

# Independent Project Policies

For the Studio Theatre, A200, and A207

The A280 Studio Theatre, A200 Acting Studio, and A207 Directing Studio are shared spaces between regularly scheduled classes, independent projects and various other events which are in the space over the course of the school year. Because of this constant use, it is vitally important those individuals who wish to use the spaces for their Independent Projects are aware of certain requirements and adhere to them.

This space and the equipment inside are provided to you, the student, by the Department of Theatre and Dance. It is a privilege granted to you to use and not a right. **Respect the space, equipment and others who use the space by keeping it clean and neat.**

## Priority Use of the Space:

Currently the Department of Theatre and Dance has set a priority on the use of the Studio Theatre, A200, and A207 as stated below. We try to adhere to this priority list as much as possible, but as things are ever changing and events are sometimes planned at the last minute, there may be times when your project is scheduled to have the space for a rehearsal and the Department may need that time for a special event.

1. Department of Theatre and Dance Classes
2. Departmental Events such as auditions, meetings, lectures, guest artists, etc. and faculty reservations
3. 1st Year MFA Directors/Graduate Students
4. Department-sponsored official student organizations such as UP, BBBTT, MOCO, and CTC.
5. Independent Projects

## Meeting with the Production Manager:

Prior to being in the space, you are required to meet with the Production Manager and/or the GA if they are available to go over the rules of the space.

Please schedule a meeting with the Production Manager at least **ONE WEEK** prior to moving into the space for your project. This is your responsibility and not the responsibility of the PM to remind you of it. Failure to have this meeting will delay you moving into the space for your rehearsal week prior to performances.

**KEYS:** You will also be given keys to the Theatre based upon the needs of the project. In order to take possession of the keys, you must sign a form saying you will be responsible for them and may be required to pay a replacement fee should you lose them. They **MUST** be returned to the PM the Monday after your final performance.

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**Responsible Parties:** Please provide to the PM, the names of the individuals responsible for your project. i.e. Director, Stage Manager, Lighting and Scenic Designers.

### Safety:

In order to comply with fire and safety regulations, students who wish to use the Studio Theatre must do the following:

- The 2 Exit Doors in the room must be left clear of any obstructions. There must be a clear path to the door and out of the room.
- There are 2 doors in the Studio Theatre marked with an Exit sign. These doors are the Fire and Emergency exit doors for the theatre space. With that in mind, all students using the Studio must keep these doors clear. This includes a clear travel path from those doors to the main hallway of the building. In other words, there can be no obstructions on either side of the door or through the costume/dressing room so patrons can have clear access to exit the space.
- The exit signs must be visible at all times.
- No scenery or curtains blocking the view of the exit sign from at least half of the audience. The Production Manager or GA can make this determination for you should you need a second opinion.
- The use of fire, fog or haze is strictly prohibited. This includes the lighting of cigarettes and candles. Since the theatre is so small and because the space is not equipped to handle the pollutants caused by fire, fog, or haze we cannot allow their use in this space.
- Water is prohibited. The theatre is not designed to deal with large quantities of water, so pools, basins, or any use of water other than to drink is forbidden. Anything more than drinking water will only succeed in damaging the floor and the IU Cinema below.
- Glitter is prohibited. This includes any similar material such as mylar bits and confetti.

### **Under NO Circumstances are you allowed to build or paint inside the theatre building.**

This includes inside the Studio Theatre itself. Any construction or painting of your scenic items must be done outside and, especially for paint, you must put a tarp down to keep the area clean.

### COVID Safety:

All rehearsals and performances must comply with all university regulations about masking, testing, and vaccinations.

For all Fall 2022 Independent Projects, they will follow the same rules as the department productions. As these protocols may vary along with university rules, please watch for specific rules that may be in effect during your production.

There are no specific guidelines that are required at this time. However, we recommend COVID testing through the IU Voluntary Testing program throughout the rehearsal and performance process. You can pick up free PCR and antigen tests at the vending machines on campus.

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We also recommend using a COVID Compliance Officer or COVID Safety Manager as part of your production team if you so choose. Free and low-cost certifications are available online. This person should be separate from the stage management team, and should hold no other position in the production besides the safety position.

