

## 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.

- All means of egress (from the auditorium and backstage) must remain clear at all times.
- The manager must be informed of all gun shots, 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.*
- 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.
- 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 rehearsal. 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.**
- A/V Services provides all of the sound needs for all non-classroom users of the auditorium. It is possible to bring in a portable sound system, but not lighting. *A/V Services must be consulted in either scenario.*
- No painting or scenery construction may be done on stage or in the house.

- No food, drink, or smoking is permitted in the house or control booth. Ever.
- Use of the projection booth will be limited to technical rehearsals and will require the presence of an A/V Services technician.
- 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.
- Strike of all events is to include the house, stage, backstage areas, green room, and dressing rooms if used. Areas that require special attention by OneSource or Cohen staff may necessitate an additional charge to user.
- Strike must be completed on the day of the final performance unless additional time has been scheduled and approved by the Cohen Manager.
- **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. Small amounts of spike tape will be provided to groups using Cohen as long as it is requested at least in advance. A reasonable amount of Gaffers 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: \_\_\_\_\_

Mark Sullivan  
Cohen Auditorium Events Manager  
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109 Aidekman Arts Center  
office: 617-627-5531  
cell: 617-828-0441  
Fax: 617-627-3316

## Helpful Contacts

Wayne Springer – University Fire Marshall	x73922	<a href="mailto:wayne.springer@tufts.edu">wayne.springer@tufts.edu</a>
Facilities Office Line	x73496	
<i>Call Facilities Office to be referred to OneSource</i>		
Patrick Mahoney – A/V Services Coordinator	x73578	<a href="mailto:Patrick.Mahoney@tufts.edu">Patrick.Mahoney@tufts.edu</a>
<i>Call Patrick for technical requirements</i>		
Office of Student Activities	x73212	
Norbert DeAmato – Space/Event Coordinator	x74049	<a href="mailto:norbert.deamato@ase.tufts.edu">norbert.deamato@ase.tufts.edu</a>
<i>Call Norbert for dressing room reservations</i>		
OneSource – Janitorial Services	x73973	