

## The Off Broadway Theater at Yale

41 Broadway, New Haven, CT 06511 432-4032 (Theater)

Managed by:

Undergraduate Production

Broadway Rehearsal Lofts

294 Elm St New Haven, CT

[undergraduateproduction@yale.edu](mailto:undergraduateproduction@yale.edu)

# OBT Producer's Packet

## Production Application Process

Students wishing to book the Off Broadway Theater can do so one of three ways:

1. **Along with requesting funding** for their project, students can request to book the Off Broadway Theater by filling Creative and Performing Arts award application. Select the Off Broadway Theater as your top choice of venue for the best chance of being awarded the space.
2. At the same time as CPA award applications are being accepted, an application specific for dance groups will go live. We ask that all dance groups coordinate through the Alliance for Dance at Yale (ADAY), and **all dance groups submit this application** whether or not you are applying for funding as well. This application can also be used to apply for all of the undergraduate spaces that are suitable for dance.
3. **Students not in the above categories** who wish to use the Off Broadway theater who are not applying for a CPA award should submit an [Off Broadway Theater Production Application](http://up.yalecollege.yale.edu). The application can be found at: <http://up.yalecollege.yale.edu>

OBT Production Applications can be dropped off at the Broadway Rehearsal Lofts at 294 Elm Street or emailed to [undergraduateproduction@yale.edu](mailto:undergraduateproduction@yale.edu).

## Criteria for Selection of a Production Proposal

Applications will be reviewed with consideration given to the availability of the theater and the overall size, scale, and production requirements of the proposed event, as well as the social impact of the piece and any other factors the student selection committee may find relevant.

## OBT Student Selection Committee and Acceptance

The OBT Student Selection Committee is convened at the beginning of each semester to review the applications and provide a recommendation for bookings. The Dean for the Arts in Yale College has final approval.

The committee is composed of undergraduate students who are actively engaged in the undergraduate performing arts and/or are leaders in registered undergraduate performing arts organizations. Students interested in participating in the committee should reach out to Undergraduate Production.

Producers will be notified by email of a booking date if their proposal is accepted. The Producer then has one day to confirm acceptance of the booking date. Confirmations should be by email. The OBT Users Fee of \$200.00 is due in the UP office prior to load in. Checks should be made payable to Yale University.

### **Notice Regarding Cancellation of a Booking:**

The Producer is responsible for notifying Undergraduate Production as soon as a booking cancellation is necessary. A notice of cancellation needs to be in writing and emailed to Undergraduate Production. Notice must be received at least two weeks prior to the move-in date, or the \$200 User's Fee will be forfeited.

### **Financial Responsibility**

The Production Team and/or the Officers of the Sponsoring Organization are responsible for any and all incidents of damages or liability arising from the booking and use of the Off Broadway Theater during the residency period.

### **OBT Policies and Guidelines**

It is understood that the theater is a shared resource. Care and consideration of the facility, materials and equipment and overall security is expected.

Undergraduate Production and the Office of the Associate Dean for the Arts in Yale College will review student needs and may periodically update these policies and guidelines.

All events scheduled in the Off Broadway Theater must abide by the [Undergraduate Production Regulations](#).

**Drugs and Alcohol:** The use of drugs or alcohol in the theater by cast and crew is strictly forbidden. Violation of this rule will be grounds for immediate termination of use of the theater.

**Fire Safety:** Inspections of your production are absolutely required, and must be scheduled well in advance. Two weeks prior to the date your production loads into the OBT your UP advisor will assist you in filing for and scheduling the required inspection. The inspection will take place prior to your opening night, generally on Weds afternoon between the hours of 4-6pm. Failure to attend /pass this inspection may delay or preclude the opening of your production.

**Stage Combat / Stage Weapons:** Staged combat and use of prop weapons is governed by Undergraduate Production policy. Arrangements for the secure storage of any prop weapons used in a production in the OBT must be made with Undergraduate Production. Once brought to the space, prop weapons must be secured in a locked cabinet in the OBT except during actual rehearsals and performances. Unsecured prop weapons will be eliminated from the production.

**Ladders and Scaffold:** Only those people trained in the safe use of ladders and scaffolds may use this equipment. Only one person at a time may be on a ladder. No more than two people at a time may be on the scaffold. Be sure not to leave anything on top of the scaffold or a ladder. Secure unused ladders and scaffolding against the upstage wall.

**Hardwood Sprung Flooring and Timestep Dance Floor Covering:** The OBT stage area is composed of a hardwood sprung floor covered by a black dance floor covering called Timestep which is acceptable for all types of dance. These two floors must be protected at all times. Use of felt padding and/or carpeting is required under all objects that rest on either of these floorings. The only tape permissible on these floors will be theatrical gaff and cloth spike tape which can be provided by Undergraduate Production.

**Seating, Tables, Risers, Scenery and Equipment:** No seating, tables, risers or theater equipment may be taken out of or used outside of the theater. Stack unused chairs in stacks of eight.

**Stage Draperies, Cyc and Window Curtains:** Nothing may ever be attached to the draperies. Drapes and curtains must be protected from wear and tear, paint, moisture, tape and abrasions at all times.

**Sound, Lighting and Video Equipment:** The OBT has house sound, lighting and video systems. Additional lighting and sound equipment may be available from the Undergraduate Production inventory. Used

lighting gels are filed in an open inventory that may or may not have the colors you need. If you remove gels please return them to the proper file folder. No sound, lighting or video equipment may be taken out of or used outside of the theater.

**Construction and Assembly:** It is required that all construction work occur prior to loading in to the Off Broadway Theater. Assembly of scenic units may occur in the OBT and minor adjustments, including wood cutting, may be made to accomplish this. No assembly or painting work may be done on the hardwood sprung flooring or on the Timestep dance flooring. All scenic work must be approved in advance by Undergraduate production.

**Tapes and Adhesives:** Never use tape of any kind on the walls, lighting equipment, stage draperies or theater black curtains. Never use double stick tape of any kind on the floors or walls.

Approved tapes are available for free from Undergraduate Production.

**Fasteners:** Do not put any fasteners (nails, screws, tacks, staples, safety pins etc.) into the floors, walls or draperies.

**Cleaning:** The Off Broadway Theater is cleaned every Monday, Wednesday and Friday mornings. Cleaning staff will not move your props, scenery, curtains, chairs or risers in order to clean. This ensures that your set-up remains intact.

**Housekeeping:** The Off Broadway Theater must be maintained in a professional and safe manner at all times. Please, put away tools, organize props and materials, maintain safe aisle ways and prevent tripping hazards throughout your residency. You are responsible for cleaning after your assembly work. Please do not leave out any food or drink.

**Storage Room:** Inventory items in the storage room are available for your use. If you have materials you would like to donate please make arrangements with Undergraduate Production.

**Strike:** Unless special arrangements are made, strike must occur immediately following your event and must be completed by 1:00 am. All scenery, platforms, costumes and musical instruments must be removed from the theater during strike. All lighting, with the exception of certain default units, is to be struck, sorted by type and racked. Furniture props needing trucking may remain in the theater by prior arrangement with Undergraduate Production. The theater must be returned to a clean condition after strike. The theater must also be returned to rep plot unless specific arrangements have been made with Undergraduate Production in advance.