

Northwestern
NORRIS CENTER
NORRIS THEATRE GUIDELINES
REVISED SEPTEMBER 2, 2015

STUDENT ORGANIZATION THEATRE GUIDELINES

ELIGIBILITY AND AVAILABILITY OF THEATRE SPACE

1. Student theatre productions are defined as mounted shows requiring more than one day of space usage. These productions are limited to the Louis Room and McCormick Auditorium at Norris, and Shanley Hall.
2. Organizations will generally, but not guaranteed, be granted a seven-day reservation for their production. This will include a dressing space during show days only.
3. Student theatre productions must follow these time guidelines:

Louis Room and McCormick Auditorium

- Load-In: Sundays beginning at 4:30pm.
- Load-Out: Space must be completely vacated by the following Sunday afternoon at 2:00pm.

Dressing room space for events occurring in Louis and McCormick will be available beginning Thursday at 4:00pm and must be vacated by Sunday at 2:00pm.

4. Equipment, props, road cases, sets, etc. are not permitted in the hallways or lobby areas outside venues.
5. Auditions for student productions may be scheduled in Norris depending on space availability.
6. Student Theatre productions are not permitted to take place during finals week of any quarter. The focus of students during finals week should be entirely on their final exams/papers. Student Theatre production weeks produce a unique pressure, which combined with finals, would likely be a detriment to the production, but more importantly undergraduate studies.

PRE-PRODUCTION MEETINGS

In order to plan for a successful production, you are required to attend two mandatory pre-production meetings:

1. The **Pre-Production** meeting is held approximately six (6) weeks before load-in. The Center for Student Involvement Theatre Advisor and the Director and/or Producer are required to attend the first meeting. The purpose of the first meeting is to review the production aspects of the show. A theatre summary template will be given to the student organization at this time to be completed by the second meeting. It is the responsibility of the Director and Producer to disseminate the information contained in these policies to anyone working on the production.
2. The **Final Production** meeting is held no later than two (2) weeks before load-in. The Center for Student Involvement Advisor, Norris Assistant Director, Director, Producer, Lighting Representative, Set Representative, Sound Representative, Technical Director, Stage Manager and a representative of Risk Management are all required to attend this meeting. The purpose of the second meeting is to finalize the production aspects of the show. At the second pre-production meeting, the following items will be covered:
 - a. A review of the theatre summary
 - b. Safety and fire code review by Risk Management
 - c. Theatre guidelines review
 - d. Load-in/out procedures

SPACE USAGE

Load-In/Out When loading and striking sets within Norris, the freight elevator and stairways are to be used. DO NOT use the passenger elevators.

Time Limitations All activity must be accomplished during normal building hours, unless an extension of operating hours has been requested and approved in advance. You are allowed to access your reserved space 30 minutes after the building opens and must leave the reserved space 30 minutes before the building closes. We do not grant extension of building hours on weekdays (Sunday-Thursday).

Removing Materials The sponsoring organization is responsible for the transporting of materials from the reserved space to its ultimate destination. Norris Satellite Venue Staff, Operations Staff, Maintenance Staff, and Technical Services Staff will not assist in the transportation or strike of sets, props, etc. If required to do so to prepare the room for the next event, the organization responsible for the equipment will be billed for costs and it will jeopardize future reservations. The reserved space must be returned in the condition in which it was originally received.

Trash Disposal Trash must be removed from Norris venues daily to discourage pests. Daily trash and small items from strike must be disposed of in the trash compactor at the Norris loading dock. A small amount of materials that won't fit in the compactor can be set next to the compactor. In cases where there will be a larger amount of scenic or other materials to dispose of, an additional dumpster must be arranged with the Assistant Director for Production, with a chartstring provided by the sponsoring organization. A plan for trash disposal must be discussed at the Final (2 Week) Production meeting. Under no circumstance may trash or materials be left on the Norris loading dock.

Use of the Norris dumpster to discard wood (from sets or platforms) is prohibited without the assistance of Norris Facilities personnel.

Pathways Set pieces must be able to fit through doorways and into the freight elevator. The clearance of a typical doorway is 33" wide X 80" high. The dimensions of the freight elevator are 60" wide X 80" high X 90" deep. It is the responsibility of the theatrical organization to be sure set pieces fit through doors and into elevators.

