

SUNY ONEONTA THEATRE DEPARTMENT  
**Goodrich and Hamblin Theater Use of Venue Contract**

This contract is a provisional measure to help the SUNY Oneonta Theatre Department serve the campus and greater community more efficiently and safely. This contract constitutes an agreement between the Theatre Department and the producing party using the Goodrich and/or Hamblin Theater venues. This contract covers 1) what is provided by the department for an event, 2) how the department accommodates additional needs for an event that are not normally provided, and 3) what the department expects of the producing party while using the Goodrich and/or Hamblin Theater venues. The sections of this contract include; **General Expectations, Safety Requirements, Venue Reservation, Dressing Space, Front of House, Hospitality, Media Disclosure, Labor, Lighting, Sound, Projection, Rigging, Communications, Masking, Borrowing, Amendments, Agreement.**

**1. General Expectations**

- a. **Code of Conduct:** The Theatre Department expects that the producing party comply with the code of conduct set forth by the SUNY Oneonta campus. The code of conduct specifies the college policies regarding, for example, public display, harassment, smoking, and alcohol and illicit drug use. Smoking is not permitted inside any building on campus. Alcohol and illicit drugs are not to be tolerated in any amount and are to be reported to University Police at 607-436-3550. The only exception regarding alcohol concerns events that have received special permission from the college per the procedures specified in the code of conduct. The complete code of conduct can be found online at <http://www.oneonta.edu/development/judicial/code.pdf>.
- b. **Equipment Care:** The Theatre Department expects efforts to be taken to properly care for (and thus minimize accidental damage to) equipment, especially with regard to; stage curtains, cables, lighting fixtures, projectors, projection screens, microphones, communication headsets, furniture, props, flats, platforms, auditorium seats and carpeting, etc. The inappropriate use of tapes, adhesives, fasteners, or cleaning compounds on equipment will be considered damaging. For example; safety pins are not to pierce curtains; tapes that are difficult to remove or that leave a sticky residue (such as clear tape, duct tape, or masking tape) are not to be used. In the event that any Theatre Department property is damaged or destroyed, the producing party is responsible for repairing or replacing said Theatre Department property.
- c. **Energy Conservation:** The Theatre Department expects that at the end of each day the producing party will shut down the lighting control and sound systems and turn off all the lights (with the exception of those used as safety lighting). It will not be assumed that a department technical staff member will carry out these tasks.
- d. **Stage Floor Surface:** Any modification or restoration of the stage floor surface will be coordinated with the Theatre Department technical staff. The Theatre Department expects that if the stage floor is painted black upon the arrival of the producing party that it will be black at the conclusion of the producing party's use of the venue. All materials required to restore the stage floor to black are the responsibility of the producing party. 'Black' is defined as flat, satin, semi-gloss, or gloss black over the entire stage floor visible to the audience, as well as the absence of brush marks or overspray of a different color. The Theatre Department agrees to provide the stage with a black floor provided that the producing party's use of the venue does not include painting of the stage floor, or painting of scenery on the stage floor without the use of drop cloths.
- e. **Keys:** The Theatre Department expects that the producing party will handle all keys provided by the department with care. Should keys be lost, the producing party agrees to pay for the cost of re-keying.
- f. **Use of Shops:** Use of the Theatre Department scenery and costume shops and tools is not permitted except under the most limited circumstances. Such limited use must be approved and supervised by the Theatre Department. The producing party is expected to supply all the tools required for tasks carried out in the facility.
- g. **Painting Outside:** The loading dock, loading dock driveway, and neighboring sidewalk are not to be used for painting scenery unless steps have been taken to protect the ground and wall surfaces from over-painting or over-spray. The plaza area by the main entrance of the Fine Arts Building is not to be used for painting scenery.

- h. Parking:** The Theatre Department expects that campus parking regulations will be followed throughout the duration of the producing party's use of the venue. Especially applicable is the requirement to keep the loading dock driveway clear of vehicles when not loading or unloading. Visitors that have no affiliation with the college may park on campus in any non-residential lot during "open" hours from 6pm to 2am on weekdays and from 6am to 2am on weekends. At all other times visitors must obtain a parking permit per the campus parking policy, available online at <http://www.oneonta.edu/admin/police/pages/parking.asp>. If use of the venue requires many cast and crew members to park on campus outside of the "open" hours, especially over multiple days, special arrangements can be made. If requested at least 1 week in advance, the Theatre Department and University Police will provide to the producing party a permit in electronic format that can be distributed as needed to the cast and crew.
- i. Advancing:** The Theatre Department expects that the producing party will make all requests regarding technical needs in a respectful and timely manner so that they may be adequately considered and accommodated. Requests concerning basic lighting, sound, projection, rigging, or masking needs must be made a minimum of 1 week prior to the start of venue use. Requests concerning the provision of labor by the Theatre Department must be made a minimum of 1 month prior to the start of venue use.

