

University of Notre Dame
WASHINGTON HALL
Policies and Procedures

October 2013

I have received a copy of this policy, which I agree to review and abide by it for my scheduled booking.

Print _____

Sign _____

Date _____

Booking

Washington Hall facilities may be booked from 9am - 11pm Monday - Friday and 2pm - 11pm Saturday - Sunday. The building closes promptly at 11pm. Everyone must be out of the building at that time. All events must be planned with an end time that allows for the audience to leave and for any post-event cleanup to be completed prior to 11pm.

- All bookings must be made through the approved channels. See below for space-specific information.
- Requests for rehearsals must be submitted to the Washington Hall Program Manager at least 7 days in advance.
- Requests for events with an audience must be made at least 14 days in advance.
- Bookings for recurring weekly rehearsal times are made for the current school year and exclude University breaks, reading, and exam days. Dates that occur during official University breaks must be requested separately.
- No booking is final until confirmed in writing by hall management.
- If you have a booking and do not intend to use it, you must notify the Washington Hall Program Manager, either by phone or e-mail, prior to the scheduled access time. Failure to do so can result in the suspension of your future scheduled time in the space.
- Schedule changes can only be made by contacting the Washington Hall Program Manager.

Please include your organization's name in all correspondence.

Tickets

Your group is responsible for handling any ticket distribution or sales for your event. Some form of ticket or space holder must be used, even if there is no charge, in order to monitor attendance at your event.

If you are interested in selling tickets to your event, you are encouraged to contact the Student Activities Manager of Operations (1-5028) to discuss advance ticket sales through the LaFortune Information Desk and Box Office.

General

You are responsible for your own behavior and that of your group.

- Washington Hall is listed on the National Register of Historic Places. All users are expected to treat the building with the appropriate respect due a building of historical importance and cultural significance to the University.
- Accidents happen. If equipment is broken or material is spilled, notify the hall staff so the problem can be dealt with in a timely manner.
- There is no smoking in the building, except for approved rehearsals and performances.
- No food or drink is allowed in the Mainstage Auditorium seating area. Food and drink must be kept backstage in the green room.
- No food or drink may be taken into the Lab or Mainstage control booths.
- Furniture and equipment should not be moved or removed from any area of the building without the permission of the Washington Hall staff.
- All areas occupied by your group must be cleaned after use.

- All materials related to your event must be removed from the building per arrangements made with the staff.
- No posters or decorations may be attached to the walls or doors of the building. The Washington Hall staff must approve all posted signs. The group is responsible for removal of all signs after the event.

You are responsible for the behavior of your audience.

- For any event attended by an audience, you will need to supply personnel to act as ushers. The Washington Hall staff will be available to answer any questions and a House Manager will be provided to instruct your ushers.
 - The number of ushers needed for the Mainstage depends on the anticipated audience size, and assigned versus general admission seating. The requirements are determined on a per event basis by hall management.
 - 2 ushers are required for all Lab theatre Events
- For any event attended by an audience, you will need to supply personnel to act as ticket staff.
 - 2 ticket staff are required for all Mainstage events
 - 1 ticket staff is required for all Lab Theatre events.
- Every space has a limited capacity, dictated by fire code. These limits are for the safety of the audience, and must be enforced.
 - Mainstage Capacity- 550
 - Lab Theatre Capacity- 100
- In the case of disruptive patrons, or audience emergencies, please contact a Washington Hall staff member and/or Notre Dame Security.

Please inform the Washington Hall Program Manager of any expected deliveries or other access needs outside your scheduled times.

Scenery and Effects

- Smoking and/or live flame onstage during a performance, or rehearsal must be approved by Washington Hall staff and the Notre Dame Fire Dept.
- Pyrotechnics are not allowed in Washington Hall.
- The use of prop firearms or any other weapons must be reviewed and approved by Washington Hall staff. Notre Dame Security Police will be notified when necessary.
- No scenic elements may be directly attached to plaster surfaces (proscenium, cyc, etc.)
- The stage floor may be painted, provided only latex paint is used, and that it is repainted post-event as directed by staff.
- Any hanging or flying elements must be approved, and if necessary, installed by, Washington Hall staff.
- Live animals (other than special assistance animals) are not allowed in Washington Hall

Rehearsal Room 110

Rehearsal Room 110 may be booked by groups up to two times a week, as available. Evening rehearsals may be booked in one, two, or three, hour time slots beginning at

6pm on weekdays and 2pm on weekends, until 11pm. No group may book more than 3 hours at a time for a rehearsal.

To request this space, fill out the on-line booking request at <https://apps.nd.edu/saonline/login/>

Lab Theatre

The Lab Theatre may be booked as available within the posted building hours.

To request this space, fill out the on-line booking request at <https://apps.nd.edu/saonline/login/>

Main Stage

Access is limited to organizations recognized by the University.

No food or drink other than water is allowed in the auditorium.

Contact the Washington Hall Program Manager directly or fill out the online form on the Washington Hall website at <http://washingtonhall.nd.edu>

- Student organizations, and residence halls must also submit an online booking request at <https://apps.nd.edu/saonline/login/>

Scene Shop

Washington Hall has a scene shop available for use by student organizations presenting events in the building. Staff supervision is required. Hours will be determined on a case-by-case basis, within the posted hours of the building. Training is required, and must be completed prior to your scheduled access time.

The shop is equipped with basic power and hand tools. Student groups are required to provide any other items needed for the construction of scenery (lumber, paint, hardware, etc.) Arrangements may be made to deliver materials in advance of the scheduled shop time. The use of materials not belonging to your organization will require compensation, and may result in a loss of shop privileges.