Food and Beverage Sodexo is the exclusive provider of catering within Norris. Exceptions to this rule must be approved in advance by the Assistant Director for Production. The Norris Student Group Snack Policy (see Event Planning for more details) is a valid exception during Tech Week and in dressing rooms. Neither food nor beverages are permitted in McCormick Auditorium.

Alcohol No alcohol is permitted at any time. The sponsoring organization is responsible for publicizing the alcohol ban to its patrons. The sponsoring organization will make a good faith effort to prevent audience members from bringing alcohol into Norris, including monitoring audience members as they enter the facility and providing trash barrels for the disposal of any alcohol. Sponsoring organizations are responsible for notifying Norris Staff if audience members refuse to comply with the alcohol ban. Norris Staff will contact University Police.

Instances of non-compliance of the alcohol ban by any members of the sponsoring organization's production team can lead to the cancellation of any remaining performances and may prevent the sponsoring organization from being able to reserve Norris for future productions or meetings.

Clean-up Groups using Norris venues are to leave the space as they found it.

Loss of Materials Norris University Center will not be held liable for items lost, damaged, or stolen while stored in the Norris University Center. Please use good judgment in determining what to leave and what to take with you each night. Assume your personal property is not secure if left unattended.

SAFETY AND FACILITY GUIDELINES

Role of Center Manager The Norris Center Manager is empowered with the responsibility for the safe and efficient operation of the facility and events. Specific questions during rehearsals and performances should be directed to the Center Manager.

Risk Management Final approval of all staging, seating arrangements, and use of stairs with staging, is dependent on occupant load and review by Risk Management. Occupant load can be determined by the following:

1. With Chairs: 1 person per 7 net square feet
2. With Chairs and Tables: 1 person per 15 net square feet

Risk management sets forth the following guidelines for each production:

1. Exits/Entrances
 - a. There must always be aisle ways of at least 44 inches of clear space for exits
 - b. No blocking of any exit or covering/obstructing the EXIT signs or fire extinguishers. All exit signs should be visible from all seating angles. Every occupant should be able to see at least two means of egress from any place in occupancy. Exit signs shall never be

covered, obstructed or dimmed. Emergency lighting units in Shanley shall not be covered or obstructed.

2. No overselling, i.e. no standing room.
3. Use two-person lifting - bend at knees, not back.
4. No riding in the back of trucks when transporting set.
5. No rolling tables, chairs or other objects on stage without edge guarding on stage.
6. No uses of water around electrical equipment.

Facilities Please call or visit the Norris Center Desk to report any facility problems in Norris. The Center Manager will be your main contact for any facility issues.

Emergencies For all serious or life-threatening emergencies, call 911 from the nearest phone. (Campus phones can be found in Louis Lobby. For McCormick Auditorium, call from the Center Desk.)

Subsequently (and for all minor injuries where 911 is not called) students must inform the Norris Center Manager, who will document the incident.

Set Guidelines

Please Note:

Complex sets (multi-level, rotating, or any set requiring special attention from the Theatre Advising Team) must be approved prior to the 6 week pre-production meeting. This allows the Advising Team to address any issues before production meetings occur.

Louis Room (Norris)

East & West walls: must fit within a floor plan that is no larger than 40' x 25'

North & South walls: no larger than 40' x 30'

Height: No set will be allowed to exceed 18 feet in height including free standing truss.

Flown truss must be secured to ALL available rigging points, regardless of load. It is the responsibility of each production to adequately secure truss with no exceptions. Failure to do so may result in cancellation of performances.

Theatre groups are responsible for the care of the Louis & McCormick floor over the duration of their time in the room. Damage to the floor from dragging, paint, nails, screws, impact or general carelessness will be fined at the cost of repair.

McCormick Auditorium (Norris)

Sets must not exceed the dimensions of the stage. Sets must not exceed 18' in height including free standing truss. There are no rated pick points in McCormick. All truss must be free standing & properly weighted at the base. Truss spans cannot be longer than 32 feet.

Platforms

Legs are to be secured to platforms using a minimum of 2 carriage bolts inserted and tightened at intersecting angles. Drywall screws are no longer acceptable for attaching legs to platforms. Risers for audience seating must be provided by Norris. Productions are not permitted to build their own seating platforms.

