

## USE OF JOHN M. GREENE HALL

### GENERAL INFORMATION

- John M. Greene Hall is not air-conditioned.
- Smith College Education Technology Support must be contacted for all non-college events using the in-house sound system. The John M. Greene Hall house sound system is a voice-only system.
- Event parking requirements must be reviewed and approved by the Campus Police. No vehicles are allowed to park on campus lawns.
- Full compliance with the American Disabilities Act is required at all events.
- If tickets are to be sold, publicity plans and ticket information must be provided to the Events Management Office at least two weeks before event tickets can be sold.
- Advertising and event promotions must state “John M. Greene Hall located on the Smith College campus.”
- A Smith College banner is hung on the stage back wall at all times. Requests for banner removal must be approved and fees may apply.
- If confetti or glitter are thrown or scattered, cleanup charges will apply.

### POLICIES

- Alcohol and smoking are **prohibited** in the building, as well as within 20 feet of the building’s exterior.
- No food or beverages are allowed in the building auditorium and balcony.
- No more than 2,000 tickets may be sold for any event.
- Absolutely no pyrotechnic, smoke-generating effects, open flame or fire effects are allowed in John M. Greene Hall (oil-based smoke machines, oil-based foggers, candles, fireworks, etc.).
- Smith College events are given priority for use of the building. No events will be scheduled when the college is closed or during the month of May. During the month of June, priority is given to municipal graduation requests. Other requests for non-college events during the month of June will be considered on an individual or case-by-case basis.

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- Aisles and floor space must be clear during events. Rushing the stage, mosh pits, crowd surfing, etc. are prohibited.
- No cooking is allowed in the building.
- Hanging anything on walls by taping, nailing or any method that could damage the walls is prohibited.
- Upon approval by the Events Management Office, merchandising sales are permitted in the lobby. No more than two 6-foot tables with two chairs each are allowed in the lobby. A vendor contract may apply.
- If the building is reserved as a rain site, the reservation may be cancelled up to twenty-four (24) hours before the event (charges may apply).

### **RECOMMENDATIONS FOR SPACE CAPACITY/SAFETY FOR CAMPUS EVENT PLANNERS**

- When reserving a space in 25Live, check the ‘details’ of that space for the capacity to ensure it will accommodate your anticipated attendance.
- If reserving any space (especially Weinstein Auditorium, Sweeney Concert Hall, John M. Greene Hall or Neilson Browsing Room), *and you anticipate a capacity+ crowd*, plan and reserve for overflow spaces:
  - Consult with the Events Management Office on back-up plans.
  - Arrange with Educational Technology Services (Jeff Heath, ext. 2955) to have the event recorded and shared in those spaces via Channel 88. (This may be an additional budget item.)
  - Make Campus Police (ext, 2490) aware of the possibility of exceeding capacity.
  - In promoting the event (including reminders in calendars/e-digest), consider stating limited capacity or distributing tickets in advance.
  - Assign a staff person to monitor the doors and attendance to notify crowd manager if approaching capacity.
- Identify one responsible person as ‘crowd manager’ who knows the space capacity and is aware of, responsible for, and comfortable with taking next steps if capacity is reached.
  - By Law, exits, aisles, stairs must be open and unblocked for safety and accessibility.
  - A limited number standing at the back is acceptable, but never 2-3 people deep.
  - Make an announcement from the podium to:
    - Encourage those in attendance to raise a hand if there’s an empty seat next to them and have those standing sit.
    - Encourage everyone to move inward to the center of the rows, thereby opening up seats on the end for others to fill.
  - If needed, call Campus Police (ext. 2490) for assistance in closing the doors to additional attendees.
  - Prepare the presenter if a Plan B exists i.e. moving everyone to an overflow space and having a delayed start.
- Call Events Management Office (ext. 2669) during business hours if there is a concern that the space may not be big enough for the anticipated audience.
- Other Resources

- Facilities Management, Rich Korzeniowski, Health and Safety Coordinator (ext 2458) ▪  
Five-College Risk Management, Stacie Kroll (413-538-3092)

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## **STAFFING REQUIREMENTS**

- A custodian is required for all events. Additional custodians may be scheduled at the discretion of Facilities Management and the Events Management Office.
- A Smith College electrician will be scheduled for events requiring an electrical tie-in. The electrician will be scheduled for both the event set ups and the strike.
- A Northampton Fire Department detail is required for all events with an anticipated attendance of 1,500 people or more.
- The need for a Northampton Police Department (NPD) detail and all other security staffing requirements will be determined by the Smith College Campus Police. The actual number of NPD officers required is at the discretion of the Campus Police. Smith College requires a minimum of two Campus Police officers on duty for most events.
- A Smith-approved lighting contractor must be present for all non-college events requiring more than the house standard lighting presets. Lights must always be brought back to house presets immediately following any performance or fees will apply. Contact Events Management Office for assistance.

