

Space Use Guidelines for The Dome

Update January 26, 2024

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, Undergraduate Production staff, and/or assigned Schwarzman Center Production 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These guidelines do not superseded or override the [Undergraduate Production Regulations](#) but should serve as addition to those regulations.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 be badge holders for the length of the residency. 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 generally open from 8am until 11pm. Use of the space after that time must be discussed well in advance for special approval by the Schwarzman Center Production Manager, but is generally not allowed.
- The Schwarzman Center does not have any shops or build space. All construction and building of material must be completed of site and brought into the Center. Be advised that the only elevator to The Dome is a 70" x 62" elevator with a max weight limit of 3000lbs. All items being loaded into the space must fit in this elevator.
- Underground Production should be consulted 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 coordinate 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:

- The only power tools allowed in The Dome are drill/drivers. Any operator of these must have UP training. Use of power tools 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 space.
- 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.

Box Office & Front of House

- Please keep Visitor Services Manager (Christian Ponce) informed of number of tickets reserved for each show.
- Meet with Visitor Services to discuss FOH needs in a meeting scheduled prior to the first event at which you will have an audience.

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. Since the fire extinguisher is kept in the tech closet, this room must be accessible at all times.

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.
- 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.
- Please consider audience sightlines when developing your ground plan. The Schwarzman Center does not own any risers for seating or staging, some may be available through other sources. Please reach out to your UP Advisor for more information.

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. As part of that review, the Schwarzman Center Production Manager will determine the best load-in/out path. 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, must be reviewed and pre-approved by the Schwarzman Center Production 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 able to operate on our existing system.
- If lighting booms are used, pads should be placed between the boom and The Dome floor and properly weighted. Lighting booms should not exceed 10' in height. They cannot lag into the floor or be attached to the existing pipes.
- The projector and projection screen 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 and should be advanced on the same timeline as lights and sound.

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 and approved 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.