Railings

Any platform or set piece taller than 4' and intended for cast or crew to stand or perform on must be railed at 32" above the deck. The rail must support the full weight of a person leaning against it. There are no exceptions to this policy.

Power Tools The only power tools that are permissible are power screwdrivers, drills, wrenches and pneumatic brad-nailers. Handsaws, power saws, routers and "hot work" equipment (i.e. welding) are strictly forbidden and will be confiscated. All tools must be used for their intended use. No gunpowder (cartridge) type actuated tools are to be used. If non-compliance is found, the sponsoring organization will be fined.

General Safety Users of the Norris facility and equipment are expected to implement safe behavior and techniques in everything they do. When dealing with heights, always tie off tools. Never lean out to reach things. Use safe ladder techniques, including having others "foot" your ladder. Never climb truss (unless trained and using a harness). No climbing through booth window. When using powered equipment and tools, always unplug the device while working on it. If using tools, always use the correct safety equipment. If not explicitly outlined in this document, ask yourself if it's truly safe. Norris Staff and Risk Management reserve the right to shut down a production if anything jeopardized the safety of students, guests, or staff.

Norris Facilities Shop Groups can request use of the Norris Facilities Workshop. The Norris Maintenance Shop is typically staffed from 7:30am-4pm, Monday through Friday. Accommodations can be made with reasonably short notice during regular operating hours. Access to the shop without proper staff

supervision is prohibited, and after hours requests will be denied. The Center Manager is not authorized to access the shop. Please contact the Norris Facility Manager to coordinate access. The intent here is to provide a space where a last minute repair or project that cannot be worked on in the Norris performance spaces (ie. the repair requires cutting with a power saw). This is not intended to provide a build space or a storage space. Rather as an option to deal with a last minute situation without having to move the project back out of Norris. Groups utilizing this option must communicate in detail with the Norris Facilities Manager and adhere strictly to the agreement reached about the use of the shop.

Ladders Risk Management must approve ladders used as props or set pieces. Whenever an individual is on a ladder, a spotter must be steadying the ladder.

Paint

All Norris sets must be painted off premises. Scenery must arrive at Norris completely dry. Only touch up paint is allowed after load-in. This includes quart cans and 1" paint brushes (or sponges) or less. It is strongly recommended that you use disposable brushes and rollers for painting. No painting is allowed on the loading dock or exterior spaces of Norris, including pathways, lawns or landings. The space must be returned to its original condition at the conclusion of the event. Paint may not be discarded in any sink or drain, and brushes, rollers, and all other painting equipment may not be cleaned in any sink in Norris. Surplus paint must be removed from the venue by the end of each production, by the Sunday of your load-out by 3:00pm. You may dispose of paint yourself, or you may utilize Norris' FREE paint disposal service. You may bring unused, tightly sealed paint cans to the Norris loading dock. A "paint for disposal" collection location has been provided inside the overhead door, in the south-east corner, and marked with a sign. Norris Facilities will dispose of your unused paint at NO CHARGE to your group. If paint cans are left in any Norris venue, your organization will be charged a \$20.00 per can paint disposal fine.

Please note that disposing of paint down drains is harmful to the environment and illegal. If you choose to dispose of excess paint on your own, you should use a product to harden the paint (available at hardware stores, or use cat litter), and then, after the paint has solidified, dispose of the re-sealed paint can in a dumpster. The Norris Theatre Cage may not be used to store or solidify paint for theatre group disposal.

Winter Painting The Norris Theatre Team recognizes the challenges in painting scenery in the StuCo Garage spaces, particularly in the winter when drying time is affected by the weather. Please plan ahead and work to avoid problems, such as scenery being loaded into Norris paint or stain applied that has not dried completely because of the weather conditions. Include consideration of this issue in your build plan. If you foresee any possibility of not being able to have scenery completely dry and ready before load in, reach out to the Norris Facility Manager. The Facility Manager will work with you on possible solutions and accommodations. Please ANTICIPATE this issue, plan ahead. A request for help on this issue that comes the weekend of your load in may not be able to be accommodated. Speak to the Norris Facilities Manager in the days and weeks before your load in to address this issue.

