

WEST VIRGINIA UNIVERSITY CREATIVE ARTS CENTER

FACILITY PROFILE

Architect: Alex Mahood, Beckley, WV
Contractor: Baker & Coombs, Morgantown, WV

The original design of the facility had it being constructed in three phases. Construction began on Phase I in 1966. The building is a 1950s - 1960s Contemporary design utilizing International styling elements.

- Phase I was occupied in November 1968.
- Phase II was occupied in 1973.
- The Ceramics and Sculpture Addition was occupied in March 1993.
- Phase III has never been constructed.

Gross Area: 210,000 square feet

The Center is the home of the College of Creative Arts, which is comprised of the three academic units:

- Division of Art
- Division of Music and World Music Center
- Division of Theatre and Dance

While each of these divisions have been established for much of the 125 plus years of the University's existence under various administrative structures it was only in 1968 that they were brought together as a performing and visual arts unit. On March 2, 1982 the academic units of the Creative Arts Center were recognized as the College of Creative Arts.

FACILITY DESIGN

Phase I was designed round in shape, both for esthetics and for the practical purpose of eliminating the necessity for construction of non-parallel walls. It provides rectangular shaped rooms (rather than square) to decrease the sound reflection (acoustics). Phase II and the Ceramics/Sculpture Addition were constructed in the more traditional rectangular form with square corners. This best meets the needs of the shops, theatres and art studios, which occupy this phase. Phase III's proposed design repeats the round shape found in Phase I.

After a University level review in 1998 under the Master Building Plan it was determined that the completion of Phase III would not be financially feasible at that time. The college's faculty and staff through the Space Allocation and Use Committee then dedicated itself in 2000-2001 to undertake the review of space assignments within the existing building. That committee reported to the Dean through observations and suggestions, a plan for certain space reallocations and renovation suggestions for the facility to meet current academic needs more effectively.

The existing facility is comprised of the performance areas:

- Lyell B. Clay Concert Theatre - 1444 seat Continental style theatre (Renovated/Named 2003)
- Gladys G. Davis Theatre - 216 seat thrust style theatre (Renovated/Named 2000-2001)
- Antoinette E. Falbo Theatre - 104 seat black box style theatre (Named 1996)
- Bloch Learning and Performance Hall - 155 seat recital hall (Renovated/Named 2003)
- Vivian Davis Michael Laboratory Theatre - 80 seat theatre (Renovated/Named 1998-1999)

Visual art exhibits are presented in the Paul and Laura Mesaros Galleries adjacent to the Douglas O. Blaney Lobby of the facility. The facility is further comprised by nine conventional classrooms, five computer labs, eight visual art studios, ceramics shops, sculpture shops, theatre wood and paint shops, theatre costume shop, dark rooms, dressing rooms, ensemble lab, movement lab, and private offices and studios for the 125 faculty and staff of the College.

DRIVING DIRECTIONS

From I-79

Exit I-79 at Exit 155 (Star City/West Virginia University).

From 68 West

Follow I-68 West towards Washington. I-68 will intersect I-79. Take I-79 North to Exit 155 (Star City/West Virginia University).

From the Star City/WVU exit – Exit 155

Follow the signs toward Morgantown (Rt. 7). After crossing the Star City Bridge, do through the first traffic light and up the hill to the second light. At the third light, turn left into the Creative Arts Center parking lot.

**WEST VIRGINIA UNIVERSITY
COLLEGE OF CREATIVE ARTS
GENERAL POLICIES AND PROCEDURES**

I. USE OF FACILITY

A. ACCESS

Custodians unlock and lock classrooms for normal daily work.

Requests for a classroom to be unlocked before 7:00 a.m. should be directed to the Operations Office.

A Faculty member should be present, when possible, and is held responsible for their students who are given special permission to be in the building beyond normal hours.

