

Oberlin College & Conservatory

Wilder Main Usage Policy

Policy Title: Wilder Main Usage Policy

Responsible Position for Policy: Student Union Office

Office/Department Responsible for Policy: Student Union Office

Division Responsible for Policy: Student Life

Original Issue Date:

Last Revision Date: 05/2020

Log of Previous Revisions: 01/2020

- I. **Policy Purpose:** This policy exists to xxx the safety of Wilder Main Lounge users.
 - II. **Policy Statement:** Wilder Main Lounge is booked through the Student Union Office and requires multiple tasks to receive permission for use.
 - III. **Policy Scope/Eligibility:** All users of Wilder Main Lounge
 - IV. **Administration:** Concert Sound
 - V. **Procedures:**
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A mandatory Tech Meeting with Wilder Main Tech is required before access to the performance space is granted.

- I. **Safety Issues:**
 - A. No show will open without a final safety inspection by Wilder Main Lounge Tech. The setup of Wilder Main Lounge is an empty room with risers, chairs, behind the curtains
 - B. Fire capacity of Wilder Main is 150. (This includes staff, cast, crew, & audience)
 - C. Exit signs must be visible to audience at all times.
 - D. A 10 X 10 X 10-foot egress area must be left around the exit doors.
 - E. All exit doors must be accessible and unobstructed from both sides at all times.
 - F. All fabrics hung in Wilder Main must be fireproof and approved by City Fire Chief.
 - G. Risers for audience may be no taller than 24 inches off the floor.
 - H. Risers must have railings or boards clamped the entire length of them so that chairs cannot fall off the back.
 - I. The last two chairs on the end of each row must be taped together.
 - J. Absolutely no open flame, smoke machines, etc. are permissible in Wilder Main.
 - K. Anything hanging from above must be safety chained.
 - L. Lighting must be supervised by an experienced designer/electrician. No experience = no lights. Lighting arrangements must be made in advance with Main Lounge Tech.
- II. **Lighting:** See inventory upon request.

- A. A \$50 bulb fee will be assessed to each group using the lighting equipment.
- B. Replacement bulbs issued through Main Lounge Tech.
- C. All lights must be safety chained to the balcony or boom.
- D. Wilder keeps a limited! supply of gels and gel frames. These are checked out through Wilder Main Lounge Tech. Wilder is not responsible for any gels borrowed from other campus departments.
- E. Wilder has wrenches that can be checked out through the Wilder Main Tech.

III. **Equipment:** No dragging of any equipment/props/chairs/platforms is permitted on the wooden floors. Repair/replacement charges will be charged to the sponsor's account number.

A. **Risers** are for audience seating ONLY:

- 1. 4 risers (24"h x 4'w x 8'l)
- 2. 6 risers (16"h x 4'w x 8'l)
- 3. 4 risers on wheels (16"h x 6'w x 8'l)
- 4. 2 risers (16"h x 4'w x 6'l)
- 5. 4 risers (8"h x 4'w x 6'l)

B. **Flats:** There are 6 black flats in Wilder balcony (4 x 10 ft). Cinderblocks to hold them up are in the balcony – 2 small ones per flat.

IV. It is the responsibility of the group to return all equipment to their proper storage locations. Fees will be assessed if any equipment is not properly returned.

V. Securing props is entirely the responsibility of the group. Props are to be removed from Main Lounge as soon as the performances are finished. Props left in Wilder (balcony included) after a group's reservation is over (Main = 6pm on Sunday) will be discarded. Fees for disposal will be charged to the sponsor's account number.

VI. **Sets:** There must be a Concert Sound technician present to supervise load-in and load-out of staging, sound reinforcement or lighting.

- A. No sawing or painting of sets is permitted in Wilder. Sets should be constructed elsewhere and only assembled in Wilder. When touch-up painting is necessary, clean-up must be done in a Janitorial "slop sink" and NOT IN any Wilder restroom. Absolutely no nailing or screwing anything into the floor or walls of Wilder Main.
- B. Use drop cloths for all touch-up painting.
- C. There are 4 stock platforms (6"h x 4'w x 8'l) in the balcony that may be used for the stage area only.

VII. **Times:**

- A. Wilder Main Lounge Performance times are from 8:00 pm to 10:00pm. Outside of these hours, bass/sound from the Dionysus below will be heard up through the floor!
- B. All cast and crew must be completely out of Wilder Building at closing. The building closes at midnight.

VIII. **Fees:**

- A. \$50 bulb fee
- B. \$65 tech fee
- C. Sound fees vary depending on equipment requested
- D. Fees for damages and non-compliance may be assessed if needed.

IX. **Misc. Room Information:** Wilder Main Lounge is the primary thermostat for the heat in Wilder Building. Under no circumstances are the windows in Wilder Main to be opened during a time the college is heating buildings.

X. No production with an outside guest will occur without a signed Student Union Contract. Agreements need to be done 3 – 4 weeks in advance.

XI. Any further technical questions should be directed to concert.sound@oberlin.edu.

<https://www.oberlin.edu/student-union/policies/theater>

Reviewed: 2.2020

Wilder Main Lounge Student Union Contract

Name of Production: _____

Sponsoring Organization: _____

Person in charge of production: _____

Telephone # of person in charge: _____

EXACT load-in date & time: _____

EXACT performance dates & times: _____

EXACT load-out date & time: _____

Account # _____

Note: This must be a departmental account number or student organization account number. T#s are not accepted. The Student Union reserves the right to generate work orders on this account number for damages without prior notification.

I have read and understand the Wilder Main Lounge Policy and agree to adhere to this policy.

X

Signature of Person in Charge of Production

X

Printed Name of Person in Charge of Production

X

Signature of Concert Sound Main Lounge Technician

X

Printed Name of Concert Sound Main Lounge Technician