GENERAL POLICIES AND PROCEDURES
FOR THE USE OF DEPARTMENT OF DRAMA PERFORMANCE SPACES

Everyone involved in a Department of Drama production is responsible for understanding and adhering to these policies. These policies are not all-inclusive as the methods and materials required for each unique production cannot be anticipated. In light of this, common sense must be used at all times. NYU Office of Environmental Safety and Health policies outlining Personal Protective Equipment, Ladder Safety, Life Safety in Auditoriums and Theatres and other relevant policies may be found under the Policies link online at: http://www.nyu.edu/ehs/

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Phone Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Dunkle</td>
<td>Production Manager</td>
<td>x81754</td>
<td>917/538-6960</td>
<td><a href="mailto:jd105@nyu.edu">jd105@nyu.edu</a></td>
</tr>
<tr>
<td>Emily Rea</td>
<td>Associate Production Manager</td>
<td>x81836</td>
<td>267/242-3267</td>
<td><a href="mailto:emily.rea@nyu.edu">emily.rea@nyu.edu</a></td>
</tr>
<tr>
<td>Ryan Parow</td>
<td>Production Administrator</td>
<td>x81853</td>
<td>864/991-6541</td>
<td><a href="mailto:ryanparow@nyu.edu">ryanparow@nyu.edu</a></td>
</tr>
<tr>
<td>Jon Zencheck</td>
<td>Technical Director</td>
<td>x28244</td>
<td>914/391-3814</td>
<td><a href="mailto:jzencheck@nyu.edu">jzencheck@nyu.edu</a></td>
</tr>
<tr>
<td>Patrick Brennan</td>
<td>Scene Shop Supervisor</td>
<td>x81863</td>
<td>508/692-7903</td>
<td><a href="mailto:patrickbrennan@nyu.edu">patrickbrennan@nyu.edu</a></td>
</tr>
<tr>
<td>Therese Bruck</td>
<td>Costume Director</td>
<td>x81567</td>
<td>201/679-7836</td>
<td><a href="mailto:tb71@nyu.edu">tb71@nyu.edu</a></td>
</tr>
<tr>
<td>Kimberly Parkman</td>
<td>Costume Shop Manager</td>
<td>x81706</td>
<td>757/289-7366</td>
<td><a href="mailto:parkman.kimberly@nyu.edu">parkman.kimberly@nyu.edu</a></td>
</tr>
<tr>
<td>Josh McConchie</td>
<td>Lighting Supervisor</td>
<td>x81867</td>
<td>914/564-2539</td>
<td><a href="mailto:jm6621@nyu.edu">jm6621@nyu.edu</a></td>
</tr>
<tr>
<td>Kurt Bradley</td>
<td>Audio Supervisor</td>
<td>x26639</td>
<td>917/399-0907</td>
<td><a href="mailto:kb107@nyu.edu">kb107@nyu.edu</a></td>
</tr>
</tbody>
</table>

*The Production Staff does not normally work nights or weekends, however the department does employ night and weekend supervisors to answer questions and help troubleshoot. Please use them as a resource!

The night and weekend supervisors’ home base is the Front Desk on the 3rd Floor.

*If something breaks, email, call, or text the appropriate individual(s) above.

PRODUCTION MEETINGS
- All productions must have several meetings with a representative from the Production Resource Office (PRO). These can be incorporated into regularly scheduled production meetings when possible.
  - 1. Site Visit and Preliminary Design Meeting – 7 days prior to preliminary scenic deadlines or 1st Rehearsal
    - On site in the performance venue
    - Discussion of space rules and review scope of production/technical needs including costumes, props, sound, lighting, scenery and storage plans.
    - Preliminary concepts, set drawings and plots will be reviewed.
    - Production Coordinator/ PM/ TD/ SM/ Designers present
    - Submit detailed production calendar and contact sheet.
  - 2. Design Approval and Load-in Meeting – 7 days prior to final scenic deadline and/or load in.
    - To confirm code compliance and safety procedures
    - Approval of the planned lighting, scenery and sound installation
    - Approval of prop list and costume plot.
    - Full Production team present
  - 3. Strike Meeting
    - To review strike plans and schedule
  - 4. Walk through
    - Post-Strike walk-through to ensure performance space, backstage, dressing rooms and storage spaces are left in clean condition and that rep plots are restored when necessary.
HOURS & ACCESS

• Tisch theater and rehearsal space hours are as follows:
  Monday through Friday       6:30pm to 12:30am
  Saturday and Sunday          8:00am to 12:30am

Plan rehearsals, work, and performances with enough time to complete each night’s work by midnight. Unless otherwise agreed upon with PRO, spaces will need to be returned to classroom condition by the end of the night. Storage will be discussed in the Site Visit meeting.