Students must have a Late Night Pass or Identification Card to be in the building beyond normal hours. These slips are to be signed: first by the professor responsible for the student wishing to work late; second by the chair of the Division and third by the Operations Office. The student must have the permission slip in their possession when working late. Those students not having permission slips will be asked to leave by the WVU Police Department.

B. BUILDING HOURS

Normal building hours: 7:00 a.m. to 12:00 a.m.

When there are no classes in session, the building hours are 8:00 a.m. to 5:00 p.m.

The building is closed during University Holidays. This includes weekends that fall during or immediately before or after the holiday.

No classes, rehearsals, or other activities can be held when the building is closed without prior permission from the Operations Office. A member of the teaching staff must be present.

C. KEYS

All student key requests require a form, which can be obtained from the Operations or Divisional Office's.

Request forms are initiated by a faculty member and must be signed by the student, faculty member and the respective Division Chair.

Requests are presented to the Operations Office. A minimum of 72 hours is necessary for processing upon receipt of properly signed key request form.

Students will be assessed a \$10.00/key fee for any keys lost or not returned.

Faculty and staff may be held responsible for the cost of replacement for any lost keys. Broken keys will be replaced at College expense, upon return of the broken key.

Students with broken keys will have them replaced at College expense, upon return of the broken key.

Keys must be returned on the last day of employment or the last day of finals.

Keys not returned by students will result in the student's grades and other university services (i.e., transcript release, future registration) being withheld until keys are returned or assessment fee is paid.

All requests for re-keying of space must be approved by the Operations Office.

D. FOOD AND DRINK

There is no food or drink allowed in the in performance spaces (Lyell B. Clay Concert Theatre, Gladys G. Davis Theatre, Antoinette E. Falbo Theatre, Bloch Learning and Performance Hall, or the Vivian Davis Michael Laboratory Theatre.) Exceptions for special events may be at times granted by the Operations Office.

E. SMOKING

As of July 1, 1990, West Virginia University has become a smoke free work environment. Smoking within the Creative Arts Center is **STRICTLY PROHIBITED**. Exceptions may be made when smoking is critical to a performance. In these rare cases an herbal substitute will be used when possible. The Dean will make all final decisions regarding this exception.

F. STUDENT ORGANIZATIONS' FUND RAISING SALES

All sales must be scheduled on the regular Creative Arts Center calendar.

Sales will be scheduled on a monthly basis only. Requests for tables must be made a minimum of two days in advance.

Each sponsoring group must obtain a permit for such sales from the Office of Student Administration.

Signs advertising the sale will be permitted on non-departmental bulletin boards only. It is the responsibility of the sponsoring group to remove all signs.

All monies collected must be deposited in an appropriate account according to the prevailing University policy in place at the time of the sale. Monies are to be turned over to the Business Office for security until deposit can be completed.

G. LOCKER ASSIGNMENTS

Students may use only the locker(s) registered to their name and may not change lockers with another student without authorization. A lock must be placed on a locker before it can be signed for. While students may store their personal property in these lockers, a restriction against storing flammable chemical compounds is in force. The Office of the Dean does not assume responsibility for the security of the contents of lockers.

Locker assignments are valid for no longer than one school year, and must be renewed at the start of each fall semester. On the advertised date of the fall semester, locks on lockers not signed for will be cut and the locker contents removed. Those lockers will then be made available to other students on a "first come-first served" basis. Items removed from lockers will be stored until the advertised date, and will be returned only upon request and presentation of appropriate identification. Students must take

full responsibility for retrieving these items, and items not claimed after this date will be disposed of at the discretion of the Office of the Dean.

Locker sign up will begin on an advertised date at the beginning of the fall term. Sign up forms may be found on the table outside of the operations office. Please follow the posted instructions to complete this process. Locks will be removed from non-registered lockers beginning on an advertised date. Recovery of property will begin on an advertised date through an ending advertised date – Monday through Friday – 9am to 12pm and 1pm to 3pm. Check in at the Operations office for instructions. All materials not claimed by an advertised date will be discarded at the discretion of the Office of the Dean.

