

## MUSIC AND PERFORMING ARTS PROFESSIONS

THEATRE MANAGEMENT OFFICE -- Randy Susevich, *Technical Director*

# 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 Lighting Booth.
- 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 stairwells, on the landing in front of the off-stage left fire exit, nor on the landing of the stairs to the basement.
- 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.
- The grand pianos must be easily accessible at all times for classes. Pianos are not to be used as work surfaces or storage surfaces, and must be locked after every use.
- Scenery must not block the projection screen.
- Permission to use the Frederick Loewe Theatre 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 Frederick Loewe Theatre has 298 seats. Chairs may be added along the back wall of the auditorium to increase seating capacity. The maximum capacity of the auditorium is 380, including ushers and fireguards. 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 exit doors.
- Publicity and other signs may not be hung on the walls of the auditorium, in the lobby, or on doors; they should be displayed in the marquee outside and on display easels in the lobby.
- The Dressing Rooms are multi-use rooms: access to pianos must be maintained; policing for trash and sweeping/vacuuming must be done daily; at the end of each performance, all costumes must be put on racks, makeup and hair supplies should be gathered, and shoes must be appropriately stored.
- 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.
- All items in excess of 10 lbs that are to be hung from the linesets 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 linesets.
- The linesets are not designed to support human weight—please do not climb, hang, or swing from them.
- Lighting booms must be anchored to both the linesets and the floor.
- The Genie lift and the scaffolding may only be used by those who have approval from the MPAP Technical Director.
- The piano lifts are to be used for not other purpose other than piano storage and transportation. Pianos may not be stored or played on the lifts in the upright position.

### **EVENT PERSONNEL**

- Any organization using the Frederick Loewe must provide their own personnel to run an event. This may include a stage manager, and other backstage personnel.
- Following the final performance, and within the allotted time, all equipment must be removed from the Theatre, auditorium, and Lobby. This includes set pieces, musical instruments, and personal items.
- There must be a house manager for all performances. This person is responsible for double-checking for the presence of Protection and Fire Guards, coordinating ushers, preparing the auditorium for the audience, cleaning the auditorium after each performance, and coordinating box office staff. The House Manager and Ushers are provided by the department.
- At least two weeks before the first use of the theatre, the MPAP Technical Director must be provided with a list of all people who will be working on the production. This is essential for clear communication with Protection Services.
- One hour before the event, ushers should arrive and 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 is 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, pianos, choral shell or risers, sound equipment, and video projector—must be submitted via an Equipment Request Form to the MPAP Office on the 7<sup>th</sup> 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 Frederick Loewe Theatre, 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.
- Scenery for a production must accommodate classes and other activities in the Loewe Theatre. The Technical Director must approve all scenery to ensure it provides enough space for other activities and access to the pianos.

## **EVENT PROTOCOLS**

- Warnings must be posted in the entryway and program if any strobe, fog, haze, smoke, firearms, or air horn are to be used in a show.
- Work in the Theatre must stop at least thirty minutes before the end of the work call, with the remaining time dedicated to clean-up. Tools must be stored properly, all paint items cleaned and put away, the auditorium cleared of construction materials, and all areas swept and/or vacuumed.
- Access to the Production Closet will be given to the stage manager to secure valuables. Any items left behind after strike become property of the Department.
- 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 floor must be empty of all scenery. It must be painted black and free of any screws, nails, or other hardware.
  - The booth and dressing room should be cleaned out and restored to original operating condition.
  - All boom-mounted units, floor-mounted units, boom pipe, extensions 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 belt packs should be returned to the appropriate storage in the booth.
- All items left behind—including set pieces, props, costumes, and equipment—will be discarded, given away, or become the property of the Department.