## 2. Safety Requirements

Safety requirements concern the safety of both the cast and crew and the audience attending an event.

- a. Accident Reporting:** The Theatre Department expects that sufficient planning and communication is being carried out by the producing party to avoid accidents that could cause harm to audience, performers, or backstage crew. In the event of an accident or other emergency it is expected that the producing party immediately contact University Police at 607-436-3550. The Theatre Department technical staff will also be notified of all accidents or emergencies in a timely manner so that necessary follow-up may take place.
- b. Child Protection Policy:** If the producing party is to have "custody, control, or supervision" of children under the age of 17 at any time while on the SUNY Oneonta campus; the producing party must adhere to the SUNY Child Protection Policy. Information on this policy can be found online at <http://www.suny.edu/sunypp/docs/771.pdf>. This policy is enforced by the campus Business Services office. Outside groups agree to this policy as part of the permit described in section 3. **Venue Reservation**.
- c. Scenery:** The Theatre Department expects any and all scenery constructed within, or brought into, the venue to be constructed and rigged properly so as not to pose a danger to any person or persons working with it, on it, or near it. Minimizing danger includes ensuring that; elevated platforms are sufficiently supported and guarded to prevent falls, wagons are not prone to tipping and are anchored when in use, stair and ramp slopes are sufficiently gradual, floor surfaces are free of tripping hazards and are appropriate for performer footwear, proper hardware is utilized on flown elements, etc.
- d. Fall Protection:** The Theatre Department requires that any persons accessing the lighting coves or counterweight loading galleries use the fall protection equipment provided in those locations. Use of the fall protection equipment requires training and authorization from the Theatre Department technical staff.
- e. Ladders:** The Theatre Department generally allows the use of department-owned ladders with the understanding that all ladders will be utilized according to the manufacturer's safety instructions.
- f. Orchestra Lift:** The Theatre Department requires any person operating the Goodrich Theater orchestra lift to be trained and authorized by the Theatre Department technical staff. Additionally;

  - i** The Theatre Department requires that whenever the orchestra lift is not at stage level the yellow safety chain railings must be in place. The only exception to this rule is during show conditions when the stage is under constant supervision of a stage manager. During show conditions it is the responsibility of the stage manager to remove the railings, to look out for the safety of the cast and crew while the railings are removed, and to restore the railings when a rehearsal or performance is complete. Extreme care will be taken when removing or restoring the safety railings.

- ii Should the orchestra lift be left in any position other than those indicated on the controller, a barrier must be installed to prevent falls into the orchestra or mechanical pits beneath the lift.
  - iii The orchestra lift is not to be used as a moving scenic device.
- g. **Stage Traps:** The opening or closing of the Goodrich Theater stage traps must be approved and supervised by the Theatre Department technical staff. Traps that have been opened must be treated as serious fall hazards; appropriate barriers must be in place at all times.
  - h. **Scissor Lift:** The Theatre Department requires any person operating the department-owned electric scissor lift to be trained and authorized by the Theatre Department technical staff. The Theatre department will subsequently allow the use of the scissor lift for authorized persons with the understanding that the manufacturer's safety instructions, and the instructions of the department, are obeyed.
  - i. **Walkways:** The Theatre Department requires that all floor areas throughout the venues that are painted yellow (or are otherwise identified as walkways) are kept clear at all times to provide sufficient access for persons to safely walk and open and close doors as necessary.
  - j. **House Lighting:** The Theatre Department requires that the house lighting be turned on whenever an audience is in motion (entering or exiting the theater before, during intermission, or after a performance). In the Goodrich Theater the aisle lights may only be lowered during a performance, when the audience is not in motion, and must remain at their maximum level at all other times.
  - k. **Fire Curtain:** The Theatre Department requires that the plane of the fire curtain in the Goodrich Theater remain clear of obstructions. Should a fire occur in the venue, it is the responsibility of the producing party to immediately lower the fire curtain using one of the activation handles on each side of the stage proscenium.
  - l. **Flames/Pyrotechnics:** Any use of open flames or pyrotechnic devices must be approved by the Theatre Department and will require extraordinary safety precautions if approved. Pyrotechnic devices may only be implemented and operated by trained technicians. It is highly encouraged that fake flames and CO<sub>2</sub>-based devices be used in place of open flames or pyrotechnics.
  - m. **Blank-Firing Guns:** The use of blank-firing stage guns is permitted under the following conditions; 1) that the Theatre Department and University Police are notified of how and when they will be used, 2) that they are handled with the utmost care and treated as though they are real firearms, 3) that a dedicated technician and the necessary actors are the only personnel to handle them, 4) that they are used solely within the confines of the theater, 5) that whenever they are not in use they are securely locked away, and 6) that there is a notice regarding the use of live gunshots in the lobby, the preshow announcement, and/or in the event program.
  - n. **Smoking on Stage:** If a realistic portrayal of smoking must occur on stage, it is required that an electronic cigarette prop, designed and approved specifically for theatrical use, be utilized.
  - o. **Seating Configuration:** Any alterations to the audience seating configuration in the theaters must be approved by the Theater Department and must not violate applicable fire codes. The configuration of the audience risers in the Hamblin Theater may not be altered by the producing party.

