POLICIES AND PROCEDURES FOR ALL PRODUCTIONS

GENERAL POLICIES
• All NYU Rules and Regulations must be followed at all times.
• No food or drink is allowed in the Theatre auditorium, On-Stage, or in the Lighting Booth unless it is a prop for a production.
• No alcohol or smoking is allowed in any NYU building at any time for any reason.

FIRE SAFETY
Fire safety is critical; we follow the law scrupulously in this regard. The following guidelines must be observed:
• All public events must have two certified Fire Guards per every 100 people in attendance. It is the duty of the Fire Guards to know the location and operation of all Fire Extinguishers, and be prepared to indicate the emergency exits to the audience should a swift evacuation of the Theatre become necessary. They must each have their certification posted in the Fire Guard Logbook in the Box Office.
• No flame is permitted in the Theatre. This includes, but is not limited to, open flames, flash pots, cigarettes, cigars, pipes, smoke cones, oil lamps, gas lamps, torches, and candles.
• Fire Exits must not be obstructed: keep all aisles clear, all doors completely accessible, and all backstage paths clean and unimpeded.
• Illuminated “Exit” signs may not be blocked, turned off, lamped down, or gelled.
• Pull Stations and Fire Extinguishers must be visible and easily accessible at all times, including the on-stage pull station.
• Every supervisor should know the location and operation of all Fire Extinguishers, and be prepared to indicate the Emergency Exits to the audience should a swift evacuation of the theatre become necessary.
• Nothing may be stored in the hallways or stairwells.
• Other than times when the house is open to the public for performances, all Fire Doors must remain closed.
• All wires and cables on the floor must be completely taped down. No wire should cross an exit, but should be routed up and over the doorway.
• Combustible items must be stored in the combustibles cabinet in the Scene Shop in the basement of the Education Building.
**THEATRE SPACE**

- Keep the Theatre in a safe, usable, and clean condition at all times.
- Permission to use the Provincetown Playhouse does not imply permission to use other NYU spaces or properties. Separate permission must be obtained for the use of costumes, props, the scene shop, or rehearsal spaces.
- The Courtyard is not a public area or storage space.
- The Provincetown Playhouse has 135 seats; the maximum capacity of the auditorium is 140, which includes ushers, Fire Guards, and the handicapped seating area—the only place in which extra chairs or standing room may be added. No one may stand or sit in the aisles (including the space between the first row of seating and the stage) or in front of the Fire Exits.
- Publicity and other signs may not be hung on the walls of the theatre, in the lobby, or on doors; they should be displayed in the marquee outside and on display easels in the entryway.
- The Green-Room, Costume Room and “Stage Manager’s Office” are multi-use rooms. The tool and dimmer closets, paint sink, table and chair storage, filing cabinet, sewing machine, fax, and refrigerator should be easily accessible at all times.
- Before leaving the Theatre after an event, it must be returned to a state that will allow classes and other events to be held.

**THEATRE EQUIPMENT**

- House soft goods may not be moved or removed without the permission of the MPAP Technical Director.
- The Grid is rated at 30 lbs/ft and this safe working load limit may not be exceeded.
- All items in excess of 10 lbs that are to be hung from the Grid must be installed with aircraft cable and/or other rated and approved hardware. Hanging methods and equipment are subject to the approval of the MPAP Technical Director. No live loads (e.g. pulleys, swings, catwalks) may be hung from the Grid.
- The Grid is not designed to support human weight—please do not climb, hang, or swing from them.
- Lighting booms must be anchored to both the Grid and the floor.
- Since the NYU Protection Services does not provide the Provincetown Playhouse with full-time protection, keys and security are major concerns. While working in the Theatre, please adhere to the following precautions:
  - Please do not duplicate or lend-out a key.
  - Please do not disclose the security code to unauthorized persons.
  - A supervisor must be present while students are in the theatre.
  - When entering and leaving, please ensure that the front doors are fully closed and never leave the doors propped open.
  - When leaving, please turn off the air conditioning and lights, activate the security system, and make sure that all outer doors are locked.
**Event Personnel**

- Any organization using the Provincetown Playhouse must provide their own personnel to run an event. This may include a stage manager, and other backstage personnel.
- There must be a house manager for all performances. This person is responsible for ensuring the presence of Protection and Fire Guards, coordinating ushers, preparing the Theatre for the audience, cleaning the theatre after each performance, and coordinating box office staff. The House Manager and Ushers are provided by the department.
- Following the final performance, and within the allotted time, all equipment must be removed from the Theatre and Auditorium. This includes set pieces, musical instruments, and personal items.
- As a safety precaution, the MPAP Technical Director must be provided with a list of all people who will be working on the production at least two weeks prior to the first use of the theatre.
- One month prior to every public event, please arrange with Rachel Tanner, the department’s scheduling coordinator, to have a security guard present at the event.
- One hour before the event, house manager and ushers should arrive to prepare for audience arrival by clearing the house of trash, stray personal items, etc., and preparing the programs. Ushers should notify the MPAP Technical Director when they find broken seats.

**Event Equipment**

- While classes are asked not to disturb production properties, there can be no guarantee of safety. It is suggested that all sensitive or expensive equipment and property be locked up after every rehearsal and performance.
- Requests for equipment—including, but not limited to, chairs, music stands, music stand lights, and multimedia equipment—must be submitted via an Equipment Request Form to the MPAP Office on the 7th floor of the Education Building a minimum of two weeks before an event.
- All deliveries and returns of scenery, lighting, costumes, sound, and props must occur between 9am and 6pm Monday through Friday.
- All performances are required to have a program, which must include certain information regarding the Provincetown Playhouse, NYU, and the Department of Music and Performing Arts Professions on its back page. Please contact John Bertrand to discuss this requirement.
- Only cloth spike tape, cloth gaffers tape, and glow tape may be used in the theatre. Cellophane, masking, duct, and electrical tapes are not allowed. At the end of the production, all tape must be removed. Nothing may be taped to the walls of the theatre or backstage.
**Event Protocols**

- Warnings must be posted in the entryway and program if any strobe, fog, haze, smoke, firearms, or air horns are to be used in a show.
- Work in the Theatre must stop at least one-half hour before the end of the work call, with the remaining time dedicated to clean-up. Tools must be stored properly in the basement tool cabinet, all paint items cleaned and put away, the theatre cleared of construction materials, and all areas swept or vacuumed.
- Strike is the final clean-up: all scenery needs to be removed and stored or thrown away; lighting restored to its original configuration; all rental items returned; all costumes cleaned and stored; and the theatre returned to its barest, emptiest condition. At strike, the following apply:
  - The space must be left in a condition that is suitable for the next class or event.
  - The stage must be empty of all scenery, painted black, and free of screws, nails, and other hardware.
  - The Lighting Booth and Dressing Room should be cleaned out and restored to original operating condition.
  - All boom-mounted units, floor-mounted units, boom pipe, extension pipe, and extraneous cable must be struck and returned to proper storage. Burnouts must be replaced and expendables—including zip cord, gel, tieline, and templates—should be saved and stored.
  - Headsets and beltpacks should be returned to the appropriate storage in the Lighting Booth.
  - The area on top of the Gallery should be organized.
- All items left behind—including set pieces, props, costumes, and equipment—will be discarded, given away, or become the property of the Department.