

Introduction

This Usage Policy pertains to all operations, productions, and events at the Archbishop Fulton J. Sheen Center for Thought and Culture. All policies and procedures outlined in this document must be absolutely adhered to by all Users/Renters of the Sheen Center. If the User/Renter should be found in major violation of any of the outlined policies or procedures, the Sheen Center may consider the rental agreement null and void, and the Renter will forfeit all advanced payments to the Sheen Center, as well as be liable for rental fees and expenses whether or not the production actually occurs. The rental agreement and this Usage Policy are the only existing contracts between the Sheen Center and the Renter, and no oral statements or prior written matter will have force and effect.

It shall be the responsibility of the Renter to inform their representatives and/or employees of these policies.

All organizations using the Sheen Center facilities must comply with all local, state, and federal building safety codes and laws.

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Section I: Building and Theatre Access

a) Sheen Center Hours of Operation

The Sheen Center is open 7 days a week from 9:00 am to 11:00 pm.

No Renter will be allowed to begin load-in or rehearsals prior to 9:00 am. Please allow enough time at the end of the day for cleaning, production meetings, and technical notes so that all personnel are able to exit the building prior to closing time. No exceptions.

b) The Front Desk

The Sheen Center front desk is located in the main lobby, accessed by entering through the Elizabeth Street doors. All non-Sheen Center staff must sign into the building at this desk for security purposes. Front Desk staff members are always present during operating hours, and have keys to unlock all areas accessible to renters. Front desk staff is also responsible for locking rented spaces at the end of operating hours.

c) Access by Non-essential Personnel

During load-in, rehearsals, performances and strike, only those persons involved with and necessary to the production are permitted in the theatre and backstage areas. No guests and no public access will be tolerated. Audience members are not permitted onstage, backstage, or in dressing rooms. The Renter is responsible for limiting access to cast and crew only. Family and friends must wait in lobbies or outside the Sheen Center following a performance.

d) Theater Temperature

The facilities manager sets the temperature of all spaces at the Sheen Center. For concerns regarding the temperature of a rented space, the Renter can contact the front desk.

e) Main Lobby, Hallways, and Common Areas

The Sheen Center has multiple facilities regularly in use by various renters, which is why we ask that all Renters keep their production confined to their rented space. The Sheen Center hallways and the Elizabeth Street lobby are not break rooms or storage areas, and the public restrooms are not dressing rooms. All members of a Renter's team are expected to use only their rented spaces, and remain clear of publicly accessible spaces whenever possible. For both the Loreto and Black Box Theaters, the theatre lobbies are rented spaces, and may be used during the rehearsal and tech process by the Renter (this does NOT include the Elizabeth Street lobby), **but must be cleared of all items belonging to the Renter by 9:00 am of the day of the first public performance so that house management and cleaning staff may have full access to the lobby.**

The renter is responsible for any damage to lobby equipment, walls, or furniture.

During load-in, rehearsals, tech, performances, and strike, it is expected that all

items belonging to the renter will be housed in storage areas, backstage, or onstage. **No equipment shall be permitted to be stored outside of those areas.**

f) Food and Drink

Renters are welcome to bring food and drinks into the dressing rooms and theatre, but all food waste must be disposed of in the provided receptacles by the end of each day. Absolutely no food or drinks are allowed in the sound and lighting booth, excluding bottled water. Failure to comply with this policy will result in a per-incident fine of \$50 subtracted from the renters deposit.

g) Trash

The Sheen Center provides bags and trashcans in the dressing rooms and lobbies, which will be emptied by the Center's janitorial staff each morning. The Sheen Center also provides bins and large trash bags in the backstage areas for **non-construction** materials. The Renter is responsible for notifying the front desk when the backstage trashcans are full.

The Renter is responsible for legally disposing of all construction materials, including but not limited to: lumber, paint, costumes, props, and furniture. Under no circumstances is paint or flammable material to be disposed of in any trashcans, bins, sinks, or slop-sinks on Sheen Center premises. These materials must be removed and properly disposed of off-site. Due to community regulations, if the Renter requires a dumpster to dispose of construction materials at the end of production, the Renter must notify the Production Department at least 2-weeks in advance of the strike date. The Production Department will then coordinate the drop-off and pick-up of the dumpster and invoice the renter.

