



THEATRE GUIDELINES

NORRIS UNIVERSITY CENTER - NORTHWESTERN UNIVERSITY

REVISED AUGUST 31, 2009

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 be granted a seven-day reservation for their production. For Norris shows, 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: Mondays beginning at 8:30am.
 - Load-Out: Space must be completely vacated by the following Sunday afternoon at 2:00pm.
 - Shanley Hall
 - Load-In: Sundays beginning at 4pm.
 - Load-Out: Space must be completely vacated by the following Sunday afternoon at 3:00pm. A group representative must meet with the Norris House Staff Supervisor for venue walk-thru at 3:00pm.
4. 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.
5. The "theatre cage" on the loading dock may be reserved in advance for additional storage space during tech week. Equipment, props, road cases, sets, etc. are not permitted in the hallways or lobby areas outside venues.
6. Auditions for student productions may be scheduled in Norris depending on space availability.
7. Outside of tech week, rehearsal space is limited to Shanley Hall and Ryan Auditorium, with the following exception. For shows taking place in McCormick Auditorium or the Louis room, groups will be given a "run through" opportunity one time prior to tech week. The run through can be scheduled no more than five days in advance and is limited to times that the space is available. There will be no major props, lights or amplified sound for the run through.

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 Operations Manager, Facilities Manager, Technical Services Manager, 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 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.

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.

Removing Materials The sponsoring organization is responsible for the transporting of materials from the reserved space to its ultimate destination. Norris 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-Norris equipment, trash, scrap material and sweeping of all floors and carpets. The reserved space must be returned in the condition in which it was originally received. **Use of the Norris dumpster to discard wood (from sets or platforms) is prohibited without the assistance of Norris Facilities personnel.** Groups are also prohibited from leaving any materials on the loading dock after load out is complete.

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 Associate Director for Event Management. The Norris Student Group Snack Policy (see Events Planning for more details) is a valid exception during Tech Week and in dressing rooms. Neither food nor beverages are ever permitted in McCormick Auditorium. Shanley Pavilion is not bound by Norris catering rules, and you may bring in outside food and beverage. Alcohol is **not** permitted in any venue.

Clean-up The responsibility for cleaning and daily upkeep of Shanley is that of the group using the facilities at that time. 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, Shanley Hall or Ryan Family Auditorium.

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. Productions at Shanley Hall will be overseen by the Operations 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 (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 call or visit the Norris Information Desk to report any facility problems in Shanley or 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 and in Shanley; for McCormick Auditorium, call from the Info 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 will result in a minimum A Level fine.

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.

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 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 as listed below in the section on Fines and Damages.

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 sets must be painted off premises. Only touch up paint is allowed after load-in. This includes quart cans and 1" paint brushes (or sponges) or less. No painting is allowed on the loading dock or exterior spaces of Norris, including pathways, lawns or landings. 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 the slop sink.** Simple brush cleaning is allowed with plenty of water to dilute it. Should you require assistance in discarding surplus paint, please contact Norris Facilities.

If you will be painting the floor of Shanley for your production, only Matte finish paint may be used as glossy paint does not adhere due to heavy foot traffic.

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. 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.

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" (adjustable to 28") high. The 16" 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. *Smoke/haze machines of any kind are prohibited in Shanley Hall.*

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 without advance permission.

Piano

1. The Steinway grand piano is stored in the Louis ante room (a.k.a. "Brazil" room) and is intended for use in the Louis Room only. An upright piano can be reserved for use in all other 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 stage. Only professional piano movers can move the Steinway grand to alternative locations. This requires a minimum of one-week notice. The cost will be the responsibility of the sponsoring organization.
3. Groups may request a piano tuning in the Events 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.

