undergraduate Productions
Stage Combat and Weapons Policy

DEFINITIONS

Stage Combat

Stage combat will be defined as any physical confrontation, armed or unarmed, between two or more participants, in which bodily harm is threatened or represented, with or without actual physical contact.

Weapons

Weapons encompass: guns (working, non-firing, rubber and toy), knives, swords, daggers, spears, bow and arrows, cross bows, noose, hand cuffs, shackles, restraints and any other implements fashioned or used in a threatening manner, whether capable of inflicting actual bodily harm or not. Unsecured prop weapons will be eliminated from the production.

BANNED ITEMS

No firearm will be used that is capable of firing projectiles in any form. There will be no use of blanks, caps or any other explosive device. Any and all gunshots must be accomplished through the use of sound effects, either recorded or by a stage device such as a slap-stick.

No weapon will be allowed that is capable of firing a projectile, such as a bow and arrow or crossbow. All such weapons must be incapable of firing and used for visual effect only.

No cutting implements will be allowed unless the cutting edges/points have been dulled and rendered incapable of cutting or piercing. No retractable knives or swords will be allowed. Switch blades are banned in Connecticut.

Requests

No use of weapons of any kind is allowed, in rehearsal or performance, without the express permission of the OUP. Requests for the use of weapons must be made to the appropriate OUP technical advisor, submitted in written form attached to the standard Undergraduate Production pre-production application. Approval will be based upon adherence to University safety standards as determined by the OUP upon viewing a staged rehearsal, as well as documentation of a plan for secure storage, handling and care of said weapon(s).

Fight Choreography

Proposals regarding instances of staged combat should be made in writing to the OUP. Proposals should include the relevant pages of the script along with a detailed description of the proposed action and any weapons/implements involved. The OUP will determine whether a proposed conflict may be staged by the students in consultation with the OUP, or if the services of a trained fight director should be obtained. In all cases, no consultant may be hired without the approval of the OUP. A review of the individual's qualifications and the receipt of proof of appropriate levels of insurance liability coverage will determine such approval.

STORAGE

Office of Undergraduate Productions' Prop Weapons Inventory:

The regular storage of weapons that are the property of the Office of Undergraduate Productions' Props Weapons inventory will be in a locked cabinet at the OUP. These items may be accessed only with the written permission of either the OUP Supervisor or Senior Technical Director. A props weapon may be approved for use only upon the receipt of an approved plan for the storage and security of the item while it is in the care and custody of the borrower.

Only a Stage Manager will be able to sign-out a prop weapon. The Stage Manager will retain responsibility for the use, care and maintenance of the weapon and the Stage Manager will be responsible for returning the weapon to the care and custody of the OUP. Weapons used in rehearsal will be transported in a locked transport case, remain in the care of the stage manager, and will be secured in a locked room when not in use.

Weapons used in technical rehearsals and performances will be stored in their transport cases except during actual use and will be returned to a secure, locked room at the end of each rehearsal/performance.

At no time will weapons be stored in a student's room.

Off Broadway Theater

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 weapons will be secured in a locked cabinet in the OBT except during actual rehearsal/performance. Repeated transportation to and from the space is discouraged.

Whitney Theater

Arrangements for the secure storage of any weapons used in a production in the Whitney Theater will be approved by the Theater Supervisor. Once brought to the space weapons will be secured in a locked cabinet/room in the Theater Studies space. Repeated transportation to and from the space is discouraged.

Yale Dramatic Association

Arrangements for the use and secure storage of any weapons pertaining to a Dramat production will be made with Rorie Fitzsimons. In general all weapons used in a Dramat production, dependent upon venue, will be transported in a locked transport case and locked in the Dramat office at 222 York St when not in actual rehearsal/performance. In certain circumstances provision may be made for secure storage in the Yale College Properties Service/Rentals room in 305 Crown St. In all instances the stage manager will retain sole responsibility for the secure care and custody of any weapons in use.

Other Venues

When in any other campus venue arrangements must be made for secure storage of any weapon with the Master's Office of the governing college. Weapons must be secured at all times when not in actual rehearsal/performance. Arrangements must be made and approved by the OUP before any weapon is brought into any campus venue.

TRANSPORTATION

Yale Police will provide a secure escort for all building-to-building transport of stage weapons as they deem necessary. Email your request to both Lt. Joseph Vitale (joseph.vitale@yale.edu) and Sgt. Nelson Nettleton (nelson.nettleton@yale.edu) at least 24 hours in advance to schedule this escort.

NOTIFICATION

Yale Police must be notified of all intended uses of stage weapons, even if escorted transport is not required. Email your notification to both Lt. Joseph Vitale (joseph.vitale@yale.edu) and Sgt. Nelson Nettleton (nelson.nettleton@yale.edu) at least 24 hours in advance. Be sure to fill out and attach the following page that details your **Plan for the Care, Custody and Control of Prop Stage Weapons**.

RENTALS AND BORROWING

The rental or borrowing of prop weapons from any other source other than the Office of Undergraduate Productions must be done through the OUP.

Yale College Dean's Office
Office of Undergraduate Productions and Special Events
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Rorie Fitzsimons
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Plan for the Care, Custody and Control of Prop Stage Weapons

I, _____, being the Stage Manager for _____,
(Student's Name) (Title of Production)
present the following plan of action for the use of prop (dulled, facsimile, replica, non-firing) stage weapons.

Description of prop weapons to be used: _____

Where did the prop weapons come from? _____

Dates props weapons will be used in rehearsals: _____

Location of rehearsals: _____

Who will transport prop weapons to / from the rehearsal space? _____

(Email your escort request to both Lt. Joseph Vitale (joseph.vitale@yale.edu) and Srgt. Nelson Nettleton (nelson.nettleton@yale.edu), at least 24 hours in advance, to schedule an escort.)

Where will prop weapons be stored between rehearsals? _____

Dates prop weapon will be used in performances: _____

Location of performances: _____

Who will transport prop weapons to / from the performance space? _____

(Email your escort request to both Lt. Joseph Vitale (joseph.vitale@yale.edu) and Srgt. Nelson Nettleton (nelson.nettleton@yale.edu), at least 24 hours in advance, to schedule an escort.)

Where will prop weapons be stored between performances? _____

Detail below the Chain of Custody of the props weapons: **LOCK CODE:** _____

Recvd. by: _____
(Print name) (Signature) (Phone) (Date)

Recvd. by: _____
(Print name) (Signature) (Phone) (Date)

Recvd. by: _____
(Print name) (Signature) (Phone) (Date)