Any of the aforementioned construction materials left in the theatre at the end of the rental period will be disposed of by an outside company, and a removal fee as well as a surcharge, will be removed from the Renter's deposit.

Section II: Prohibited Items

a) Confetti & Glitter

The use of confetti, confetti guns, and glitter is strictly prohibited on Sheen Center premises, including glitter on costumes and props. The Sheen Center Production Department reserves the right to prohibit any item used in the Renter's production that is causing it to be dispersed anywhere in the building.

b) Smoking, Open Flames & Special Effects

Under no circumstances shall the Renter have or use open flames, candles, lighters, or pyrotechnics of any kind on Sheen Center premises including sterno. Nor, will any Renter be allowed to use hazers or fog machines. Failure to comply with this regulation will be grounds for immediate removal from the Sheen Center.

Smoking is not permitted anywhere in the Sheen Center. The Sheen Center does not under any circumstances give permission to smoke real or herbal cigarettes onstage in any theatre space. Any person found smoking indoors will be immediately escorted from the theatre.

c) Set and Prop Construction

Absolutely no set and prop construction are allowed anywhere on Sheen Center premises- this includes the sidewalks surrounding the Sheen Center.

The Sheen Center does not have the facilities for scenery construction. Minor construction may be allowed on a case by case basis, however, a request must be sent and approved by the production department no less than 1-week prior to load-in.

Section III: Safety

a) Fire Announcement, Fire Safety & Compliance with Laws

All sets, costumes, props, or any other materials used by the Renter must conform to all existing fire and safety codes. Emergency exit signage, fire exits, and aisles in the seating area must be kept clear of obstruction at all times. No equipment may be set up in the aisles, and emergency exit signage may not be disabled or covered. Aisle lighting must be on at all times. Fire safety checks are regularly completed by the Sheen Center staff members who are licensed New York City Fire Guards. The Sheen Center will ensure there is a Fire Guard in attendance at every public performance.

ADA requires a minimum clear width (egress) of 36" surrounding all seating used by patrons. Nothing can obstruct that 36" egress.

Any activities in violation of federal, state, county, and/or local laws, ordinances, rules, and regulations, and/or violating the opinion of the New York City Fire Department or Board of Health shall not be permitted on Sheen Center premises. It shall be the responsibility of the Renter, while under the terms and conditions of the rental agreement, to enforce this policy.

At the beginning of all public performances at the Sheen Center, a "fire announcement" must be played at a volume audible to all patrons. This announcement may be created by the renter to fit in with the overall creative concept of the production, but must include the following:

"Please take a moment to look around for the nearest available emergency exit."

If the Renter does not create an announcement, a standard house announcement will be provided by the Sheen Center.

b) Fireproof Materials Policy

All materials used in the theatres must be fireproofed. Materials used in the Renter's set, props or costumes must have certificates verifying that the material has been flameproofed, or be able to have a source flame held against them for ten seconds without the material continuing to burn once the flame is removed. If the material does continue to burn, it must be treated with a fire retardant coating provided by the renter. This policy is non-negotiable, and the Sheen Center reserves the right to ask for pieces of any material used in the set for the 10-second flame test.

c) Alcohol & Drugs

The use of illegal drugs by anyone associated with the Renter's group is strictly prohibited on Sheen Center premises. Any violation of this rule will result in expulsion from the premises and additional actions may be taken at the discretion of the Sheen Center staff members. The consumption of alcoholic beverages at the Sheen Center is allowed by persons over the age of 21, so long as the alcohol was purchased from the Sheen Center during the hours approved by the liquor license. Renters are not allowed to bring their own alcoholic beverages to consume on the premises.

d) Sound Levels

At no time should the sound produced in a theatre exceed 95dB (A-weighted at mix position). Sheen Center production staff reserves the right to take a meter reading at any time. Should a violation occur, Sheen Center production staff may force the Renter to make changes to the production sound design to comply, or face fines and a possible contract termination.

Signage must be posted if live or recorded cap gunfire is to sound during the production.

e) Genie Lift

The Sheen Center has a Genie lift for use with approval from the Production Department. The Genie lift is shared between both spaces, and use must be scheduled in advance with the Production Department. Under no circumstances should the lift be moved while the boom is extended, or with anyone in the basket. Sheen Center production personnel will regularly ensure the lift is being used properly. Failure to properly use the lift will result in immediate revocation of lift privileges and may result in crewmembers being dismissed from the Sheen Center. No person under the age of 18 is allowed to operate the lift.