Audio/Visual Equipment

1. *Lighting*
 - a. In order to assure that the light hang is safe and feasible, the light design must be submitted at the Final Pre-Production Meeting.
2. *Access to Lighting, Sound Equipment and Control Booth*
 - a. Any use of or interface with any existing Norris AV equipment (projection screens, projectors, audio equipment) MUST be approved in advance by the Norris Technical Services Manager. A meeting to discuss the use of AV must be scheduled ahead of any use of the equipment. Groups may not use or make any adjustments to any Norris equipment without the express permission of the Technical Services Manager.
 - b. You must have an Audio/Video Technician (AVT) on duty any time you need to work with Norris audio/visual equipment, unless you receive direct authorization from the Technical Services Manager.

Cables Cables hanging from the catwalk, booth, pipes, or truss should be tied off wherever possible, using tie line, and spanset/gacflex with a shackle for strain relief where needed. If running cables on the floor, please avoid walkways whenever possible. If it is necessary to run cables across walkways, please run cables 90 degrees to aisle, lay cables side by side (flat) and tape down well with gaffers tape. Gaff

tape can be purchased from your lighting rental provider, or can be purchased from Norris Technical Services.

Portable Risers Risers are provided in Shanley. Risers can also be reserved in advance for Louis Room and McCormick. Risers are 6'x8' and are either 8" or 16 ½" (adjustable to 28 ½") high. The 16 ½" risers must be used in conjunction with provided stairs and guard rails if used for seating. The risers are not designed to be stacked and therefore must always be used on the floor, never on another stage or riser.

Screens Students are not permitted to operate or hang items from the installed projection screens in Norris.

Animals No live animals are to be used in any production.

Aisles Aisle ways must be kept clear at all times during the performance. Seating in aisles is not allowed. Aisles must be a minimum of 44" wide. Standing along the sides or rear at performances is not allowed. A performance will be shut down by Norris for blocked aisles or capacity violations.

Heat Producing Elements Items included, but not limited to, are prohibited: space heaters, open flame, lanterns, ovens, kitchen appliances, cigarettes, candles and matches.

Pyrotechnics of any form are prohibited.

Set Height Platforms and/or landings designed to hold actors must be shorter than 8 feet. Anything over 4 feet must have guardrails and toe boards on all open sides.

Fog & Smoke Machines/Strobe Lights Smoke machines must be Hazer type. Strobe lights and Haze machines are permissible in Louis Room/McCormick if a disclaimer is made prior to the performance.

Adhesives No paint or adhesives of any kind are to be used on any surfaces in Norris. This includes painted walls, woodwork, windows, ceiling tiles, or fabric. The only exception -- gaff tape on the floor -- must be fully removed at load-out.

Stage and Meeting Room Curtains Stage curtains or meeting room curtains are not to be taken down for any reason. Objects are not to be attached or hung from stage curtains.

Piano

1. An upright piano can be reserved for use in all locations in Norris.
2. Pianos are to be moved only by Norris Center staff. If used in a performance, it must be on the floor, not on a platform or temporary stage.
3. Groups may request a piano tuning in the Event Planning office. This requires a minimum of one-week notice and the cost will be the responsibility of the sponsoring organization.

Dressing Rooms used for dressing/make-up must be kept free of trash and food. Make-up must be stored neatly. Extra trashcans will be provided by Norris. Alcohol is strictly forbidden. Tools and paint are not to be stored in the meeting room. The cost of professionally cleaning a carpet will be charged to an organization for damage to a carpet from paint or make-up stains. Carpets with permanent stains will be replaced at the cost of the sponsoring organization at full replacement value.

Damage to Facility

Damage created by your production will be estimated by Northwestern University. The estimate will be at the discretion of the Norris University Center and your organization will be billed accordingly.

Postshow Walkthrough Theatre group is responsible for restoring the space to its original condition. This means removing all scenery and equipment, restoring any changed AV equipment, disposing of garbage, and leaving all areas in "broom swept" condition. After the conclusion of a production, production team should notify the Center Manager that they are completely out of the space. Center Manager will do a walkthrough with the production representatives, and note any damage or leftover items. Tech staff will power up AV system, and ensure any changed equipment has been restored to its original state. Norris fulltime staff will also walkthrough during the following week, and do their own assessment of the space. Norris staff will notify the group representatives of any follow up needed post production.