Fines and Damages for Student Theatre Productions at Norris

Two Levels of Fines and Damages

1. **A-LEVEL -**
 - o Minimum of \$250 per violation
 - Unspotted ladders
 - Unsupervised use of scaffolding
 - Unsupervised use of audio-visual equipment or booth
 - Seating, aisle way, or capacity violations

- Obstruction of exit signs and doorways
 - Adjusting house projection screens
 - Hanging materials from heating pipes/sprinkler system in Shanley
 - Use of saws and other forbidden power tools
 - Paint cans and brushes or sponges larger than one inch (exception = Shanley)
 - Tape or adhesive used on wood, painted surfaces, windows, ceiling tiles, or fabric (exception = gaff tape on the floor)
 - Removal or damage of curtains
 - Loss of Shanley key
 - Flammable items, i.e. candles, matches, cigarettes, lighters
 - Moving or damaging the grand piano or upright piano
 - Presence of alcohol
 - Food of any kind in McCormick Auditorium
 - Disregard of load in and load out times
 - Use of smoke/haze machines in Shanley
 - Metal strike plate attached to the outside of Shanley Hall's main (east) doors damaged or missing
 - If group obtains 3 violations per show, they will be asked to come to an immediate roundtable meeting with the producer, director, Norris Administration, Norris Theatre Staff, STUCO President, and the sponsoring organization's president. During this roundtable we will discuss the situation, the actions, and the consequences, which could include the loss of one show the following year. If group is under an umbrella organization, then umbrella organization will decide which show to eliminate.
- 2. B-LEVEL -**
- Blatant disregard for safety, blatant disregard for Norris policies & procedures, and blatant disregard for authoritative figures
 - Fines will be at the discretion of Norris Administration, but will follow guidelines listed above. The group will be asked to come to an immediate roundtable meeting with the producer, director, Norris Administration, Norris Theatre Staff, STUCO President, and the sponsoring organization's president. During this roundtable we will discuss the situation, the actions, and the consequences, which could include the loss of one show the following year. If group is under an umbrella organization, then umbrella organization will decide which show to eliminate.

We don't anticipate using the B-Level very often, however we feel it is important as some groups put the safety and security of the audience, cast and crew, and venue at risk with their actions and blatant disregard for policies designed to help them put on a successful show. Norris Administration will assess the blatancy of the situation using the event reports from the Center Manager, Housestaff Supervisor, and Norris professional staff.

Chain of Responsibility during Theatre Performances & After Violation Occurs

1. During tech week, Norris staff and Risk Management perform venue walk-throughs to check for any safety issues or policy violations.
2. Performances @ Shanley are staffed with Center Managers (CM) or Housestaff/Info Desk/Technical Services supervisors. The CM is the contact for performances in Louis Room or McCormick Auditorium.
3. A designated Housestaff Supervisor conducts a walk through of Shanley at 3:00pm on the Sunday of load-out. It is the responsibility of the sponsoring organization to provide a representative from the exec board (or the producer or director) to attend this walk through.
4. A walk-through report is submitted to the Operations Manager, who will assess any problems, issues or concerns listed in the report and make any recommendations on fines to the Associate Director for Event Management.
5. The Associate Director or Executive Director will make the final decision on whether a fine should be levied. In that case, the Associate Director will contact the chairs of the student group as well as the producer and director of the show to make them aware of the fine. This email will also cc the advisor of the student group as well as the Norris Theatre Advising Team.
6. Approved fines will be added to the theatre group's reservation, which will debit their SOFO account for the appropriate amount of money.
7. Assessment of fines will be completed within one week of the show's closing.

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:

NAME	TITLE	THEATRE FUNCTION	PHONE	OFFICE LOCATION	E-MAIL
Tracey Gibson-Jackson	Coordinator, Student Organizations/ Development	CSI Advisor	1-2350	Norris 3 rd Floor-CSI	tgibjack@northwestern.edu
Sebastian Contreras, Jr.	Associate Director, Event Management	Reservations & Events; Fines	1-2332	Norris 3 rd Floor-Admin	s-contreras@northwestern.edu
Dan Foley	Assistant Director, Event Management	Reservations & Events; Fines	1-2335	Norris Underground Technical Services	d-foley@northwestern.edu
Rich Dillon	Norris Operations Manager	CM/Housestaff/InfoDesk; Shanley Mgrs	1-2390	Norris 1 st Floor	richard-dillon@northwestern.edu
Al Reinken	Facilities Manager	Facility issues	1-6916	Underground	a-reinken@northwestern.edu
Jim LaVigne, Dave Perkins, Jim Grosh	Risk Management advisors	Risk Management & Safety	1-5610	2020 Ridge, Suite 140	j-lavigne1@northwestern.edu j-perkins@northwestern.edu j-grosh@northwestern.edu
Varies	Center Manager on Duty	Building Manager	1-2301 (Norris Info Desk)	Norris Center	Please call 1-2301 for Emergencies/facility issues