### 3. Venue Reservation

The Goodrich and Hamblin Theaters must be requested with the Theatre Department using a theater reservation request form. The reservation request must have been approved in order for this contract to apply. Subsequent failure to agree to, or comply with, the terms of this contract will result in the revocation of the reservation.

- a. **External Groups:** Once approval to use the venue has been granted by the Theatre Department, groups that are external to the campus must complete a revocable permit with the campus Business Services office. The permit explains the terms of use for State facilities, insurance requirements, and the rental costs for the spaces reserved. The Theatre Department automatically forwards approved reservations for external groups to the campus office of Business Services.

- b. **Changes:** Changes to the rehearsal or performance dates and times (as originally indicated on the theater reservation form) must be approved by the Theatre Department and may incur additional rental fees if days are added to the use of the venue.
- c. **Cancellation:** In the event of a cancellation the producing party must notify the Theatre Department as soon as possible once the decision is made; cancelled events can have significant implications for the use of the theaters for other events.

#### 4. Dressing Space

The venue is equipped with male and female dressing rooms, a make-up room, and a green room. Use of these spaces for the dressing and holding of performers and/or crew is entirely at the discretion of the Theatre Department and is subject to availability. These spaces must be requested concurrently with the venue (see section 3. Venue Reservation). Keys will be provided for the spaces agreed upon for the duration of use of the venue.

- a. **Additional Spaces:** The use of any additional spaces for dressing or holding of performers and/or crew cannot be guaranteed, must be requested concurrently with the venue, and may incur additional rental fees. Such additional spaces include, but are not limited to; classrooms in the Fine Arts building, the scene shop, the annex between the scene shop and the Hamblin Theater, and the Hamblin Theater itself.
- b. **Conditions of Use:** All spaces used for dressing or holding purposes must have clear traffic pathways for entrance/exit and the maximum occupancies must not be exceeded. At no time are building hallways to be used as dressing or holding areas for performers and/or crew. All spaces will be respected; trash, food, and personal belongings will be appropriately tended to. The Theatre Department is not responsible for personal belongings left in any part of the facility.
- c. **Academic Conflicts:** During some events, the use of spaces for dressing or holding purposes may conflict with academic classes. Academic classes will take precedence over other use. Even in the absence of direct conflicts, the sharing of spaces with academic classes may still be required. The Theatre Department will notify the producing party of academic conflicts concurrently with responses to requests for use of the venue.

#### 5. Front of House

The producing party is responsible for providing all house management and box office personnel. The Theatre Department will provide a key for the box office for the duration of use of the venue. The Theatre Department is not responsible for ticket sales or advertising events to the campus community.

- a. **House Managers:** At least two house managers are required for events in the Goodrich Theater. At least one house manager is required for events in the Hamblin Theater. House managers are expected to allow audience admission, hand out program materials, seat patrons who require assistance, direct patrons to restrooms, collect trash in the house and lobby post-event, and enforce fire code and campus conduct standards.
- b. **Fire Code/Conduct:** The enforcement of fire code and campus conduct standards includes 1) ceasing admission when all seats are full, 2) ensuring that patrons are only sitting in designated seating areas, 3) keeping the aisles and lobbies clear of obstructions, and 4) removing patrons that smoke in the building, are in possession of alcohol or drugs, or that are repeatedly disruptive to others. Uncooperative patrons should be handled carefully and reported to University Police at 607-436-3550.
- c. **Strobe/Fog Warning:** House managers are also expected to clearly display at the points of audience admission notices regarding the use of strobe and/or fog effects during an event. Alternatively, this can be displayed in the event program or announced verbally to the entire audience before the event begins.
- d. **Concessions/Catering:** The Theatre Department will provide a key to the concession stand if the producing party wishes to sell food or drink items during an event. All food or drink items sold at an event must be individually packaged. All public event catering must be arranged through campus Dining Services.
- e. **Tables:** Requests for tables and chairs in the lobby should be made 1 week prior to the event. To avoid interference with emergency egress, tables are not to be set up on the bridge area outside the box office of Goodrich Theater. Tables and chairs set up in the lower lobby areas should also not inhibit emergency egress.