### Procedures:

Below are the procedures for the Studio Theatre. These items should be done daily to allow for the sharing of the space between the various events and classes in the Department of Theatre & Dance. ***In General, the Studio Theatre should be left as a classroom space at the end of each rehearsal or performance and be clean and clear of obstructions.***

- The Studio Theatre should be left clean at all times. This includes the dressing rooms.
- Treat the space with respect and respect everyone else who uses it by keeping it clean.
- All scenic elements used for Independent Projects must be removed from the floor after each rehearsal or performance to allow the classes to have space during the day. Put all scenic elements of your project against the wall or in the closet and out of the way. It does NOT mean blocking access to the rear fire exit by storing things in the back hallway. See Safety Rules above.
  - Spike tape in small amounts is allowable.
- If any Rehearsal furniture is moved out of the room for your rehearsal or performance, it must be returned to the room (not the dressing rooms or hallway) afterward so the classes can use them the following day.
- If you use the Piano, please make sure it is covered after every use.
- Seating configuration should remain in its standard position against the black brick wall. However, requests to change the seating configuration may be granted if a proper plan is submitted to the Production Manager and it is approved. No chairs may be added to the configuration, but risers may be moved if approved to do so. Do NOT move anything around until you get approval!
- All Doors to the Studio must be closed and locked at the end of each night. Taping of Doors so they stay unlocked is not allowed. If you require the Fire Exit door to be unlocked, see the Production Manager or their assistant for the key.
- All Lights must be turned off when you leave, and ghost light plugged in. If you use the 8-button panel on the balcony, please make sure the panel is reset so that 8 is active. Any other number and the downstairs panels will be disabled and classes will be unable to turn the lights on the next morning.
  - The IU Department of Theatre and Dance strives to be as green as we possibly can and you can help out by turning off all lights when leaving the space.
- Lighting: Please speak with the Department Lighting Supervisor for specific rules and policies regarding the lighting equipment.
- Students using the Studio for Independent Projects must arrange with the Production Management GA a time on their final Sunday to walk through the space after they have struck their show to ensure everything is clean and put away.

### Post Performance:

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- Any props, scenic items, furniture, costumes, etc. that were brought into the space for your performance must be struck following your last performance. You will likely have until Noon or 2pm the following day (usually Sunday) to fully strike the space.
  - The entire space must be left as it was given to you – balcony clean, trash picked up, all classroom furniture returned to the room (this includes taking things out of the closet or storage area where you may have placed it), and ensuring all your specific show items are clear of the space.
  - Usually there will be another show moving in for their rehearsals and performances following the end of your performances, so it is vital you clear the space of your items to allow the next group to move in.
  - Arrange a meeting with the Production Management GA to walk the space to ensure the space is clean and all your items have been removed.
- Production Management GA will collect your keys from you once you have been checked out of the space.

Any questions regarding the rules and procedures set forth should be directed to the Production Manager or the Graduate Assistant responsible for the Studio Theatre. In the event there are questions about something you would like to do or use in the Studio Theatre that is not explicitly covered in this document, contact the Production Manager.

***\*Failure to comply with these rules may result in the canceling of your Project and suspension from using the Studio Theatre for a period of 1 semester or until such time as the Independent Project Committee allows you access again.***

### Emergency Action Plan:

The most important thing in any emergency is to remain calm and make sure everyone in the building is safe. Your calm in these situations will help keep everyone you are dealing with calm and they will feel more secure in having you lead the way.

#### **In case of Fire:**

- Don't Panic
- Stop the rehearsal or performance
- Make an announcement, asking patrons and performers to calmly and orderly exit the room through the 2 emergency exits
- Using the stairs nearest the Studio Theatre and not the Elevator, exit the building. Always use the closest set of stairs out of the building when fire is involved. We don't want people wandering the halls looking for a way out of the building. Lead the way and escort everyone out of the building safely. DO NOT use the Elevators.
- Contact Campus Police and make sure they are aware of the emergency. 812-855-4111
- Dial 911 as well and alert the Fire Department

#### **In case of Severe Weather:**

IU Department of Theatre and Dance  
Trish Hausmann, Production Manager  
Handbook as of August 2022

## **THE STUDIO THEATRE HANDBOOK– A280, A200, and A207**

Severe Weather is defined as Heavy Rain and Thunderstorms, Heavy Wind or Tornado Watch/Warnings. All these events should trigger a text from IU's early warning system.

- Don't Panic
- Stop the rehearsal or performance
- Make an announcement, and calmly ask the patrons and performers to gather their things and exit the room through whichever of the 2 emergency exits is nearest them.
- Using the stairs nearest the Studio Theater and not the Elevator, escort everyone from the room and down to the basement. DO NOT use the Elevators.
- Await further instructions from the IU Notify system.