GENERAL INFORMATION

• All Department of Drama spaces are shared spaces and are used as classrooms during the day, including backstage and dressing room areas. Please be respectful and clean up after yourself. As a general rule, leave the space at least as clean as you found it. Failure to keep spaces in clean and safe condition can result in limited access to spaces or resources in the future.
• All equipment and materials provided are the property of NYU. You will be provided with an inventory of equipment prior to load-in. Productions are responsible for the replacement or repair of lost or damaged items. Training is available by appointment. Notify the PRO immediately if any equipment is broken or missing.
• All safety rules and procedures outlined in the “Theatre Safety” portion of this document must be adhered to at all times by individuals working in Department of Drama performance spaces. Any infraction of these rules must be reported to Production Management immediately.
• The following are prohibited in Department of Drama Theatres: organic materials (i.e. dirt, food), open flame, smoking, dry ice or chemical foggers, firearms.
• When placing temporary signage around the building, only masking tape may be used on the walls. These must be removed at the end of each day.
• Only cloth or spike tape may be used on the floor. Spike tape may not be left on rehearsal studio floors without the permission of the Production Resource Office.
• Use of NYU and Tisch logos on signage and programs must be pre-approved. Please send materials for approval to a member of the Production Resource Office.
• No noise above normal conversational levels is permitted in the hallways surrounding the theatre. Please be respectful of those around you.
• Requests for use of Department design shops must be made with the shop supervisor one week prior to the desired date of use. Shop access is at the discretion of the shop supervisor.

THEATRE SAFETY

WORK SPACE RULES

• Maintain a clean work environment in the theatre. In order to avoid accidents, keep all work areas free of debris and trip hazards and ensure that there is adequate lighting.
• Nobody may work alone in any theatre space, rehearsal space, or shop.
• Never change a lamp, repair an instrument, change a blade, or work on any piece of electrical equipment while it is still plugged in.

CLOTHING AND FOOTWEAR

• While loading in a show, crew must wear appropriate footwear which shall consist of flat bottomed, rubber soled, close-toed shoes. Long hair must be tied back. All loose jewelry must be removed.
• During work calls, nobody in the work area may wear headphones. Noise level must be kept at a minimum to enable communication.

GRID SAFETY

• Anyone working on a ladder with a crescent wrench must have the wrench secured to their body with a lanyard of appropriate length to prevent it from falling.
• Hardhats must be worn by anyone on the ground when work is happening overhead—such as hanging a light or speaker.

LADDERS

• Only use a step ladder on a flat, level surface with the spreaders fully extended and locked into place.
• The top two levels of a step ladder may not be used for standing or sitting.
• Do not use the back of a step ladder for climbing unless it is a double-sided ladder.
• Do not lean a step ladder against the wall and use it as a straight ladder.
• Do not use chairs, blocks or other equipment in place of a step ladder.
TOOLS
• Department of Drama tools and shop spaces are generally not available for curricular production work. Special requests for access are at the discretion of the TD and Production Management.
• No individual may use tools or equipment that they have not been trained to use. For training, please contact the Production Resource Office one week in advance.
• Only tools in good working condition may be used. Tools must only be used for the use intended by the manufacturer. All guards must be in place and functioning.
• Any person using tools-hand or power-must wear appropriate Personal Protective Equipment (PPE). People in the immediate area of someone using tools-hand or power, must wear the appropriate PPE (e.g. hardhats, eye and ear protection).

THEATRE CAPACITY, SEATING LAYOUT AND EGRESS
CAPACITY
• All audience members must be seated in a chair. There is no standing room. This includes members of the production who want to watch all or part of a performance.

