

Jonathan Edwards Theater Guidelines

Note: These guidelines are subject to change at the discretion of the JE Head of College's Office.

1. Applications may be submitted by any undergraduate enrolled full-time in Yale College.
2. Applications from students/sponsoring student organizations outside of Jonathan Edwards College must include a Jonathan Edwards student sponsor. The applicant (and student sponsor if applicable) accepts full responsibility for the proposed event's compliance with all of the policies and procedures for the Theater.
3. All live performance events require a security deposit of \$200. (This does not apply to film screenings.) Checks should be made out to Yale University. The full cost of any repairs due to damage caused by or resulting from a production will be deducted from its deposit. Applicants AND Jonathan Edwards student sponsors will be held responsible for any additional damages.
4. The Jonathan Edwards applicant/sponsor must assume full responsibility for providing access to the Theater for event participants who are not Jonathan Edwards students. The auditorium is located in the basement of Entryway G. Jonathan Edwards residents have ID card access to the College basement and, therefore, must be present to allow entry for all others. Entryway doors may not be held open, and ID cards may not be loaned to or used by anyone other than their owners.
5. Theater keys will be signed out to the applicant for his or her exclusive use by the Head of College's assistant. Keys must be returned to the Head of College's assistant promptly at the end of an event. Since the Theater is located in the basement of a residential space, Undergraduate Regulations regarding noise and other disturbances—including quiet hours--are in effect. Applicants are responsible for ensuring that the activity does not disrupt the sleep, study, or other activities of students living in nearby entryways, especially after 11 p.m. on weeknights or after 1 a.m. on weekends.
6. Approved production slots generally run from 9am Sunday to 1am the following Sunday, though shorter/longer residencies may be approved at the discretion of the JE Head of College's Office. Other kinds of events (e.g., screenings, concerts, comedy shows) may apply for single- or multiple-day residencies not in excess of one week.
7. The Theater is intended for theater workshops or relatively small productions/events that do not require construction or installation of fixed sets. Fixed sets or sets requiring substantial construction are not permitted in the theater. No painting and/or construction of set pieces will be allowed in the theater.
8. An inventory of lighting, sound, projection equipment, and soft goods is available to those qualified and approved to use them by Undergraduate Production (UP). Details regarding such use will be reviewed and approved by the UP Advisor assigned to your production.
9. The theater, control booth, dressing and storage rooms must never be left open or unattended.
10. No permanent alterations or attachments to the Theater's facilities will be permitted. This includes painting and the use of fasteners (nails, screws, staples, etc.) on the walls and/or floor of the stage; weights may be used to secure temporary set pieces. Additionally, no tape, pushpins, nails, or fasteners of any type are allowed on the walls or floors of the auditorium,

control booth, dressing rooms, storage area, or restrooms. Spike marks for dance or theater productions are permitted if made with colored spike tape (available at the UP office, Broadway Rehearsal Lofts, 294 Elm St.). All other kinds of tape are strictly prohibited.

11. All ladder work requiring access to the Theater grid (for the hanging of lights, soft goods, set pieces, etc.) MUST be supervised by Jonathan Edwards or Undergraduate Production personnel.
- 12. Absolutely no smoking, candles, or open flame are allowed at any time. Exit signs and aisle lights may never be dimmed, turned off, covered, or altered in any way.**
13. **Fire and safety inspections are absolutely required for ALL EVENTS.** Inspections are generally held on the Wednesday before weekend performances and will be coordinated by Undergraduate Production.
14. The JE Theater has a seating capacity of 66, including fixed seats and handicap spaces. No standees are allowed. This capacity may not be exceeded. Failure to adhere to this restriction may result in interruption of your performance and/or event cancellation.
15. Applicants are responsible for ensuring that the Theater and all adjacent areas (including stairwells and entryways) are cleared following all rehearsals and performances. Failure to do so will result in charges to cover full cleaning costs.
16. Students agree to abide by the [Undergraduate Production Regulations](#), Yale College Undergraduate Regulations, and all Yale Fire Inspector directives determined during the review and inspection process. All Yale College Undergraduate Regulations apply; violations may be referred to the Yale College Executive Committee.
17. No food or drink (especially alcoholic beverages) is allowed in the Theater without express permission from the Theater Manager.
18. All outside (non-Yale) performers must provide an insurance certificate as outlined by the Office of Risk Management (<http://ogc.yale.edu/riskmanagement>).
19. The immediate point of contact for any queries directly related to the Jonathan Edwards Theater space should be the Theater Manager.