

Guidelines For Use of Yale Residential College Theater Venues

1. Applications may be submitted by any undergraduate enrolled full-time in Yale College.
2. Most Colleges require that the applicant or a member of the group reserving the space be a resident of the College and agree to serve as sponsor of the event. The applicant (or student sponsor if applicable) accepts full responsibility for the proposed event's compliance with all the policies and procedures for the Theater. Hopper Cabaret and Underbrook Auditorium do not require a member to be currently enrolled in the College, although preference will be given to applications in which they are.
3. Some Colleges require a fee or deposit to reserve the venue. Please confirm whether this is necessary when your reservation is confirmed. In any event, the full cost of any repairs due to damage caused by or resulting from the applicant/student sponsor use of the space will be bursar billed for the full amount of the damage which exceeds any deposit made.
4. 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. There is a firm curfew of midnight for all production activity, except for strike, which may continue until 1am. Production activity includes meetings. Production teams should be exiting the theater or rehearsal room no later than midnight.
5. The applicant/sponsor must assume full responsibility for providing access to the theater for event participants who are not residents of the College. Students given swipe access to the theater 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.

6. Users of the theater must meet prior to any rehearsals or performances with the designated student Theater Manager to review rules and regulations.
7. Approved 1-week residencies typically run from 9am Sunday to 1am the following Sunday, though shorter/longer residencies may be approved at the discretion of the Head of College's Office. Shorter residencies (e.g., screenings, concerts, comedy shows) may apply for single or multiple-day residencies not in excess of one week.
8. The College Venues are intended for theater workshops or 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 as determined by the Yale Fire Marshal's Office and Undergraduate Production. As such, no painting and/or construction of set pieces will be allowed in the theater.
9. An inventory of lighting, sound, video equipment, and soft goods is available to those qualified and approved to use them by Undergraduate Production. Details regarding such use will be reviewed and approved by the UP's Technical Advisor assigned to your production.
10. The theater, control booth, dressing and storage rooms must never be left open or unattended.
11. 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. 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. Only Spike, Glow, Gaff, and Marley tapes, provided by UP (Undergraduate Production) are allowed. All other kinds of tape are prohibited.

12. Working at heights with ladders, lifts, or scaffolds requires prior approval and training by Undergraduate Production. This work may also require direct supervision depending on location and elevation by Undergraduate Personnel or their designees. Please do not use ladders, lifts, or scaffolds without written authorization from UP.
13. Absolutely no smoking, candles, or open flame are allowed at any time. Exit signs may never be dimmed, turned off, covered, or altered in any way.
14. Fire and safety inspections are absolutely required for all live performance events. Inspections are typically held on the Wednesday before weekend performances of week-long residencies and the day of the first performance for shorter residencies. The inspection schedule is typically emailed the Monday before your first performance.
15. All seating plans must be reviewed and approved by Undergraduate Production and Yale Fire Code Compliance. No standees are allowed. The stated capacity of the theater may not be exceeded. Failure to adhere to this restriction may result in interruption of your performance and/or event cancellation. Please confirm the maximum seating capacity for your venue with Undergraduate Production prior to issuing tickets for your event.
16. Occupants are responsible for ensuring that the venue and all adjacent areas (including stairwells and entryways) are cleared following all rehearsals and performances. Failure to do so will result in the applicant/sponsor being charged to cover full cleaning costs.
17. 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.

18. No food or drink (especially alcoholic beverages) is allowed in the Theater without express permission from the Theater/Operations Manager.
19. All outside (non-Yale) performers must provide an insurance certificate as outlined by the Office of Risk Management (<http://ogc.yale.edu/riskmanagement>).
20. The immediate point of contact for any queries related to the Theater space should be the Theater/Operations Manager or the UP Advisor assigned to the production.

I have received a copy and agree to abide by these guidelines. I understand that submission of this application does not guarantee use of the theater. The reservation is not complete until approved and signed by the Operations Manager and applicant.