Capacity is as follows:

- Shop Theatre: 49
- Studio Theatre: 40
- Loewe Theatre: 74
- Cabaret 363: 65
- Theatre 104 (2nd Avenue): 60
- The Abe Burrows Theatre: 138

SEATING CONFIGURATION
In all Department performance spaces, the following rules apply:
- Seating must be arranged in rows not to exceed 13 chairs across
- There must be a distance of 3’0” from seat back to seat back.
- Dead end aisles may not be more than 6 chairs in length.

• In the Studio Theater, the Shop Theater, the Cabaret Theater and Theater 104/ 2nd Avenue, clear fire aisles of 36” wide must be provided between rows and leading to all exits.

• In The Abe Burrows Theatre and the Loewe Theater, clear fire aisles of 44” wide must be provided between rows and leading to all exits.

• The Abe Burrows Theater is registered with the NYC Department of Buildings as a Place of Public Assembly. All plans must fit in DOB approved layouts which can be provided by Production Management.

EMERGENCY EXITS AND LIGHTING
• Exit signs must remain clearly visible. In instances where the exit sign may not be clearly visible to all audience members, an additional light-up exit sign must be installed to direct people toward the exit. These will be provided by the Production Resource Office or E-Shop.
• Houselights must be included in the production lighting plot and must illuminate the seating and pathways, and must be on during seating, intermission, and post-show. Public hallway and exit sign lighting may never be turned off.

RISERS
• Only those who have received instruction may assemble and install seating risers.
• Chair stops must be installed on all seating risers.
• Seating risers at 24” or above must be fitted with appropriate handrails.
• To prevent the possibility of injury or damage to the equipment, the retractable seating risers in Theatre 104/ 2nd Avenue must not be used without proper training by a staff member of the Production Resource Office.
STORAGE
• Refer to the Space Rider for venue-specific information pertaining to storage of props, scenery and costume racks and other show-related equipment.
• Unless otherwise agreed upon, all spaces must be restored to classroom condition every night.
• All ladders and seating platforms must be stored in designated locations.
• Curtains and suspended items must be tied up to the grid.
• Each night all equipment must be shut down and all doors must be locked including the booth, theatre and storage/dressing rooms.
• Stairwells, corridors and offices may not be blocked. No production materials can be stored in hallways unless specifically designated in the Space Rider for the venue.

DESIGN REQUIREMENTS
SCENERY
• A ground plan and prop list must be submitted to the Production Resource Office 5-10 days prior to final design deadlines for approval. A section or other drawings may be requested if necessary.
• All scenic construction must take place inside the theatre. Construction and painting is not permitted in the hallways, dressing rooms, or studios.
• Advance permission is required before attaching to any surface – i.e. screwing into floors and walls – and for painting the floor and walls. Specific procedures are required for all paint treatments and for restoring the space at strike (incl. if the floor, wall(s), or a portion of any are painted, the entire surface must be repainted with flat black latex paint). Discuss with the Production Resource Office.
• All scenic elements must be treated with FDNY approved flame retardant chemicals and must pass a field test for flame resistance. Questions regarding flame-proofing may be directed to the Technical Director or the Production Manager.
• No spray paint or oil-based paint may be used in a Department of Drama Theatre at anytime. Only water-based, Latex paint may be used.
• All rigging must be approved by the Technical Director both before and after installation.
• Nothing may be attached to water pipes, sprinkler pipes, or electrical conduit. Use only grid pipes for any rigging. Nothing may be hung within 18” of any sprinkler head.
• Trash should be put in plastic bags and placed NEATLY in the basement near the freight elevator or tied into bundles not more than 4’ in length that may be easily carried by one person. Do not leave large pieces of construction debris in the hallway or theatre trash receptacles. If you will have large items for disposal, you must discuss that in advance with the Production Resource Office.
• All items in the space provided for communal use must be returned in the condition they were found in. Please see venue Space Rider for storage information.
• Shop access is determined on a case-by-case basis and is subject to availability. Shop time must be requested one week in advance. Requests should be made in writing to the Technical Director. See Departmental Loan Policy documents for detailed Shop Policies.