II. PARKING - FACULTY, STAFF, STUDENTS AND GUESTS

There are three 15-minute only parking spaces in the Creative Arts Center Lot 45 for guests.

The Operations Office is authorized to issue temporary parking permits for visitors or guests who are here for a day or short period of time.

Permits may be obtained from the Operations Office or the host Division.

It is the responsibility of the faculty or staff member, receiving a guest, to obtain a temporary parking permit. The name of the guest is needed.

Note: Those individuals who have valid parking permits for any downtown lot may also park anywhere on the Evansdale Campus without a temporary permit unless otherwise posted.

As needed the Operations Office will submit a list of scheduled academic activities that would necessitate the suspension of ticketing to the Assistant Director of Parking Management. The faculty should submit requests for such events through their Chair. These events would require the attendance of 30 or more individuals.

III. SAFETY PROCEDURES

A. Accidents

If a student is involved in an accident at any time, the faculty/staff member present should see that the student receives proper attention by acquiring the proper medical assistance and informing the WVU Police Department. WVU Police Department will need to do a report on the accident.

Students should be notified that their student insurance covers visits to the Student Health Services only. Treatment at either hospital Emergency Room is not covered by student insurance.

The faculty/staff member present at the time of the accident or upon learning of an unsupervised accident should report the nature of the accident and follow-up measures to the Operations Office. Accident report forms are available through the Operations or divisional offices.

Employees (faculty, staff, or graduate assistants) involved in an accident must report the incident as soon as possible to the Operations Office.

Workmen's Compensation forms, Return to Work form and a Safety report must be filed within a 24-hour period in order for the employee to receive benefits or coverage. The Workmen's Compensation form and Return to Work form should be turned into the Business Office.

B. Emergencies

Emergency situations of any nature should be dealt with expeditiously. There is a list of emergency and crisis intervention phone numbers in the first few pages of the University Phone Directory. All faculty and staff should be familiar with these numbers. From university telephones dial 9-911. In addition to notification of the proper authority, the Dean and/or Operations Office should be notified of any crisis as soon as possible.

C. Fire & Bomb Threat

Please refer to the section COMPREHENSIVE EVACUATION POLICIES AND PROCEDURES.

IV. ACADEMIC SCHEDULING

A. Classes

Classes are scheduled two terms in advance by the Chairs and coordinated through the Operations Office. Any request by faculty to change the scheduling of a class or the assigned classroom should be presented in writing to the Chair of the Division.

B. Community Arts Program Classes

Community Arts Program classes and spaces for such are scheduled through the Operations Office. Space is at a premium and requests are usually filled on a first-come, first-served basis. However, University classes do take priority and at times necessitate changes to accommodate all needs.

C. Recitals and Rehearsals

Recitals and rehearsals are scheduled through the Operations Office. The faculty may reserve space for recitals after the major events have been established and the calendar is opened to scheduling. Students may sign up for recitals to be presented in the current academic year beginning with the first day of the fall term.

Additional policy information can be found under separate cover at the Division of Music web-site.

D. Final Exams

Admissions and Records publish times for finals at their web-site.

Due to the nature of courses in the College of Creative Arts, it is necessary to schedule additional space for music juries. Coordination of this scheduling is through the Operations Office in consultation with the Music Chair.

E. Practice Rooms

Duly enrolled students of the College of Creative Arts Division of Music and CCA Community Music Program may sign out practice rooms. Room usage fees apply in both instances. Due to the large enrollment in both programs, rooms are not available for rental to the general WVU student population or the Morgantown area community at large.

V. THEFTS AND VANDALISM

THEFTS and vandalism of state or personal property should be reported immediately upon discovery to the WVU Police Department at 293-3136. The Operations Office should next be contacted then the Chair of the respective unit.

IV. MISCELLANEOUS

A. Alcoholic Beverages, Controlled Substances and Firearms

The possession or use of alcoholic beverages, controlled substances or firearms is forbidden on property, facilities, or the campus of West Virginia University.