- f. **Unaffiliated Vendors:** Vendors that are not directly affiliated with and fully benefitting the producing party must receive permission from the campus Business Services office, pay a table fee, and provide proof of insurance to sell goods or services in the lobby during events.

## 6. Hospitality

The producing party is responsible for any hospitality required by the performers and/or crew.

## 7. Media Disclosure

The Theatre Department is not responsible for the generation or distribution of media.

## 8. Labor

The Theatre Department will provide one technical staff person with proficient working knowledge of the theater and its equipment to implement agreed-upon provisions, conduct training required by the Theatre Department, and troubleshoot problems with equipment should they arise. This technical staff person will not necessarily be on site at all times during use of the venue but will provide contact information and remain on-call during reasonable hours.

It is the responsibility of the producing party to provide adequate manpower to load-in, setup, run, strike, and load-out the event. Though the Theatre Department is under no obligation to provide crew for an event, in some cases it may be possible to recruit students of the department to work as technicians. In such cases it is expected that student technicians are paid a competitive wage between \$8 and \$12 per hour, depending on the level of responsibility assigned.

## 9. Lighting

The Theatre Department will provide basic lighting for events consisting of house lighting and sufficient stage lighting to provide visibility to the stage performing area. Any particular requests regarding this basic lighting must be arranged with the Theatre Department technical staff prior to the event. It is not the responsibility of the Theatre Department to provide lighting design services for events.

- a. **Control:** For events that require sophisticated lighting control the Theatre Department will provide a lighting control computer with cue, submaster, and basic effect capabilities. An operator's manual will be provided along with the lighting control computer. For simple events that do not require sophisticated control, the Theatre Department will provide basic control via the architectural controls in the theater.
- b. **Additional Equipment:** Additional lighting equipment (beyond the basic lighting provided) is subject to availability. All requests for additional lighting equipment must be made and approved through this contract in section **16. Amendments**. The use of some equipment may incur additional rental fees. All related perishables (i.e. gel, tape) are the responsibility of the producing party.
- c. **Rigging:** The Theatre Department reserves the right to review the rigging of all lighting equipment for conformity to industry practices set forth by PLASA and to prohibit the use of any rigging that may pose a safety hazard. See section **12.a** regarding the alteration of rigging as it relates to lighting.
- d. **Contractors:** If an outside contractor is brought in to handle lighting this contractor must be in direct communication with the Theatre Department technical staff regarding technical needs and scheduling. The Theatre Department has the right to vet all outside contractors for sufficient credentials and to refuse access to any contractor that misuses or endangers property or personnel.
- e. **Restoration:** It is expected that the lighting equipment be either restored or struck at the conclusion of an event. Restoration or strike of the lighting equipment will always be coordinated with the Theatre Department technical staff as the restoration and strike required depends highly on the upcoming use of the venue.

## 10. Sound

The Theatre Department will provide basic sound equipment consisting of a mixing console, an audio playback device, and house speakers appropriate for the theater. In the Goodrich Theater downstage monitors will also be provided.

- a. **Additional Equipment:** Additional sound equipment is available upon request and is subject to availability; such equipment may include additional stage monitors, speaker cable, microphones, microphone stands and cables, direct boxes, external processing units, etc. All requests for additional sound equipment must be made and approved through this contract in section **16. Amendments**. The use of some equipment may incur additional rental fees. All related perishables (i.e. batteries, tape) are the responsibility of the producing party.
- b. **Contractors:** If an outside contractor is brought in to handle sound, this contractor must be in direct communication with the Theatre Department technical staff regarding technical needs and scheduling. The Theatre Department has the right to vet all outside contractors for sufficient credentials and to refuse access to any contractor that misuses or endangers property or personnel.

## 11. Projection

The Theatre Department is not obligated to provide video projectors, projection screens, or video output devices for events. When arranged for in advance, the Theater Department may be able to provide one large projection screen and an accompanying projector in the Goodrich Theater. Beyond this, all video projection arrangements will be made with the campus Information Technology Services office located in the Milne Library.