SOUND AND LIGHTING
• All Lighting and Sound plots must be submitted to the Production Resource Office 5 days prior to final design deadlines for approval.
• When required, restoring to a rep plot at the may be necessary. See venue Space Rider for details.
• Lighting and sound control equipment may not be removed from the booth for any reason without the permission of the Lighting Supervisor and Sound Supervisor.
• There is no smoking, eating, or drinking allowed in any booth.
• Any equipment outside of the theatre’s inventory must be requested and approved in advance by the Lighting Supervisor, Sound Supervisor, and the Production Manager.
• Any major system additions including dimmer racks, power distributors, tie-ins or similar must be discussed in detail and approved by the Production Manager.
• Lighting and sound designers (or technician/operator) must demonstrate proof of training/qualifications at the production meeting prior to load-in. For training, contact Production Management or the appropriate department Supervisor.
• Speakers may be relocated on the grid. See Space Rider for specific rep plots. Sound cables must be run neatly above the grid.
• Excessively loud music or sound effects are strictly prohibited.
• Gel, gobos, and accessories (i.e. Barndoors, Tophats, sidearms) may be available from the E-Shop. See E-Shop Loan policies for details.
• All equipment hung overhead MUST be properly safetied. A safety cable is provided for each lighting instrument and speaker and MUST be used. All lighting units and speakers must be at least 18” away from sprinklers. Fixtures must also be 12” from insulated water pipes. Any equipment placements not directly clamped to the grid (i.e. booms, floor mounts, tail downs) must be approved in advance.
• Gaffers tape “flags” must be removed from all connectors at strike.
• Broken or missing equipment must be brought to the attention of the Production Office or the Lighting and Sound Supervisor as quickly as possible.
• Requests for replacement parts, lamps, or maintenance on equipment should be directed to the Production Resource Office or E Shop.

COSTUMES AND WARDROBE
• Costume plots must be approved 5 days before final design deadline, or 5 days prior to load-in.
• Access to wardrobe facilities must be prearranged and scheduled with the Costume Shop Manager.
• All backstage areas, including dressing rooms, must be swept and emptied at the end of strike.
• Shop access is determined on a case-by-case basis and is subject to availability. Shop time must be requested one week in advance. Requests should be submitted in writing to the Costume Director.

SIMULATED WEAPONS-Full NYU Policy Attached

New York University strictly prohibits possession of simulated firearms and weapons in and around any facility owned or controlled by the University except when the bearer is in possession of written approval or permit from a dean or department head or a dean or department head’s designee. The criteria for granting written approval or permits, including completion of required training and the procedures for safe use of simulated firearms and weapons, will be determined by the dean of the School or College in which the theatrical production occurs. Possession of a simulated firearm or weapon may be authorized and such possession permitted only if it is directly connected to a University or School-related theatrical production (e.g., stage play or film production, or rehearsals for them). When an individual is appropriately authorized to possess a simulated firearm or weapon for theatrical use at NYU, the following terms shall apply:

1. The approved simulated firearm or weapon may only be used during the time and in the manner specified in the written approval or permit.

2. Whenever an approved simulated firearm or weapon is transported from one location to another, including within the same building, it must be placed in a secure container in such a manner that it cannot be observed. Contact the Prop Department or The Production Resource Office for access to a secure container in which to transport simulated firearms.

3. The individual to whom written permission has been granted to possess a simulated firearm or weapon must maintain custody of the simulated firearm or weapon at all times and may not transfer custody of the simulated firearm or weapon to any person not specified in the written permission. The written permission must accompany the simulated firearm or weapon at all times.

4. The individual to whom permission has been granted to possess a simulated firearm or weapon may not drink alcoholic beverages or engage in any reckless behavior while in possession of a simulated firearm or weapon. Typically this person will be the Production Stage Manager, who will be listed on the Simulated Firearms permit.

5. When not in use for a theatrical production, the simulated firearm or weapon must be securely stored in a location chosen by the School that is sponsoring the theatrical production, which location must be approved by the Vice President for Global Security and Crisis Management. Under no circumstances may simulated firearms or weapons be stored in any University owned, leased, or controlled facilities other than an approved safety storage area.

6. If for any reason it is not possible for an individual in authorized possession of a simulated firearm or weapon to return the item to an approved safety storage area after authorized use, the simulated firearm or weapon should be brought to the Department of Public Safety at 14 Washington Place for temporary safe storage.

7. Simulated weapons and firearms are strictly prohibited in New York University residential facilities, at any time and for any purpose. There are no exceptions.

8. Under no circumstances may students bring their own simulated firearms or weapons to campus. Students are limited to using simulated firearms or weapons supplied by their School and/or department or rented from a licensed third-party supplier of theatrical simulated firearms and weapons.