## **ACCESSIBLE STAIR LIFT OPERATION INSTRUCTIONS**

- The stair lift is located to the right of the stage, stored in a fold-up position.
- The lift controls are located on the wall at the top and bottom of the lift. No key is required. • To use the lift, push and release the *Unfold* button (curving down arrow at the lower left on the control panel). The yellow light will start to flash, the chime will begin to tone and the lift will unfold. Once the lift has unfolded, it is ready to use.
- Board the platform. Push and hold the *Up or Down* “triangular” button depending on the direction you want to go. The arm will close, and the lift will move to the top or bottom. If you release the button, the lift will stop. It will stop automatically when it reaches the top or bottom.
- When done using the lift, push and release the *Fold Up* arrow and the lift will close. The yellow light will stop flashing and the tone will stop chiming.
- There is a seat that folds down on the lift for someone not using a wheel chair. • Do not stand on the lift while it is moving. There is a safety stop panel on the bottom of the lift that will automatically stop the lift if there is an obstruction on the stair.
- The lift can be sent up or down without a passenger. There is a remote control (stored in the closet, on the triangular shelf, next to the stage on the lift side) that can be used by a standing person walking next to someone on the lift if desired. It plugs into the control panel on the lift

## BOX OFFICE

- The Box Office telephone number is 413-585-2131. A credit telephone line (413-585-2133) is available in the Box Office.
- No data port is available in the Box Office.
- Will-call lines will be located in the lobby on the Box Office side of the foyer

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- Electrical specifications (available power)
  - Two 225-amp 3-phase tie-ins (electrical/cam-lock) (backstage)
  - One 225a-mp 3p-hase tie-in (onstage back wall)
  - One 60-amp 3-phase with group outlets tie-in on bottom (on-stage)
  - Four 20-amp 120v outlets on stage
- Sound specifications: System is EQ (equalized) and biased (balanced sound in a space) leveled for spoken voice amplification. The levels are not set for singing voice levels.
  - Eight direct connect XLR microphone ports
  - Multiple (6) XLR passive direct line patches
  - Four wireless microphones (lapel, wireless, handheld, headset) are available backstage in the space. They must be requested in 25Live for the event. Follow-up instructions will be sent from ETS.
  - Sound system panel (located on auditorium back wall stage left)
  - Separate amplification for zoned speaker set-up all EQ (equalizers)
  - Twelve receiving headphones for those with hearing aid requirements are available backstage in the microphone cabinet. They must be requested in the Event Service Request (ESR) form for the event and follow up instructions will follow from ETS.

## LIGHTING EQUIPMENT SPECIFICATIONS

- Pre-programmed wall lighting pads
  - There are three pre-programmed lighting pads located as follows:
    - On the wall adjacent to door located at stage right – Pad #1 & Pad #2
    - On the wall behind Section C of the auditorium at the audio visual panel. – Pad #1
- Each lighting pad is programmed with ten preset lighting schemes.

*Pad #A preset lighting schemes*

- 1) Music concert
- 2) Music concert with stage extension
- 3) Music rehearsal
- 4) Stage extension
- 5) Conductor with stage extension
- 6) Back stage at half
- 7) Front stage right at half
- 8) Front stage center at half
- 9) Front stage left at half
- 10) Open

• Lighting use specifications (stage & house lighting)

- Pad #B preset lighting schemes*
- 1) Entire stage at full
  - 2) Entire stage at half
  - 3) Front stage at full
  - 4) Front stage at half
  - 5) Back stage at full
  - 6) Front stage right at full
  - 7) Front stage center at full
  - 8) Front stage left at full
  - 9) House (auditorium) at full
  - 10) House (auditorium) at

half

The lighting equipment (lighting board & lighting truss motors) may only be operated by qualified operators. A list of qualified external operators is kept by the Events Management Office, Facilities Management and Student Engagement Office.

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• Stage lighting inventory

Cove House Spots (1-24)

1. Source Four 10o (ETC 410)
2. Source Four 10o (ETC 410)
3. Source Four 10o (ETC 410)
4. Source Four 10o (ETC 410)
5. Source Four 10o (ETC 410)
6. Source Four 14o (ETC 414)
7. Source Four 14o (ETC 414)
8. Source Four 10o (ETC 410)
9. Source Four 10o (ETC 410)
10. Source Four 10o (ETC 410)
11. Source Four 10o (ETC 410)
12. Source Four 10o (ETC 410)

Front Stage Truss (1-24)

13. ETC S4 Parnel (ETC Parnel)
- 13B. Source FourPAR (ETC S4PAR-EA)
14. ETC S4 Parnel (ETC Parnel)
15. ETC S4 Parnel (ETC Parnel)
16. Source FourPAR (ETC S4PAR-EA)
- 16B. Source FourPAR (ETC S4PAR-EA)
17. Source Four 26o (ETC 426)
18. Source Four 26o (ETC 426)
19. Source Four 26o (ETC 426)

20. ETC S4 Parnel (ETC Parnel) 21. ETC S4 Parnel (ETC Parnel) 22. Source FourPAR (ETC S4PAR-EA) 23. Source FourPAR (ETC S4PAR-EA) 22B. Source FourPAR (ETC S4PAR-EA) 24. ETC S4 Parnel (ETC Parnel) 25. ETC S4 Parnel (ETC Parnel)

Back Stage Truss (25-48)

1. ETC S4 Parnel (ETC Parnel)
- 1B. Source FourPAR (ETC S4PAR-EA)
2. ETC S4 Parnel (ETC Parnel) 3. ETC S4 Parnel (ETC Parnel) 4. ETC S4 Parnel (ETC Parnel) 5. Source FourPAR (ETC S4PAR-EA) 5B. Source FourPAR (ETC S4PAR-EA) 6. Source Four 26o (ETC 426)
7. Source Four 26o (ETC 426)
8. Source FourPAR (ETC S4PAR-EA)
- 8B. Source FourPAR (ETC S4PAR-EA)
9. ETC S4 Parnel (ETC Parnel) 10. ETC S4 Parnel (ETC Parnel) 11. ETC S4 Parnel (ETC Parnel) 12. ETC S4 Parnel (ETC Parnel)