Section IV: Production

a) Meetings, Paperwork & Deadlines

Renters are welcome and encouraged to schedule a Designer/Technical walkthrough of the rented space in advance of the load-in date. Please ensure that all relevant members of the renters team are present during a scheduled walkthrough or meeting, as multiple walkthroughs are burdensome and discouraged. The Production Department office hours are 9:00am to 5:00pm, Monday-Friday.

At least 4-weeks prior to load-in, all scenic design drawings must be submitted to the Production Department for review. The Sheen Center reserves the right to request changes to designs to ensure compliance with building codes and laws.

At least 2-weeks prior to load-in, the Sheen Center requires a schedule breakdown of the full duration of the rental period.

By the morning of load-in, the Sheen Center requires a contact sheet for all members of the renters company that will be present at the Sheen Center.

b) Load-in & Strike

Load-in may begin no earlier than the opening of the Sheen Center at 9:00 am. **The Loreto and Black Box Theatres have NO LOADING DOCK.** [For the Loreto, all equipment must be brought into the building through the Loreto lobby doors on Bleecker Street and into the rear of the theatre, or through the Elizabeth street main lobby doors. For the Black Box Theatre, the load-in path is through the main Black Box doors on Bleecker Street, down the stairs and into the main theatre entrance.] **Refer to the Load-In/Out Reference Sheet for specific information. Please remember that under no circumstances will freight be allowed in the handicap lifts at either building entrance.**

Due to community regulations, large load-outs into box trucks or vans may not occur past 9:00 pm. Any Renter that requires a large load-out after 9:00 pm will be required to rent the theater an additional day to complete strike and cleanup. Small load-outs into cars or mini-vans are allowed until the center closes at 11:00 pm.

The Sheen Center requires that all Renters restore their rented space to the condition it was at the beginning of their rental period, unless otherwise discussed with the Production Department. Dressing rooms, onstage, and backstage areas must be swept, mopped, and cleared of all trash. Any scenic materials should be disposed of per the instructions for trash (re: Section I: g).

All Sheen Center provided equipment must be returned to its storage location, and any equipment brought in from an outside vendor must be removed from the venue. **For the Loreto Theatre**, the lights on the front of house pipe are not to be refocused under any circumstances. All other fixtures in the Loreto must, on load-out, be re-focused according to the Loreto rep plot paperwork. **For the Black Box Theater**, the grid must be clear of cable, lighting equipment, and other hung items.

If the condition of the theatre is not satisfactory by the end of the rental period, the Sheen Center will hire 2 technicians at \$40/hr for a minimum of 4-hours to restore the theatre, and this amount will be deducted from the renters deposit.

c) Rentals from an Outside Vendor

It is the responsibility of the Renter to make arrangements with the Sheen Center regarding the drop off of rental equipment from an outside vendor. Any equipment that is delivered to the Sheen Center without prior arrangements having been made with the Production Department will be refused and returned to the vendor. The Sheen Center is not responsible for damages, incorrect deliveries, loss, or theft.

d) House Technician & Sheen Center Provided Crew

The Sheen Center provides all Renters with a House Technician for load-in and load-out. The House Technician is responsible for facilitating the use of all Sheen Center provided equipment, answering production related questions, and ensuring the safe use of the equipment brought into the theatre by the renter. The House Technician is also responsible for completing a space check-in and check-out walk-through and sign-off. Please ensure at least 30 minutes of time is scheduled at the beginning of load-in and at the end of load-out to complete these walk-throughs, and that a representative with the authority to sign off on the condition of the space is present.

The default schedule for a House Technician is 9:00am – 3:00pm on load-in, and 5:00pm – 11:00pm on load-out. Any changes to the load-in and load-out schedule in regards to the House Technician must be scheduled with the Production Department no less than 7 days prior to load-in and load-out dates. Failure to do so may require the House Technician to work additional hours, which will be billed to the renter at \$40/hour with a 4-hour minimum.

The House Technician is NOT a member of the Renter's production crew, and so cannot be given show run responsibilities such as board operation, or acting as run crew. **The Sheen Center does not provide a house technician for technical rehearsals or the show run.** After the initial load-in, the Sheen Center Production Department operates on an on-call basis.

