

Alumnae Hall Usage Procedures

Alumnae Hall Advisory Board, Brown University
Created: 6 August 2013
Modified: 5 March 2019

- I. Contact information
 - a. Rishi Wagle, AHAB Technical Advisor
 - i. (563) 940-8839
 - ii. rishi_wagle@brown.edu
 - b. AHAB
 - i. AHAB@listserv.brown.edu
 - ii. <https://brown.edu/go/AHAB>
 - c. Isaac Albanese (Brown SAO)
 - i. (401) 829-1907
 - ii. isaac_albanese@brown.edu
 - d. DPS
 - i. (401) 863-4111 (Emergency)
 - ii. (401) 863-3322 (Non-emergency)
 - e. Health Services
 - i. (401) 863-3953
 - f. Environmental Health and Safety (EHS)
 - i. (401) 863-3353
 - g. Fire Safety
 - i. (401) 863-3462
- II. Current AHAB Members
 - a. Rishi Wagle (Chair/Technical Advisor)
 - i. Contact information listed above
 - b. Ahmed Ashour (BUGS)
 - c. Devon Carter (BOP)
 - d. Megan Gessner (Body & Sole/Fusion/Impulse)
 - e. Emily Nguyen (Body & Sole/Attitude)
 - f. Grant Rutherford (Body & Sole/Aerial Arts)
- III. Space Use
 - a. The Alumnae Hall Advisory Board may approve any requests for the use of Alumnae Hall before the space can be reserved through the University Scheduling Office. Though Academic and University-sponsored events take priority, the following criteria will be used to determine precedence. Note that in cases of equal precedence, priority will be given to groups reserving the space for performance.
 - i. AHAB Member Groups
 - ii. Performance-Based Student Groups
 - iii. Student Groups
 - iv. Non-Brown Groups
 - b. The Alumnae Hall Advisory Board reserves the right to set usage fees for AHAB equipment. Specific fees vary based on the nature of the event and the group using the space. However, use of the work lights and house lights is permitted without restriction.
 - i. See “Usage Fees” document for a description of the pricing structure
 - c. Lighting designers using the space will be trained in the use of Alumnae’s particular equipment by the technical advisor

IV. Equipment Use

a. Scaffold

- i. The scaffold can only be set up in the presence of a member of the Alumnae Hall Advisory Board, or an individual who has been designated by AHAB. These individuals will be trained at the discretion of Environmental Health & Safety.
- ii. Use of linkage pins between sections is required
- iii. Cross pieces for top section should be crossed
- iv. The scaffold must be disassembled following each use.
- v. Every effort must be made to plank working sections as fully as possible. If sections are not fully planked, gaps must not extend for more than one level.
- vi. Use of the scaffold is prohibited without the presence of an additional responsible individual to ensure safety.

b. Ladder

- i. Use of the ladder for the purpose of focusing lights is discouraged in favor of using the hoist system to hang and focus from the ground.
- ii. Use of the ladder is prohibited without the presence of an additional responsible individual to ensure safety.

c. Trees

- i. Set up and strike of the lighting trees will be the responsibility of the members of the Alumnae Hall Advisory Board, though we reserve the right to request additional help from groups using the space.
- ii. The Technical Advisor is required to lead the set up and strike of the trees, or appoint a similarly qualified individual to do so.
- iii. Electrics hung on trees must be safety cabled across a pipe-joint

d. Hoist System

- i. Operation of the hoist system is restricted to authorized individuals who have been personally trained by the Technical Advisor of the Alumnae Hall Advisory Board.
- ii. Use of the hoist system is prohibited without the presence of an additional responsible individual to ensure safety.
- iii. The operator of the hoist system must be able to fully see the area under the electric being flown, and is responsible for ensuring that no individual passes under the relevant equipment. It is permissible for the operator to designate individuals to assist with maintaining safe clearance, however they remain responsible for the safety of any flying operation.
- iv. Prior to flying an electric, the operator will call "ELECTRIC 1/2/3 FLYING IN/OUT". They will not commence the flying operation until they have received verbal confirmation that this message has been heard. Once the flying operation has

- been completed, the operator will call “ELECTRIC 1/2/3 CLEAR”
- v. Between moves, the safety on the hoist remote must be engaged, and the remote must be locked, with the key removed.
 - vi. Use of the system is highly discouraged in the presence of a large group. However, if at the beginning of a show it is apparent that such use will occur, the operator is highly encouraged to brief all members of the group on proper safety procedures.
- e. Thrust
- i. The thrust can only be set up in the presence of a member of the Alumnae Hall Advisory Board.
 - ii. The AHAB member will ensure that the thrust has been properly set up.
 - 1. Integrity of the linkage between the stage and each section of the thrust, mediated by bolts driven into edge of the apron.
 - 2. Each section of the thrust must be appropriately connected to adjacent sections through use of the attached brackets.
 - 3. Thrust must be level.
 - iii. Before each rehearsal, a designated member of the relevant group must verify the integrity of the thrust.
- f. Grid Iron
- i. Presence on the grid iron is prohibited for students
- g. Soft Goods
- i. Each group assumes financial responsibility for the care of all soft goods. This includes (but is not limited to) tearing, burning and any other damage to the legs, front or rear traveler, and cyclorama.
 - 1. Particular care must be taken to avoid damaging the legs during use of the hoist system, and to avoid placing electrics too close to legs.
- h. Keys
- i. If necessary, relevant members of the group will be given access to a set of keys allowing access to the hoist system, dimmer system, electrics closet, balcony, and dressing rooms. The group assumes financial responsibility for replacement of keys if lost, in addition to replacement of locks at the discretion of the Alumnae Hall Advisory Board. A group may reserve the right to hold individuals to whom it has granted access to keys personally financially responsible for their loss.
 - ii. Non-Brown students may only be given access to keys at the discretion of the Alumnae Hall Advisory Board.

Alumnae Hall Regulations & Procedures – Modified 5 March 2019

- iii. The code to the lock-box will be disseminated only by or at the direction of the Technical Advisor. The Technical Advisor will be responsible for altering the code following each event, and will disseminate all new codes to the members of the Alumnae Hall Advisory Board.
 - i. Electrics
 - i. All fixtures must be properly safety-cabled.
 - ii. As per University Policy, use of any non-UL labeled equipment is prohibited.
 - iii. Any damaged equipment must be removed from use and reported to the Alumnae Hall Advisory Board.
 - j. All equipment purchased for use with the lighting system and thrust becomes the property of the Alumnae Hall Advisory Board.
- V. Equipment Use (Outside Space)
 - a. AHAB Equipment may be borrowed by groups outside of Alumnae Hall if approved by the Technical Advisor
 - b. In order to put in a request to borrow equipment from AHAB, one must fill out the form located on the AHAB website at <https://brown.edu/go/AHAB>
 - c. All equipment on loan is the responsibility of the group using said equipment.
 - d. Events in Alumnae Hall take precedence in equipment use.
 - e. The Technical Advisor must be satisfied that a representative from the organization borrowing equipment has sufficient experience to ensure its proper use. This in no way detracts from the full liability for damage or loss of equipment, or any adverse consequences of its use.
- VI. Any equipment purchased for use with Alumnae Hall systems, including electrics supplies, gels, patterns, supplies for the thrust, and other such instruments become the property of the Alumnae Hall Advisory Board.
- VII. Responsibilities of the Alumnae Hall Advisory Board as pertaining to events in Alumnae Hall
 - a. The Alumnae Hall Advisory Board assumes no responsibility for proper event management, set construction including chemical storage, or any activity of constituent groups in their use of the space.