

**Wheaton College  
Weber Theatre  
House Rules**

**Fire Safety & Egress**

- ✧ Weber Theatre's occupancy limit is 408, including all audience, cast and crew occupying the stage, stage wings and audience area combined.
- ✧ Weber Theatre may not be oversold. Every audience member must have a seat. Additional seating or standing room is not allowed under any circumstances. Seating is limited to 355 with all seats installed. Removal of seating (such as to accommodate a thrust stage or orchestra) requires requisite adjustment of ticketing.
- ✧ Patrons in wheelchairs may be seated in the open floor space at the back of the house, provided that they do not obstruct any part of the exit aisles. This is the only case in which audience members may be seated outside of the fixed theatre seating. If a theatre seat is left open because a patron is using a wheelchair, that seat may not be re-sold.
- ✧ All public events in Weber Theatre must be ticketed to ensure occupancy limits are not surpassed. The Renter must supply one usher per public entry point to the theatre to monitor admittance.
- ✧ No scenery or equipment may be stored in the opening of the proscenium arch, or may in any way obstruct the descent of the fire curtain.
- ✧ No equipment may be placed on or attached to the braille winch, clew, lift lines or release lines of the fire curtain, or in any way obstruct the operation of the rigging of the fire curtain.
- ✧ Nothing may be attached to electrical conduit or sprinkler pipes.
- ✧ Nothing may be placed within 18 inches of a sprinkler head.
- ✧ No set pieces, props, or decorations may conceal or otherwise obstruct any exit door, exit light, fire alarm, fire extinguishing or fire protection device. All exits must remain clear at all times. All aisles in all areas of the theaters leading directly to egress doors must be at least 44 inches wide without obstruction. All aisles in all other areas with occupancy limits of 50 and under leading directly to egress doors must be at least 36 inches wide without obstruction (527 CMR 10.17).
- ✧ Hallways and stairwells may not be used for costume changes or storage of scenery, props or other equipment.
- ✧ No equipment or scenery may be stored in the opening of the roll-up fire door between the stage and the scene shop, or otherwise obstruct the descent of the fire door.
- ✧ All scenic fabrics must be flame resistant in accordance with 527 CMR 21.00 and NFPA 701. The Norton Fire Marshal requires a certificate of flame resistance and a 12 inch square material sample to be filed prior to installation of any such material. Certificates and samples should be delivered to the Weber Theatre Technical Director, who will forward to the Fire Marshal.
- ✧ All wood scenery must be treated with an ASTM E-84 compliant flame retardant suitable for raw wood penetration, or completely covered in latex paint. Where flame retardant is used, documentation of the product used and the method of application must be provided to the Norton Fire Marshal by way of the Weber Theatre Technical Director.
- ✧ All foam plastics must be treated with an ASTM E-84 compliant flame retardant coating suitable for foam plastics. Documentation of the product used and the method of application must be provided to the Norton Fire Marshal by way of the Weber Theatre Technical Director.
- ✧ No oil-based paints/finishes may be used in the facilities.
- ✧ Smoking is prohibited at all times inside the building.
- ✧ Live flame of any sort is prohibited.
- ✧ Fog and haze effects of all types are prohibited.
- ✧ All doors and windows to Weber Theatre and backstage areas must be closed prior to departure each day.
- ✧ The Weber Theatre loading dock area is for active loading and unloading only. To facilitate emergency responses, no parking is allowed in the paved area adjacent to the loading dock, or anywhere on the access road between the loading dock and East Main Street.

**During the Rental Period**

- ✧ To ensure a smooth load-in, the Renter will submit for advance approval by the Weber Theatre Technical Director any scenic, lighting and other plans for installations in the facilities. Please allow two weeks for a response, plus adequate time to address issues that may arise.