The Sheen Center can provide professional freelance technicians for technical rehearsals or the show run at an hourly rate per technician, which can be scheduled with the Production Department no less than 2-weeks prior to load-in. The Sheen Center will do everything possible to provide crew if the request is made within 2-weeks prior to load-in, but no guarantee can be made that crew will be available. **Sheen Center provided crew must be paid for in full within 7 days of the renters load-out, or the renters deposit will be forfeited in full.**

e) Electrical Tie-ins

The Loreto Theatre is equipped with a 60Amp company switch in the backstage area. The use of the company switch is free with the rental of the Loreto Theatre; however, the Renter must provide their own power distro. A Sheen Center production staff member must be present for the tie-in.

f) Expendables (lamps, tape, batteries, etc.)

The Sheen Center provides for all Renters:

- Lamps for all lighting fixtures in the Sheen Center inventories
- Lamps for projector in the Sheen Center inventories
- Batteries for the wireless microphones in the Sheen Center inventories (single day rentals only)
- A single roll of black Gaff tape
- Various colors of spike tape (colors and amount based on inventory)
- A single roll of glow tape
- Any gel in our gel filing cabinet (not inventoried)

All other expendables including mic tape, mic belts, toupe clips, alcohol swabs, gobos, or specified gel colors are not provided by the Sheen Center.

g) Onsite Painting & Fireproofing

Painting of props or sets is permitted on Sheen Center premises, provided precautions to protect all Sheen Center surfaces are taken. Scenery, props, and softgoods brought into the Sheen Center by the renter must be flame proofed.

The Painting of the Loreto Theatre stage and the Black Box Theatre stage and walls is allowed with prior approval from the Sheen Center Production Department. As a condition of allowing painting to occur, the painted surface must be re-painted with flat black paint; the entire floor, wall or other surface must be fully painted to ensure a uniform color

h) Softgoods

All Renters have access to all softgoods that are part of the inventory for their rented space. Softgoods moved from their rep position in the Loreto must be restored to their rep position by the end of the rental period. Softgoods removed from their storage location must be neatly folded and returned to their storage location by the end of the rental period. Renters are liable for any damaged or dirty softgoods.

i) Rigging

The hanging of softgoods and small scenic elements does not require a certified rigger. However, the Sheen Center production department must approve all rigging plans before any rigging takes place. If deemed necessary, the Sheen Center reserves the right to require any rigging planned by the Renter to be completed by an ETCP certified rigger.

j) Damage

The Renter shall be fully liable for damage to any part of the facility or equipment during their rental period. This includes holes or scrapes on the theatre walls, seating, doors, or any other alteration to the theatre due to negligence on the part of the Renter or Renter's crew. All damage should be reported to the Production Department immediately.

k) Stage Weapons

All guns, knives, swords, or any object whose real world purpose is to inflict bodily harm, must abide by the following policy.

Sheen Center production staff must be notified no later than 2-weeks prior to the renters rental period that such items will exist in the show, and the renter is responsible for assigning a member of their production team (generally the Stage Manager), who is directly responsible for the weapon when it is not in locked storage. Upon entry to the building, a member of production staff must immediately inspect and approve all items that fall within this category. For blades, a certificate or letter must be provided verifying that the weapon is stage safe. For firearms, a certificate or letter must be provided verifying that the weapon is incapable of discharge, including blanks and caps. All gunshots used in a production at the Sheen Center must be sound cues. The Sheen Center requires that all weapons must be stored in a secure location provided by the Sheen Center when not in use for technical rehearsals or performances.

Storage of any weapon of any kind outside of the provided secure location is strictly prohibited. At no time can any weapon covered by this policy enter or leave the building without the knowledge of Sheen Center production staff. Under no circumstances can a weapon which is not stage ready be brought into the Sheen Center.

Failure to comply with this policy is grounds for immediate termination of contract and forfeiture of all deposits.

Section VII: Usage Policy Sign-off

By signing below, the Renter acknowledges they have read and understood the contents of this Usage Policy, and acknowledges and accepts all physical and technical limitations of the building and theatre spaces.

Signature of Renter of Approved Representative

Signature of Sheen Center Representative