- a. **Dowsing:** *Dowsing* refers to any form of covering the front of a video projector to prevent its light from being seen. Any technique used to douse a projector must not restrict the normal flow of air through and around the projector. Whenever a projector is doused at close range it must be projecting a black or very dark image to prevent the build-up of heat within the projector and on the dowser surface. Dowsers must always be made of non-combustible materials.

## 12. Rigging

The Theatre Department will provide access to the Goodrich Theater fly system for the purpose of moving curtains and scenery during rehearsal and performance. All fly system operators must be approved by and undergo training with the Theatre Department technical staff. Note that operators have only received approval to operate the fly system, not to alter the rigging of the fly system.

- a. **Rigging Alterations:** All alterations of the fly system rigging in the Goodrich Theater must be coordinated with and approved by the Theatre Department technical staff (the same applies to the dead-hung rigging in the Hamblin Theater). 'Alterations' include the addition, removal, or transfer of objects such as curtains, scenery elements, speakers, and lighting fixtures. The Theatre Department will provide one technical staff person with proficient working knowledge of the theater to supervise the alteration of the rigging in the Goodrich Theater. The producing party will provide all labor necessary to implement the rigging alterations. Refer to section **2.d** regarding the mandatory use of fall protection while accessing the counterweight loading galleries.
- b. **Hardware:** Some rigging hardware (i.e. span sets, trim chains, GAC) is available upon request and is subject to availability. All requests for rigging hardware must be made and approved through this contract in section **16. Amendments**.
- c. **Contractors:** If an outside contractor is brought in to handle rigging this contractor must be in direct communication with the Theatre Department technical staff regarding technical needs and scheduling. The Theatre Department has the right to vet all outside contractors for sufficient credentials and to refuse access to any contractor that misuses or endangers property or personnel.
- d. **Safety:** The Theatre Department reserves the right to review all rigging for conformity to industry practices set forth by PLASA and to reject any and all rigging that may pose a safety hazard.
- e. **Flying People:** The flying of people will not be allowed in the venue unless a professional rigging contractor that specializes in such flying is hired by the producing party. Flying a person refers to any activity that involves that person being suspended above or raised off of the floor, such as in a harness, on a piece of scenery, by holding on to a rope, etc.

- f. **Restoration:** It is generally expected that the rigging be restored at the conclusion of an event. Restoration of the rigging will always be coordinated with the Theatre Department technical staff as the restoration required depends highly on the upcoming use of the venue.

### **13. Communications**

The Theatre Department will provide access to a wired communications system consisting of belt packs, headsets, and microphone cable. A minimum of 4 units will be supplied for events in the Goodrich Theater. A minimum of 2 units will be supplied for events in the Hamblin Theater. The exact number of units required and their locations must be arranged with the Theatre Department technical staff. At the end of every day it is expected that all belt packs and headsets are securely locked in a props cabinet, a key for which will be provided by the Theatre Department technical staff.

### **14. Masking**

The Theatre Department will provide basic black curtains to shield the audience view of backstage equipment and backstage areas (as best as can be achieved given the sight line challenges of the theaters). In the Goodrich Theater this means having borders in place to shield the electrics, legs to frame and divide the stage into multiple planes, and rotating legs to help shield the offstage wings. In the Goodrich Theater a grand curtain will also be provided to shield the entire stage from the audience. The masking provided in the Hamblin Theater will vary depending on the configuration of the theater at the time of use. All requests for additional masking must be made and approved through this contract in section **16. Amendments**.

### **15. Borrowing**

As a courtesy, the Theatre Department does allow for the borrowing of resources such as furniture, stock scenic elements, costumes, and props. Use of such resources will be limited and not entirely relied upon to equip an event. Requests to borrow such items must be made and approved through a separate borrowing contract.

## 16. Amendments

Any and all modifications of the terms laid out in this Use of Venue Contract must be documented in this section.

<b>Date:</b>		<b>Department:</b>		<b>Producing Party:</b>	
<b>Amendments:</b>					
<b>Date:</b>		<b>Department:</b>		<b>Producing Party:</b>	
<b>Amendments:</b>					
<b>Date:</b>		<b>Department:</b>		<b>Producing Party:</b>	
<b>Amendments:</b>					

## 17. Agreement

The Theatre Department and the Producing Party hereby agree to the aforementioned provisions regarding use of the Theatre Department facilities provided that 1) the Producing Party has signed the Theater Reservation Request Form indicating "I have read and agree to the Theatre Department's Use of Venue Contract" and 2) the Theater Use Committee has indicated on the Theater Reservation Request Form that the use of the facilities has been approved. The Theatre Department reserves the right to refuse any requests beyond the aforementioned provisions.