Space Use Guidelines for The Dome

These guidelines are set forth to provide structure and framework for the use of the Dome in the Schwarzman Center by student's participating in the CPA residency. All participants should be familiar with the relevant regulations and observe them during all phases of the production process and should consistently apply good judgment and common sense. Any questions or concerns should be directed to the appropriate advisor, the Undergraduate Production staff, and relevant Schwarzman Center Manager.

These guidelines do not superseded or override the Undergraduate Production Regulations but should serve as addition to those regulations. Both these guidelines and the UP Regulations should be followed at all times.

General:

• All production spaces are locked at all times. Prior to residency, up to 2 individuals should be identified to have access granted to their badges for the length of their residency. These 2 individuals will need to provide their NetIDs and UPis form their badges to be granted access. One of these 2 individuals would be required to open the space on a daily basis and should be present the entire time the space is being used.

• The building is opening generally until 11pm. Use of the space after that time must be communicated to the Schwarzman Center Production Manager at least 24-hours in advance.

• The Schwarzman Center does not have any shops or build space. All construction and building of material must be completed off site and brought into the Center. Be advised that the only elevator to The Dome is a 4’x3’ elevator with a max weight limit of 3500lbs. All items being loaded into the space must fit in this elevator.

• Undergraduate Production should be consulted to advise regarding any construction or transportation of scenic items.

• Current gear and inventory is shared among all the Schwarzman Center spaces. Prior to load-in, a full list of requested items must be provided to the Schwarzman Center Production Manager for review and approval. Some items may have to be rented. Adequate lead time must be provided to secure the rentals.

Personal Protective Gear:

• The Schwarzman Center has a limited supply of PPE, including Hard Hats, Safety Glasses, and Work Gloves. Please coordinated with the Schwarzman Center Production to ensure enough PPE is available for the number of people on a call. In some circumstances, supplemental PPE from UP may be required.

Tools and Equipment:

• Use of all Power-tools in the space must be cleared by the Schwarzman Center Production Manager prior to use. Tools should only be used for installation and no building or construction should be done in the spaces. Power tools should be limited to drills with UP training.

• The Schwarzman Center does not currently own a personnel lift and this item must be rented. Timeline for which the personnel lift will be needed is due to the Schwarzman Center Production Manager with enough time to secure this rental.
• Use of rigging systems in the Dome must be operated by the Schwarzman Center Staff.

Fire and Life Safety
  • No open flame or atmospherics of any nature are allowed in any Schwarzman Center space at this time.
  • Access to fire suppression equipment, including fire extinguishers must be clear at all times. Often times, this is located in a storage room of The Dome. This door must be kept clear. This will be pointed out on first day of residency.

Audience Seating and Egress
  • All audience seating configurations must be approved by the Schwarzman Center Production Manager in addition to the UP staff and Fire Code Compliance.
  • The Schwarzman Center operates in conjunction with Yale Hospitality. A seating plan and timeline of installation must be presented and reviewed by the Schwarzman Center Production Manager with enough time to coordinate its installation with Yale Hospitality
  • The Schwarzman Center does not own any seating risers at this time.

Transportation and load-in:
  • Due to the multi-use nature of the Schwarzman Center, a load-in plan must be presented and reviewed by the Schwarzman Center Production Manager. At that review a determination will be made as to the path to be taken during load-in to access The Dome. This may be a combination of the Beinecke Plaza entrance, or the loading dock located at 170 Grove St.

Lighting Sound and Electrical Devices
  • All work with theatrical lighting systems or sound systems, including changes or additions to a venue's rep plot, lighting or sound equipment, must be reviewed and pre-approved by the Schwarzman Center Media Production and Technology Manager in addition to UP staff.
  • Please note that that Schwarzman Center is an LED only house, meaning that there are no dimmer racks available for conventional lighting equipment. All equipment brought in must be UL listed and able to operate on our existing system.
  • If lighting booms are used, cardboard pads should be used between the boom and The Dome floor and properly weighted. Lighting booms should not exceed 10' in height.
  • The projectors and projection screens in The Dome are static and cannot be moved or refocused. Any changes in the projection system would require the temporary installation of a new projection system.

Scenery:
  • The use of scenery should be limited to hand props and furniture. Platforms, flats, and more complex scenery may be evaluated on a case-by-case basis for exception by the Schwarzman Center Production Manager.
  • Scenery can be assembled in the space via bolts and screws, but scenery cannot be screwed or bolted to the floor.
  • No painting of any kind is allowed in any Schwarzman Center space.
  • Installation and strike requiring use of any pre-installed or custom rigging systems and components, including static rigging and swaging wire rope terminations, must be supervised by UP staff and pre-approved by the Schwarzman Center Production Manager.