

# Underbrook Theater Guidelines

**Note: These guidelines are subject to change at the discretion of the Saybrook 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 Saybrook College must include a Saybrook 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 Underbrook.
3. Applicants AND Saybrook student sponsors will be held responsible for the full cost of any repairs due to damage caused by or resulting from a production or use of the theater.
4. The Saybrook applicant/sponsor must assume full responsibility for providing access to the Underbrook Theater for event participants who are not Saybrook students. Entryway doors may not be held open, and venue keys may not be loaned to or used by anyone other than the person they were assigned to.
5. Theater access will be assigned to the applicant for their exclusive use by the college office. Access will be removed at the end of an event. Since the Underbrook is located in the basement of a residential space, Undergraduate Regulations regarding noise and other disturbance – 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 PM on Sunday-Thursday and after 1 AM on Friday - Saturday.
6. Approved CPA production slots generally run from 9am Sunday to 1am the following Sunday, though shorter/longer residencies may be approved at the discretion of the Saybrook 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 Underbrook is intended for theater 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 or adjacent rooms.
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 area, and storage rooms must never be left open or unattended.
10. No permanent alterations or attachments to the Underbrook'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, storage area, backstage 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 reviewed and approved by Undergraduate Production.
- 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 PERFORMANCES with audience.** Inspections are generally held on the Wednesday before weekend performances and an hour before one-night performances. All inspections will be coordinated by Undergraduate Production.
14. The Underbrook has a seating capacity of 80, with semi-adjustable seating arrangement. All seating plans must be reviewed and approved by Undergraduate Production and Yale Fire Code Compliance. No standees are allowed for live performance events with audience. 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 Underbrook 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 Underbrook without express permission from the Venue 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 Underbrook space should be the Venue Manager or the UP Advisor assigned to the production.