B. Banners, Posters, or Signs

Banners and posters by individuals or groups are allowed on non-departmental bulletin boards within the facility. There are to be NO signs of any kind taped to the walls or doors of the building unless authorized by the Operations Office and bearing the Operations Office official stamp.

C. Lost and Found

The lost and found department for the College is located in Room 302A. Please take any items found in the building to this location.

D. Animals

In accordance with WVU Policies animals are prohibited within All University buildings. Service animals are the exception to the WVU Policy. The Creative Arts Center Operations office will consider requests for the presence of animals that are an integral part to a production. The presence of said animals would only be permissible upon written authorization by the Operations Office.

West Virginia University

Creative Arts Center

College of Creative Arts

Performance Scheduling Policy

1.0 Purpose of Center

As a facility, the Creative Arts Center, which houses the College of Creative Arts, is an educational and cultural resource for West Virginia University in Morgantown, WV, and the regional community. The Center comprises performing and exhibit spaces and their support spaces (dressing rooms, shops, Green Room, etc.); art studios; classrooms; instructor studios/offices; and common areas.

1.1 Performance Venues

By definition a performance venue is one of the following spaces where public performances might occur, but could under some situations include other support areas of the Creative Arts Center. Maximum seating capacities are indicated.

- Lyell B. Clay Concert Theatre (1432 +12 Wheelchair maximum; 1338 + 12 Wheelchair without seat wagon in place and sound mix in place)
- Gladys G. Davis Theatre (216 + 2 Wheelchair)
- Antoinette E. Falbo Theatre (104 - Not Wheelchair Accessible)
- Vivian Davis Michael Laboratory Theatre (50 + 1 Wheelchair)
- Bloch Learning and Performance Center (155 + 4 Wheelchair)
- Mesaros Galleries (Circulation - Wheelchair Accessible)
- Douglas O. Blaney Lobby (Circulation - Wheelchair Accessible)

2.0 Center Governance

At West Virginia University, the Dean of the College of Creative Arts also acts as the Director of the Creative Arts Center. The Dean/Director provides administrative guidance and oversight for the Center. The responsibility for the operation of the Creative Arts Center rests with the Center's Assistant Director. These policies, approved by West Virginia University and the Center Dean/Director, set the framework within which the Center's Assistant Director will exercise discretion and judgment. The Center's Assistant Director's management responsibilities carry with them a parallel authority to carry out planning, directing and controlling functions as required to maintain the facility and determine its proper use.

3.0 Purpose of Policies

The purpose of these policies is to set forth the rules, regulations and procedures by which the Creative Arts Center, as a facility, is operated. This manual describes in detail the expectations that the Creative Arts

Center has of users of the building and also the expectations that users should have of the Creative Arts Center.

4.0 Method of Adopting and Changing Policies

The Dean/Director and West Virginia University have approved these policies. The Center's Assistant Director in consultation with the Dean/Director and appropriate Vice President may make minor or procedural changes. Creative Arts Center users will be notified of such changes. Major or substantive changes require the approval of West Virginia University. Requests for changes to these policies should be directed to the Center's Assistant Director.

5.0 Scheduling

Scheduling for the Creative Arts Center begins in October for the following academic year and is accomplished in several phases. Priority is established in the following order:

- Priority Group I - College of Creative Arts academic events
- Priority Group II - Recognized University group events
- Priority Group III - Recognized County School System or State government events
- Priority Group IV - Non-University Groups

5.1 Fees, Spaces and Scheduling

All spaces are scheduled and controlled by the Center's Assistant Director.

5.1.1 Annual Usage

Because the usage of spaces scheduled by the Center's Assistant Director has a direct impact on the workload of the Creative Arts Center staff and its ability to provide support services to facility users, the total number of public events will be set each year is limited. This number may vary from year to year, depending on the size of the Creative Arts Center staff and the complexity of events scheduled. The Center's Assistant Director will set the number of events for a coming season after consultation with the Dean/Director and the College of Creative Arts Executive Committee.

