

Northwestern

NORRIS CENTER

SHANLEY THEATRE GUIDELINES

REVISED SEPTEMBER 2, 2015

STUDENT ORGANIZATION THEATRE GUIDELINES - SHANLEY

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 be granted a seven-day reservation for their production.
3. Student theatre productions must follow these time guidelines:
Shanley Hall
 - Load-In: Sundays beginning at 4pm.
 - A group representative must meet with a Satellite Venue Staff Member for venue walk-thru at 2:45pm on the day the show opens.
 - Load-Out: Space must be completely vacated by the following Sunday afternoon at 3:00pm.
 - A group representative must meet with a Satellite Venue Staff Member for venue walk-thru at 2:00pm on the Sunday of strike.
4. Auditions for student productions may be scheduled in Norris depending on space availability.
5. 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 both 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 Satellite Venue Management, 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. Key check-out
 - e. Load-in/out procedures

SPACE USAGE

Keys To obtain a key to Shanley, the designated contact (as discussed in the final production meeting) must check out a key at the Norris Information Desk. Groups are responsible for keeping the venue locked when not in use and must return the key by 3:30pm on the following Sunday.

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.

Outdoors Due to recent changes to the landscape, and more importantly, the handicapped accessible areas behind Lunt on the west side of Shanley, items are prohibited from being stored on the exterior AT ANY TIME. All items required for the show must be kept in Shanley. Any items left outside of Shanley will be subject to removal and disposal. A discretionary fine equal to or greater than any fine Northwestern receives under the Americans With Disabilities Act will be assigned to the group.

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 labor costs and jeopardize future reservations. Strike includes the removal of all non-Shanley equipment, trash, scenic, prop, and costume materials and the sweeping of all floors and carpets. If the floors or walls were painted for the production, they must be painted over with flat black latex paint upon strike. The reserved space must be returned in the condition in which it was originally received.

Trash Disposal Trash must be removed from Shanley daily to discourage pests. Daily trash and small items from strike must be disposed of in the trash compactor at the Jacobs Center 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 Satellite venues office, 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 Jacobs Center loading dock that block access to the trash compactor or other functional areas of the loading dock. Use of the Norris dumpster (or any other campus dumpster) to discard items from Shanley is prohibited.

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.

Alcohol No alcohol is permitted in Shanley 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 Shanley, including monitoring audience members as they enter the facility and providing trash barrels for the disposal of any alcohol. Sponsoring organizations are responsible for calling University Police if audience members refuse to comply with the alcohol ban. A Satellite Venue staff member will observe each performance; instances of audience non-compliance will be reported to the Satellite Venue Office, who will work with the sponsoring organization to resolve the issue for the remainder of the performance run. 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 Shanley for future productions.

Clean-up The responsibility for cleaning and daily upkeep of Shanley is that of the group using the facilities at that time.

Loss of Materials Norris University Center will not be held liable for items lost, damaged, or stolen while stored in the Norris University Center, Shanley Hall or Ryan Family Auditorium.

SAFETY AND FACILITY GUIDELINES

Role of Satellite Venues The Assistant Director for Performance and Satellite Venues 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 Assistant Director for PSV.

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 (full list given at pre-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 and no more than 20 chairs per row
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 contact the Satellite Venues office to report any facility problems in Shanley or Norris (p-dully@northwestern.edu, e-crespo@northwestern.edu, 847-491-3787). The Satellite Venues office will be your main contact for any facility issues.

Emergencies For all serious or life-threatening emergencies, call 911 from the nearest phone. (A campus phones can be found in the Shanley dressing room). Subsequently (and for all minor injuries where 911 is not called) students must inform the Norris Center Manager, who will document the incident. Please report any and all incidents so that proper documentation and assistance can occur. Accidents happen. We need to know about them so that we can make sure that the injured party is properly cared for and medical bills are properly routed through NU. Reporting accidents will not jeopardize your ability to use NU facilities for student theatre. Conversely, NOT reporting incidents could lead to sanctions.

