

Oberlin College & Conservatory

Theater Use Dye (A162) Policy

Policy Title: Policy for Theater use of Dye (A162) at the Science Center

Responsible Position for Policy: Science Center Building Manager

Office/Department Responsible for Policy: Biology or Science Center Administration?

Division Responsible for Policy: Sciences

Original Issue Date:

Last Revision Date: 05/2020

Log of Previous Revisions: 02/06/2020

- I. **Policy Purpose:**
 - II. **Policy Statement:**
 - III. **Policy Scope/Eligibility:**
 - IV. **Administration:**
 - V. **Procedures:**
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Overview:

The Dye Lecture Hall at the Science Center is primarily to be used as a teaching space by the faculty at Oberlin College. It may serve other needs of the campus and surrounding community so long as the primary purpose is not constrained. The room must be used “as is” since it was not designed to support large productions, and it is continuously being used for classroom lectures. The following policy will help you determine if Dye Lecture Hall will meet the needs of the production you wish to produce in this space.

Facilities/Support Spaces

- There are no support spaces available for the stage area. Classrooms upstairs could be used as dressing areas, with appropriate covering over the windows in the doors, if the rooms are available (check with the Registrar’s Office).
- There are no storage facilities available for props.
- Access is not permitted to the AV booth without prior authorization from Audio-Visual in CIT.
- No food, drink, or smoking is allowed in the lecture hall. This policy also applies to the stage area as part of the performance.
- Two days for rehearsal and two days for performance is the maximum reservation time (if available), and should be scheduled through the Scheduling Manager in the Student Union.
- Rehearsal times will only be permitted for performances that are scheduled to take place in this room.
- Depending on the time of day, there may or may not be restrictions for noise or music planned for the event. This will be considered on a case by case basis.

Stage Area

- Only props that can be brought in and taken out after each performance can be used.
- Inhouse lighting must be used, with no additional lighting permitted, (lighting on trees or hung is not permitted)
- The podium cannot be moved as it is hard-wired to the AV system to support classes and is physically attached to the floor.
- No riggings or curtains may be hung.
- Additional sound support (more than the one microphone attached to the podium) may be arranged through Concert Sound. Requests must be received by the Student Union Office at least 14 days in advance.

Remember to be considerate of others since this space and others surrounding it are used for class, studying, and research while you are rehearsing and/or performing.

*****Any damage to the space will be billed to your department or organization.***

THIS FORM MUST BE SIGNED AND RETURNED TO THE STUDENT UNION AT LEAST 7 WORKING DAYS PRIOR TO THE FIRST DAY OF YOUR RESERVATION OR THE RESERVATION WILL BE CANCELLED.

I, the undersigned, have read, understand and will abide by these conditions.

Technical Director (sign) _____ (print name) _____

Director (sign) _____ (print name) _____

Production Name _____ Reservation Dates _____

Science Center Building Manager a