5.2 Scheduling Requests

All requests for scheduling must be made in writing to the Center's Assistant Director. These requests must include exact dates and times of all performances, load-in and strike, ticket prices, support space needs, and information on the production or attraction. If approved, an event confirmation form will be sent to the requestor and distributed to all individuals involved with the operation of the Creative Arts Center and its support services.

Users may submit written requests at any time but they will not be acted upon before the scheduling process begins in the month of October each year. However, user representatives will occasionally be

asked to meet with the Center's Assistant Director to discuss their specific needs.

5.3 Priority Groups and Deadlines

The following priority group listing will be used as a guideline for scheduling space allocation. Subdivisions within a numbered group do not affect the sponsor's scheduling priority, but are distinctions used for other purposes, such as determining which sponsors must pay certain fees. Deadlines have been established to protect priority group's standings. Scheduling requests received after the published deadlines will be reviewed on a first-come, first-served basis.

Priority Group I Request Deadline: December 15

Groups in which participation is part of an academic requirement including rehearsals, performances, juries, hearings, exhibits or examinations for the College of Creative Arts.

Priority Group II Request Deadline: December 31

Events scheduled by recognized University Groups

Priority Group III Request Deadline: January 31

Events scheduled by recognized County School System or State government.

Priority Group IV Request Deadline: February 15

Events scheduled by Non-University Groups.

5.4 Publication of Calendars

The Center's Assistant Director will publish the following calendars:

Priority Group I User Calendar (December 22)

The purpose of this calendar is to confirm the scheduled rehearsals and performances established. The Priority I User Calendar will be sent to Priority I & II users.

Priority Group I & II User Calendar (March 15)

This calendar is distributed to all traditional Center users, including administrative offices, for the purpose of identifying available dates for booking.

Priority III & IV User Calendar (March 31)

This calendar is distributed to the perspective users on request.

Final Calendar (April 1)

This calendar will provide a listing of all events booked in the Creative Arts Center to date and will be distributed to all current and traditional users of the Center.

5.5 Late Requests

Facility requests submitted after the deadlines above will be accommodated to the fullest extent possible. In general, such requests will be honored on a first-come, first-served basis.

5.6 Cancellations and Postponements

Public events scheduled through the Creative Arts Center are widely publicized throughout the region. Cancellations and postponements after public announcements have been made are an embarrassment to the performer, sponsor, the Creative Arts Center, and the University. Cancellations should be avoided except as a last resort. If an event must be cancelled, the sponsor is responsible for publicizing the cancellation through the sponsor's normal publicity channels. In addition, the sponsor is required to:

1. Notify in writing the Center's Assistant Director.
2. Post appropriate notices.
3. Fund a Creative Arts Center house manager to be at the place and time of the originally scheduled event to inform those who may not have otherwise been advised.

Sponsors who consistently cancel events and/or fail to follow the procedures above will jeopardize their ability to hold events in the Center.

5.7 Non-Transferability

Space assignments made to particular groups are for that group's exclusive use only. Space assignments may not be given, traded, sold or otherwise assigned from one group to another. If a sponsor relinquishes a date, the date reverts to the Center and becomes subject to general availability according to the priority schedule.

5.8 Early Bookings

Occasionally sponsors contracting with outside artists will find that they need to make commitments to the artists farther in advance than provided for by the Center's normal scheduling timetable. In such cases, the Center's Assistant Director may, after checking with the appropriate College and University administrators, assign dates in advance of the normal booking schedule.

5.9 Contract Review

Sponsors must submit any artist's contracts, riders, and/or letters of agreement to the Center's Assistant Director for review and approval before the sponsor signs the contract. The Center's Assistant Director reserves the right to require changes to these documents in order to ensure compliance with Center and University policies.