Fines and Damages for Student Theatre Productions at Norris

Damage

Fines resulting in damage to Northwestern property will be assessed at the cost of repair by University Facilities. These fines are non-negotiable and will be billed to the organization's SOFO account. **When in doubt, ask before doing. Most fines are easily avoided by reading these guidelines or asking a member of the Theatre Advising Team.**

General Violations

Violations can consist of any deviation from these guidelines and will be assessed at the discretion of Norris Center and Center for Student Involvement staff. In extreme cases, Norris Center and Center for Student Involvement staff will consider cancellation of performances and/or suspension of future reservations by the student organization. Examples of typical violations:

- Using a ladder without a spotter.
- Altering permanently installed audio-visual equipment.
- Use of prohibited paint containers or brushes.
- Cleaning of paint materials in Norris or Shanley sinks.
- Use of prohibited power tools.
- Not securing truss to all rigging points in Louis.
- Blocking of hallways with road cases, set pieces, etc.
- Inconvenience to other patrons of the Norris Center (noise, clutter in public areas, etc.)
- Improper construction of set or staging. **This has been an ongoing concern and 2012-13 will see considerable efforts made to eliminate this issue. EXPECT FINES OR CANCELLATION IF SETS DO NOT MEET RISK MANAGEMENT CRITERIA.**

It is the responsibility of student theatre groups to uphold and comply with all University rules and regulations and community expectations for behavior and conduct as outlined in the *Northwestern University Student Handbook* (www.northwestern.edu/handbook/handbook.pdf). As such, the Norris University Center does not limit creative expression but does require the following steps be taken when a theatre performance contains adult themes:

- a. All theatre marketing and promotional advertisements must explicitly state that adult themes are present within the performance
- b. All theatre marketing and promotional advertisements must be approved by the Assistant Director or Associate Director, Event Management
- c. Signs notifying the general public that adult themes are a part of the performance must be posted at the entrance of the theatre facility prior to the start of each performance

Individuals and student theatre groups understand that a student, group of students, student organization, or the University may file a complaint against a student, group of students, or student organization for any alleged violation of University rules and regulations as outlined in the *Northwestern University Student Handbook*.

NORRIS THEATRE CONTACTS:

	TITLE	THEATRE FUNCTION	PHONE	OFFICE LOCATION	E-MAIL
Jeremy Schenk	Executive Director		1-2335	Norris 3 rd Floor-Admin	jeremyschenk@northwestern.edu
Dan Foley	Assistant Director, Facilities	Reservations & Events; Fines, Facilities issues	1-2337	Norris Underground Technical Services	d-foley@northwestern.edu
Jackie Grinvalds	Norris Operations Manager	CM/Housestaff	1-2390	Norris 1 st Floor	jgrinvalds@northwestern.edu
Christopher Burpee	Norris Technical Services Manager	Norris Technical Services, AV equipment	1-2335	Norris 3 rd Floor	christopher.burpee@northwestern.edu
Pete Dully	Asst. Director, Performance and Satellite Venues	Cahn, Shanley, Theatre advising	1-3787	Cahn Auditorium	p-dully@northwestern.edu
Emily Crespo	Asst. Production Manager	Cahn Auditorium, technical theatre advising	773-510-7099	Cahn Auditorium	e-crespo@northwestern.edu
Tom Szymanski	Facilities Manager	Facility issues	1-6916	Underground	t-szymanski@northwestern.edu
Dave Perkins, Jim Grosh Nicole Vicari	Risk Management advisors	Risk Management & Safety	1-5610	2020 Ridge, Suite 140	j-perkins@northwestern.edu j-grosh@northwestern.edu nicole.vicari@northwestern.edu
Michael McKean	Assistant Director, Event Production	Technical Services, Operations, Room Setup	1-2336	Norris 3 rd Floor-Admin	Michael.mckeam@northwestern.edu
Varies	Center Manager on Duty	Building Manager	1-2301 (Norris Info Desk)	Norris Center	Please call 1-2301 for Emergencies/facility issues