

Yale University

Office of Undergraduate Productions
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Undergraduate Guideline Excerpt

Please refer to Yale University Undergraduate Theater Guidelines www.yale.edu/oup

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 the Fire Marshal (YFM) and the Yale University Office of Undergraduate Production (OUP) will conduct these inspections. The Fire Marshal and OUP reserve the right to alter these regulations at any time to ensure the safety of all persons involved. Additional inspection and review by the Yale University Office of Environmental Health & Safety may be required as deemed necessary by the YFM 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 both of the offices listed above at least two (2) weeks in advance of the planned load-in date. 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.

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 all undergraduate students as well as help insure the student's ability to comply with all 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 to the Fire and Safety offices. **In order to insure your ability to pursue this review process and mount your production this review must be requested four (4) weeks prior to moving into any production facility.**

General

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 the performance. 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 Marshal inspection. All House Managers and Ushers must attend training at least once a year.

The following public announcement is required. This is 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, audience participation, or exposure to dusts, vapors or fumes are prohibited unless approved by the Safety Office.

Any machinery or mechanical equipment to be used must have the proper guarding and controls in place and be inspected by the Office of Environmental Health & Safety (OEHS).

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 shall be provided, one (1) at the lighting control panel, and two (2) behind the stage or scenery.

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 all snow and ice must be removed. Nothing may be stored in any exit way.

Lighting

The support structures for lighting equipment must be approved by the Fire Marshal's Office and the University Health and Safety Office. Lighting equipment and other rigging over the audience seating area is highly discouraged.

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 Fire Marshal and University Safety with safety wires are to be used.

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

All lighting towers shall be properly secured at the top and secured or weighted at the bottom.

Actors Stage Risers

The Office of Environmental Health & Safety shall approve all fall exposures, raised platforms, ladders, scaffolding, and hoists in advance.

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 Marshal, 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 approved by the OUP.

Audience Seating Risers

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

Risers greater than two (2) feet, or at the discretion of the Fire Marshal, 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 tread depth a minimum of 11". Riser height shall be uniform; shall not exceed 8" maximum, or minimum of 4" in height.

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.

Scenery shall be engineered and constructed in a workman-like manner and be adequately secured. Scenery shall be engineered and constructed to provide for the safety of the cast, crew, and audience.

No highly combustible or flammable 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 Marshal.

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 below indicates that the design plans for this production have been reviewed and Accepted (not Accepted).

James Brewczynski, Supervisor of Productions: _____ Date: _____

(For: ADAY, Afro-Am, Fence Club Ballroom, Off Broadway Theater, Opera Theater of Yale College, Theater Studies Program, Whitney Theater, Yale College Council, Yale College Dean's Office, Yale Drama Coalition)

Rorie Fitzsimons, Senior Technical Director: _____ Date: _____

(For: Berkeley M.P.R., Beyers Hall, Calhoun Cabaret, Children's Theater, Davenport-Pierson Auditorium, Dwight Hall, Morse Dining Hall, Nick Chapel, Saybrook Underbrook Theater, Stiles Dining Hall, Stiles Little Theater, YAGS, Yale Dramatic Assoc., Yale School of Drama.)

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.)