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- ✧ At or prior to load-in, the Renter will furnish to the Weber Theatre Technical Director a contact sheet including both e-mail addresses and cell numbers for Renter's representatives responsible for overseeing each of the following areas (as applicable): scenery, lighting, costumes, sound, projection, house management, stage management, and artistic direction.
- ✧ Access to Weber Theatre and the scene shop is allowed only with Weber Theatre staff present.
- ✧ An initial walk-through must be conducted with the Renter's representative and the Weber Theatre Technical Director to establish the initial condition of the facilities prior to load-in.
- ✧ Upon leaving for the day, Weber Theatre staff or Public Safety must be notified to ensure lockdown of the facilities.
- ✧ All areas must be checked for safety and tidiness prior to departure each day. All costumes, props and scenery must be stored away from doors, ladders, walkways and fire safety devices. All doors and windows must be fully closed. All trash must be placed in appropriate receptacles. The large un-bagged trash barrels in the scene shop are for construction debris only—they are not for food garbage or liquids.
- ✧ No food or drink of any kind is allowed in the house.
- ✧ No food or drink is allowed in the lighting booth, spotlight booth, or any backstage areas without case-by-case permission from the Weber Theatre Technical Director.
- ✧ All accidents, damage or breakage in the facilities must be reported to the Weber Theatre Technical Director. Should an emergency response be necessary, Public Safety should be notified to aid responders.
- ✧ All production staff operating Weber Theatre systems must be sober and appropriately capable, and are subject to approval or dismissal on these grounds by the Weber Theatre Technical Director.
- ✧ All scenic and lighting/electrical installations must be executed so as to ensure the safety and security of the facility and all occupants, and are subject to safety inspection by the Weber Theatre Technical Director and local Authorities Having Jurisdiction. Identified deficiencies must be corrected prior to use of the offending items on the premises.
- ✧ All on-premises construction, additions and installations must be conducted in accordance with OSHA 29 CFR 1926 (during construction/installation) and OSHA 29 CFR 1910 (upon completion), as well as International Building Code (IBC) and Massachusetts 780 CMR.
- ✧ OSHA and the IBC provide limited exceptions for special purposes and temporary theatre stage sets. Weber Theatre only allows exceptions with prior approval of the Weber Theatre Technical Director and Authorities Having Jurisdiction.
- ✧ All scenic elements must be secure at all times from unintended movement including wobbling, flexing, tipping, rolling, folding or collapsing.
- ✧ All elevated platforms and ramps, and their supporting structures, must be designed and built to support the intended loads, and may not be overloaded. All elevated platforms must support a minimum uniform live load of 50 pounds per square foot, and be constructed in a secure and stable manner allowing no movement in any direction beyond  $L/240$  deflection.
- ✧ All stair treads must be level across both horizontal axes, designed to support a minimum concentrated load of 300 pounds over 4 square inches at any point on the tread, and constructed in a secure and stable manner allowing no movement beyond  $L/240$  deflection.
- ✧ All open platform and ramp edges 4 feet or higher above adjacent levels must have a standard railing.
- ✧ All stairs of 4 or more risers must have a standard stair railing at any open side.
- ✧ "Standard railing" and "standard stair railing" are defined by OSHA 29 CFR 1910.23. A "standard railing" extends 42 inches above the platform or ramp, and includes at minimum a smooth top rail, a mid rail, and uprights every 6 feet. Toe boards are required wherever persons may pass directly below the edge in question. The top rail supports a minimum linear load of 20 pounds per foot, as well as a minimum concentrated load of 200 pounds, applied at any point, in any direction. Non-rigid railings (cable, chain) may deflect not more than 3 inches in one direction under such force. Cable railings must be flagged at least every 6 feet. Uprights, mid rails and toe boards must support a minimum concentrated load of 50 pounds applied horizontally at any point, in any direction. A "standard stair railing" has the same specifications as a "standard railing" except that its height is between 30 and 34 inches above the stair tread.
- ✧ Fall protection training and use of the provided fall protection/fall arrest equipment is required when working at the loading rail and all unprotected walking/working surfaces 6 feet or more above a lower level.

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“Unprotected” means there is no guard rail, or the work being performed requires the worker to be positioned above or below the effective height of the guard rail.