5.10 Backstage Support Spaces

The user must reserve the Green Room, dressing rooms, and quick-change rooms at the time the original scheduling request is submitted. In the event several theatres are in use at the same time, the Center Assistant Director will assign support spaces based on the availability and the needs of the groups and will notify groups of their space allocations in advance of the event.

The Green Room may also be used for occasional meetings and receptions, independent of performances, with the prior approval of the Center's Assistant Director.

Since the support spaces are common to all theatres, performing groups may occasionally be asked to share space. The Center's Assistant Director reserves the right to designate specific spaces for particular groups. Support spaces shall not be used as classrooms.

5.11 Recording Sessions

In general, sound recording in theatres and other Creative Arts Center facilities is limited to live performances of public events. However, on occasion these facilities may be scheduled for the express purpose of making a sound recording. Provided such scheduling does not interfere with normal rehearsal and performance functions, and provided that the purpose of the recording session is the producing of an album featuring one of the curricular ensembles or a faculty member. The Division of Music and the Center's Assistant Director shall develop and distribute more detailed guidelines for the use of Creative Arts Center facilities for the purpose of sound recording.

5.12 Hold Policy

A hold is a reservation placed on a space when a sponsor is considering having an event on the held date but needs more time to finalize plans. Requests for holds must be submitted in writing to the Center's Assistant Director. All holds will automatically expire within 30 days of their initial issuance by the Center's Assistant Director if not confirmed by the sponsor during this time. However, a limited onetime extension may be granted at the discretion of the Center's Assistant Director.

If the date held is for the presentation of an outside group engaged by the sponsor, any letters of agreement, contracts, and technical riders must be submitted by the sponsor to the Center's Assistant Director during the 30-day hold period.

If, during the hold period, a second sponsor places a request for the same space on the same date, the Center's Assistant Director will contact the first sponsor who will have three business days to commit to the date or release it. Should the first sponsor release that date, they will be afforded the opportunity to place a hold on the next suitable date available.

Except in the case of an "early bookings" (section 5.8), holds will not normally be accepted in advance of the date on which the sponsor is first eligible to submit requests for the following season. For holds placed during the season, confirmation or release must occur at least by the 15th of the month preceding the event.

5.13 Publicizing Only Approved Events

Users are expected to refrain from announcing or publicizing events in any way until a signed, written confirmation of the booking and a review of all proposed advertising has occurred. The user from the Center's Assistant Director will receive this confirmation.

5.14. Finals Week

No production or performance involving students or directed primarily at student audiences shall be scheduled starting with the full day before the first final examination up and through but not including the evening of the last day of examinations. Exempted from this prohibition are events that form part of student curricular requirements (e.g., Senior/MFA Art Exhibits, BFA/MFA/DMA Division of Music recitals or Division of Theatre & Dance portfolio reviews).

5.15 Dead Week

Dead Week shall be defined as the seven calendar days immediately preceding the first day of final exams. All events scheduled during this week must have the approval of the Center's Assistant Director, College Executive Committee and appropriate Divisional Chair.

5.18 Appeals and Exceptions

Exceptions to the scheduling prohibitions of 5.14 and 5.15 above should be made through the Center's Assistant Director to the Dean of the College of Creative Arts who will make the final determination of the permissibility of end-of-semester event scheduling.

5.19 Right to Deny Non-Curricular Bookings

The Center's Assistant Director shall be under no obligation to approve scheduling requests by extracurricular and outside users when, in their sole judgment, the resources of the Creative Arts Center staff and/or the facilities themselves cannot satisfactorily accommodate the requested event.

5.20 Scheduling of Repair and Rehabilitation

Building repair and rehabilitation projects, which may have the potential of adversely affecting ongoing activity in the building, should be scheduled as far in advance as possible using a written form of communication to the Center's Assistant Director.

5.21 Booking Deadline

All events must be booked (or in the case of previously placed holds, confirmed or released) not later than the 15th day of the month prior to the month of the event. Whenever possible, rehearsals should also be scheduled by this deadline.