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.

Shanley

No platforms or raked stages can exceed a 4' maximum height. Sets placed along the east or west walls can not exceed 8 feet from the floor. Sets placed along the south wall can not exceed 10 feet from the floor. Sets placed along the north wall can only be platforms.

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.

Power Tools The only power tools that are permissible for general use are power screwdrivers, drills, wrenches and pneumatic brad-nailers. Use of power saws and other tools is forbidden, except under the following condition:

-A Satellite Venue staff member is present to supervise. The Satellite staff member will ensure that correct and safe tool techniques are employed, and that Shanley is properly cleaned after tool use, leaving the facility in a safe condition.

-Sponsoring organizations can arrange "Build time" for Sunday and/or Monday of their reservation period in Shanley. Build time can be arranged at the 2-week pre-production meeting.

-Last minute requests for tool use can be made to the Satellite Venues office. Every effort to provide tool supervision within 24 hours will be made.

Sponsoring organizations found to have used power tools without Satellite Venue supervision are subject to fines. Repeat offenders can have future reservations canceled.

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 Painting is permissible in Shanley Hall. The space must be returned to its original "Black Box" condition at the conclusion of the event. Paint may no longer be discarded in any sink or drain, and brushes, rollers, and all other painting equipment may not be cleaned in any sink in Norris or Shanley. 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 at Shanley, or 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. 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. If you will be painting the floor of Shanley for your production, only flat finish paint may be used as glossy paint does not adhere due to heavy foot traffic.

Lighting In order to assure that the light hang is safe and feasible, the light design must be submitted at the Final Pre-Production Meeting.

Portable Risers Seating risers are provided in Shanley. The risers are not designed to be stacked and therefore must always be used on the floor, never on another stage or riser. Sponsoring organizations are not permitted to build their own seating platforms.

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 Smoke/haze machines of any kind are prohibited in Shanley Hall.

Dressing Rooms used for dressing/make-up must be kept free of trash and food. Make-up must be stored neatly. Alcohol is strictly forbidden. The black custodial supply cabinet and the gate to the fire suppression cage must remain accessible. Sponsoring organizations must maintain a 44" path to each of these areas in the dressing room at all times.

Damage to Facility

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

Fines and Damages for Student Theatre Productions at Shanley

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.**

General Violations

Violations can consist of any deviation from these guidelines and will be assessed at the discretion of Satellite Venues and Center for Student Involvement staff. In extreme cases, Satellite Venues 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:

- Unsafe set construction, lighting, or sound practices.
- Altering permanently installed audio-visual equipment.
- Use of prohibited paint containers or brushes.
- Cleaning of paint materials in Norris or Shanley sinks.
- Inconvenience to neighbors of the Shanley (noise, clutter in outdoor areas, etc.)

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 notification for approval in the event of adult themes, prop weapons, or other special considerations.

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*.

SHANLEY THEATRE CONTACTS:

	TITLE	THEATRE FUNCTION	PHONE	OFFICE LOCATION	E-MAIL
Jeremy Schenk	Director, Norris University Center	Reservations & Events; Fines	1-2335	Norris 3 rd Floor-Admin	jeremyschenk@northwestern.edu
Dan Foley	Assistant Director, Norris Facilities	Norris Facilities, Theatre Advising, Fines	1-2337	Norris Underground Technical Services	d-foley@northwestern.edu
Emily Crespo	Program Coordinator	Shanley, Cahn, Ryan Auditorium, advising	773-510- 7099	Cahn Auditorium	e-crespo@northwestern.edu
Pete Dully	Assistant Director, Performance and Satellite Venues	Shanley, Cahn, Ryan Auditorium, technical theatre advising	1-3787	Cahn Auditorium	p-dully@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
Varies	Norris Student Staff on Duty	Building Manager	1-2301 (Norris Info Desk)	Norris Center	Please call 1-2301 for Emergencies/facility issues