- ✧ Any use, addition or alteration to rigging, including dead-hangs, counterweight linesets and drill-drive electrics winches must be approved and directly supervised by the Weber Theatre Technical Director.
- ✧ All lighting/electrical installations must comply with 527 CMR 12.00 and NFPA 70 Article 520 (National Electric Code).
- ✧ All electrified stage equipment must be grounded or double-insulated.
- ✧ All extension cords must be grounded.
- ✧ All cables longer than 1 meter (3.3 feet) powering stage lighting, practicals, and other portable stage equipment must be 20A extra-hard usage (SO/SOOW) cable with 20A connectors. Fixture supply cords, adapters and two-fer's may be hard usage (SJO) if 1 meter or shorter in length. Breakouts 20 feet or shorter in length may be 20A hard usage if protected from physical damage and attached along their entire lengths to lighting pipe or other suitable support structure.
- ✧ Cables supplying stand lamps for general use and “running light” may be hard usage (SJO) instead of extra-hard usage only if the cable is not subject to physical damage. Such cables may never be run in scenery or foot traffic paths.
- ✧ No cable runs may cross through doorways.
- ✧ Every theatrical lighting fixture installed above head height must have an industry standard safety cable properly secured.
- ✧ All halogen lighting fixtures must be equipped with a lens or safety screen.
- ✧ If a strobe lighting effect is to be used in Weber Theatre, an advisory must be placed in the program and on two 8.5”x11” legibly printed signs placed at each public entrance to the house (one on each side of the entrance) stating “Strobe effects will be used in this performance.” To ensure the safety of patrons with photosensitive epilepsy, a strobe effect is defined as a flash rate of between 3Hz and 60Hz (flashes per second).
- ✧ All audio installations must comply with NFPA 70 Article 640 (National Electric Code).
- ✧ Weber Theatre enforces a 95dBA SPL limit, A-weighted, metered from center of house.
- ✧ Audio signal to all system components belonging to Weber Theatre must be clean and un-clipped. Amplifiers may not be overloaded, and loudspeakers may not be overdriven.
- ✧ Any alterations to the Weber Theatre sound system’s mains processing/EQ or amplifier gains must be approved by the Weber Theatre Technical Director.
- ✧ No holes may be drilled in the stage floor, walls or any structural elements in the facilities. The proscenium may not be altered in any way, and nothing may be attached in any manner to the proscenium walls or any of the walls of the house.
- ✧ Any installation of fasteners in the stage floor requires prior approval of the Weber Theatre Technical Director.
- ✧ The stage floor is the only surface in the facilities that may be painted, and only with approval of the Weber Theatre Technical Director. At the end of the rental period, the stage floor must be restored with an even coat of Rosco Tough Prime black.
- ✧ No altering, pinning, clamping or taping of soft goods (curtains) is allowed.
- ✧ The only tapes that may be applied to surfaces belonging to Weber Theatre are gaffer’s tape, theatrical spike tape, vinyl electrical tape, and vinyl dance floor tape. All kinds of masking tape, painter’s tape and duct tape are prohibited always.
- ✧ The use of helium balloons, confetti and glitter must be approved by the Weber Theatre Technical Director. Confetti must be flame resistant in accordance with 527 CMR 21.00 and NFPA 701.
- ✧ No equipment may be moved from the scene shop, stage, lighting booth, sound closet or any area in the building without prior written consent from the Weber Theatre Technical Director and Wheaton College Conference & Event Services.
- ✧ No scenery pieces or other items may be stored in the scene shop in such a way that they are blocking the storage closets, office doors, tool cabinets, slop sink area, or walkways between.
- ✧ No items may obstruct or be added to the hazardous waste Satellite Accumulation Area adjacent to the slop sink without prior approval of the Weber Theatre Technical Director.
- ✧ No access is allowed to the costume shop or costume storage, and no items may be used or removed from these areas.

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- ✧ The Renter may use the laundry room for costume laundering only. No dyeing is allowed. No use of other existing supplies in the laundry room is allowed, including detergents, dyes and makeup.
- ✧ No items may be used or removed from prop storage areas.
- ✧ The Renter may not use any stock scenery, tools, lumber or other building materials, hardware, fasteners, paint, or painting equipment in the scene shop.
- ✧ The Renter may not access or use the stock lighting gel, gobos or lamps in the lighting storage closets.
- ✧ All expendable materials, including tape, lighting gel and gobos, must be supplied by the Renter. All lamps that fail under normal operating conditions during the rental period must be replaced by the Renter.
- ✧ Any lighting, sound, or other theatrical equipment including soft goods caused to be damaged or destroyed by the Renter or audience members attending the Renter's presentations must be replaced by an equivalent item agreed to by the faculty of the Wheaton College Department of Theatre and Dance Studies.
- ✧ Agreements and arrangements made with other offices/departments within the College do not constitute consent from the Weber Theatre Technical Director or the Department of Theatre and Dance Studies.

**Strike/ Cleanup**

- ✧ A final walk-through must be conducted with the Renter's representative and the Weber Theatre Technical Director prior to final departure. It is wise to retain some scenery and lighting crew persons through completion of the walk-through to ensure that any issues are easily dealt with.
- ✧ The lighting booth, all dressing rooms and backstage areas must be returned to their original state at the end of the rental period. All trash, clothing, and other supplies introduced by the Renter must be removed or properly disposed of.
- ✧ All scenery and props must be completely removed from Wheaton College property at the end of the rental period. None may be left behind for storage or disposal.
- ✧ All soft goods, lighting/electrical and sound equipment must be returned to original positions and functionality at the end of the rental period. A repertory light plot and channel hookup is available from the Weber Theatre Technical Director.
- ✧ Any spikes or other tape must be removed from the stage and fly system at the end of the rental period.
- ✧ If the stage floor has been painted or significantly marked in any way, it must be restored with an even coat of Rosco Tough Prime black latex paint *after all spikes and other tape is removed*.
- ✧ The floor on stage and in the wings, scene shop, lighting booth and dressing rooms must be swept clean of dust and debris.

**Disclaimer**

- ✧ Wheaton College assumes no responsibility for any property, equipment, or other items left in Weber Theatre or adjoining rooms at any time.
- ✧ Wheaton College is not liable for any personal injury or death caused directly or indirectly by an employee, director, agent, contractor or any other person who represents the Renter or by any person invited to Weber Theatre by the Renter, arising from the use of Weber Theatre, and the Renter will indemnify Wheaton College and save it harmless for any and all damages, costs and expenses, including legal expenses, suffered or incurred by Wheaton College directly or indirectly as a result of any and all property damage, personal injury or death. Please contact Conference & Event Services for insurance requirements for Renters.