

# Cohen Auditorium Responsible-use Agreement

This form must be completed and returned to the Cohen Manager no less than two weeks before your event. Failure to do so will result in a \$25 late fee.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Organization: \_\_\_\_\_

The following is a partial list of regulations concerning the use of Cohen Auditorium. By signing this, the user agrees to follow all of these guidelines in using Cohen.

- **No food, drink is permitted in the auditorium or control booth at any time including rehearsals and performances.**
- All means of egress (from the auditorium and backstage) must remain clear at all times.
- No exit signs or safety lights may be disabled, covered, or otherwise occluded (including backstage).
- No live flame is permitted in the auditorium at any time, for any reason. An arrangement could possibly be made to accommodate smoking onstage, however please see the Cohen Manager for approval.
- Scenery and draperies are to be kept clear of all lighting units that are at stage level.
- All lighting and stage equipment controls back stage and in the control booth with the exception of the house light controls are to be operated by staff only.
- The manager must be informed of all gunshots, fog, or other special effects to be used. *Many special effects (including fog) require prior approval by the Fire Marshall's office at least two weeks before the first performance.*
- Music stands, instruments, the 7' Baldwin Grand piano, or any other property of the Music Department may be used unless prior approval.
- All scenery and props (including furniture) must be removed immediately after the event. This includes the Green Room, backstage area, hallways and downstairs in the Aidekman hallways. **Organizations leaving such items behind may be subject to an additional \$50 cleaning fee.**
- For sophisticated sound requirement A/V Services may be needed to provide sound service. Regardless, only trained personnel are may use the sound console.

- Use of the projection booth is limited to technical rehearsals and will require the presence of trained staff.
- The Manager must approve storage of all materials, scenery, and equipment in Cohen. Failure to do so could result in confiscation of good or fines.
- All scenery, props, costumes and decorations items must be removed from the theatre, including the stage, backstage, green room, lobby and dressing rooms following the final performance, unless additional time has been scheduled and approved in advance by the Cohen Manager. Areas that require special attention by UGL or Cohen staff may necessitate an additional charge to user.
- **No duct tape or masking tape may be used on the stage.** Only gaffers, spike, or a similar cloth tape are permitted to be used on the floor. A reasonable amount of Gaffer and spike tape will be provided at no additional cost.
- Any and all items (drapery, posters, etc.) hung in the house must conform to Tufts and Somerville fire codes for flame-proofing.
- Issues that may arise during production or rehearsal are to be handled in conjunction with the Cohen Manager, Coordinator of A/V Services, A/V technicians, or House Manger.
- The Fire Safety Message must be read by an MC or introductory speaker at the beginning of all events. If a recording is available, this may be played through the speaker system no earlier than ten minutes before the start of the show.

The undersigned acting as a representative of their organization, agrees to abide by these rules, and any other requirements made by Cohen staff, the Fire Marshall's office, or any other University Department. Failure to follow these aforementioned rules may result in additional fines or fees by the Cohen Auditorium Events Manager.

Signature of Producer: \_\_\_\_\_

Date: \_\_\_\_\_

## Helpful Contacts

|  |  |   |
|--|--|---|
| Mark Sullivan – Cohen Auditorium Manager – x7-5531                           |  | Cell 617-970-6048   |
|  | Email - <a href="mailto:mark_1.sullivan@tufts.edu">mark_1.sullivan@tufts.edu</a> |   |
| John Walsh – University Fire Marshall  | x73922   | <a href="mailto:John.Walsh@tufts.edu">John.Walsh@tufts.edu</a>              |
| Facilities Office Line   | x73496   |   |
| <i>Call Facilities Office for information on tables, chairs and cleaning</i> |  |   |
| Dave O’Brien – A/V Services Coordinator                                      | x72784   | <a href="mailto:David.O_Brien@tufts.edu">David.O_Brien@tufts.edu</a>        |
|  |  | <a href="https://it.tufts.edu/qs-audvis">https://it.tufts.edu/qs-audvis</a> |
| Office of Campus Life  | x73212   |   |
| Nicole M. Reppucci   | x75828   |   |
| Academic & Event Scheduling Coordinator                                      |  |   |
| <i>Call Nikki for dressing room and other space reservations</i>             |  |   |
| UGL – Janitorial Services  | x73973   |   |