

# Department of Theater and Dance & Department of Music Student Group Policies

Please note: "Production manager" refers to the Department of Theater and Dance production manager, not the production manager of a student group.

## Rehearsal & Production Policies for Student Groups

### Scheduling

1. Student groups working in the Kaleidoscope and Bomberger Hall must submit complete rehearsal and tech. schedule requests to the production manager and group advisor prior to scheduling spaces and/or commencing rehearsals. Any requested changes to this schedule must be submitted to the production manager and group advisor no less than two weeks prior to date of the requested schedule change.
2. Stage managers and/or directors/choreographers should coordinate rehearsal space reservations through the online room reservation request system (Virtual EMS). You may rehearse only in spaces you can reserve through the online room reservation request system (Virtual EMS).
3. Rehearsal and performance dates are subject to change at the discretion of the Events Office and/or academic departments.
4. Student groups must register their events with Student Activities by the end of the second week of the semester. Failure to do so may result in the cancellation of the event regardless of how far into the process the student group may be.
5. Student groups must request any faculty or staff assistance for their productions/concerts that they may need by the end of the second week of the semester and cannot be guaranteed any faculty or staff availability.
6. Student groups may be in their performance/concert space (if reserved) beginning no sooner than the Monday of the week of their performance(s). The space must be cleaned and vacated by the end of Saturday. Monday-Saturday of the production week will be available to schedule, in collaboration with the appropriate faculty and/or staff supervisors for load-in, tech, rehearsals, and performances.
7. All students involved in rehearsals must vacate the building no later than 10:00PM in Helfferich and 11:00PM in the Kaleidoscope and Bomberger Hall.
8. If a student group requires the assistance of Event Technology Services, these services must be paid for out of a student group's budget. Academic and college events will be given priority over student organization requests. Requests should be made at least two weeks, and preferably several weeks, in advance of the date on which the group requires assistance. All requests are subject to technician availability.

## Space & Resources

9. Students must sweep and restore all rehearsal and performance spaces, including dressing rooms, to their prior clean condition after each rehearsal, performance, or concert.
10. Shoes must be taken off when working in the Studio/Rehearsal Room in the Kaleidoscope and Helfferich.
11. No food or drink other than bottled water is permitted in any rehearsal or performance space. Glass bottles are prohibited.
12. All lending (costumes, furniture, props, lighting instruments, etc.) is at the discretion of the Department of Theater and Dance. Those requesting to borrow something must provide a written and photographed inventory of all borrowed items. Borrowed items cannot be modified without the permission of the production manager. All borrowed items must be returned in the same if not better condition that they were in when borrowed. The items must be checked in by the faculty or staff person who oversaw the borrowing and inventory process. If costumes are borrowed, they must be laundered or dry cleaned (whichever is indicated by the Department of Theater and Dance) prior to their return.
13. Unauthorized use of space, tools, materials, etc. may result in the immediate loss of space and resources for the entire group.
14. Damage done to space or resources not owned by the student group must be reported immediately to the student group advisor and must be fixed or replaced according to directions provided by the student group advisor.
15. The Department of Theater and Dance and the Department of Music may accept, at the discretion of the departments, donations of production elements from student organizations, but will not be responsible for storing items owned by student groups.
16. If student groups are permitted to use any campus resources, these resources must be returned or replaced no later than a week after the close of a production or concert.
17. Students may not move the pianos in Bomberger or the Kaleidoscope.

## Safety

18. Department of Theater and Dance and Department of Music faculty and staff will not be responsible for the safety or actions of any student participating in a student group using any campus resources. This includes Department of Theater and Dance and Department of Music student organization advisors.
19. An Ursinus faculty or staff person must be in the building during performances or concerts.
20. Students operating any lighting or sound boards must have the permission and clearance of the production manager. This may require training.
21. Students may not use any power tools or equipment without the permission of the production manager and, if applicable, master electrician and/or audio engineer.

22. Students may not be on the grid without the permission of the master electrician and production manager. At no time is any person permitted to do technical production work alone in any rehearsal or performance space.

### Publicity

23. All publicity and programs must indicate that the student group production or concert is produced by the student group, not the Department of Theater and Dance or the Department of Music.
24. Students groups must get permission from the Office of Student Activities to charge admission and the group will be solely responsible for the handling and reporting of all income to the Student Activities Office.

### Questions

25. Any questions or concerns must be addressed to your group advisor in a timely fashion.