6.0 Access and Security

6.1 Keys

The Center's Assistant Director shall maintain keys to performance spaces that may be issued for periods of short duration to production stage managers or other authorized individuals requiring access. The individual shall also issue permanently assigned keys, including those assigned to faculty and staff in the College of Creative Arts.

6.2 Building Hours

In conjunction with the official University operating schedule an additional list of "open" and "closed" building hours will be published and posted from time to time by the Center's Assistant Director. In general, "open" times will be reserved for those periods when maintenance personnel are on the premises.

In the case of rehearsals and performances to which the general public is invited, but which are held during a "closed building" period, the Center's Assistant Director may require the scheduling of maintenance personnel. Sponsors in priority groups 2 through 4 may be required to pay for such personnel, according to the rates in the fee schedule. If, to facilitate curricular activity, a faculty member invites students to use the Creative Arts Center beyond closing hours, the building must still be kept locked to non-participating students. Faculty unlocking doors during closed hours must immediately lock doors after themselves. Doors may not be propped open. Also, the doors must be locked again after exiting the building. Faculty members permitting such use of facilities assume full responsibility for supervision and actions of these students and compliance with rules as outlined in this statement.

6.3 Late Passes

The Center's Assistant Director recognizes that certain procedures necessary for the completion of academic requirements and other occasional academic projects that require long, uninterrupted periods of time and special facilities for their completion. Occasionally students who require facilities will find it necessary to work in the building after hours and without faculty supervision to complete these projects.

In order to facilitate this unsupervised work in the building when it is closed, Divisional Chairpersons or their designees may issue late passes to designated students. These students will be permitted access to and

use of all equipment and supplies in their assigned work areas. Students using the building during "closed building" periods must produce their late passes on demand, and must follow building policies at all times including the "buddy system".

Divisional Chairpersons or their designees should ensure that students receiving late passes are properly trained in the safe operation of all equipment and procedures required to complete their work.

Late passes shall be effective only for the dates indicated on the pass. University Police Officers will honor a student's right with late passes, but escort out any student without a pass.

The Center's Assistant Director reserves the right, after consultation with appropriate Divisional Chairperson, to cancel any and all late passes if, in their opinion, Center policies are not being observed.

6.4 Repairs

The Center's Director and his agents shall have the right to enter upon the premise at all hours to make repairs, alterations or additions; and may enter for any other purpose deemed necessary for the safety, preservation or improvement of said premises. The Center's Assistant Director reserves the right to temporarily close any portion of the facilities, canceling or postponing any activities, in order to complete these repairs.

7.0 Staff Requirements

7.1 General Requirements

Determination of personnel needs for the presentation and operation of events in the Creative Arts Center is the prerogative and responsibility of the Center's Assistant Director.

All sponsors in all priority groups shall be required to pay for the services of a Center representative, who will be on duty during the entire period of time the sponsor or sponsored performers are in the facilities, as deemed appropriate and at the discretion of the Center's Assistant Director. The cost for the services of this representative will be billed according to the fee schedule.

All sponsors of ticketed events in Creative Arts Center are required to use the University's TicketMaster Central Box Office for their ticketing needs and will be required to pay for all box office services and personnel at rates established by the box office. The requirement to use the Central Box Office may be modified or waived at the discretion of the Center's Assistant Director in the case of community based organizations whose audience is essentially an affinity group of the sponsor's organization.

Technical and backstage staff shall be responsible to the designated Center representative.

The Center's Assistant Director retains the right to require sponsoring organizations to supply security and maintenance personnel if there is reason to believe that such personnel are essential.

For each event in the theaters, the Center's Assistant Director will designate a House Manager. The House Manager shall act with the authority of the Center's Assistant Director in supervision house personnel and other front-of-house personnel for the safety of the patron and performer.

Sponsors in priority categories III and IV will be required to pay for the services of the House Manager, according to the published fee schedule. The House Manager will be on duty one hour before curtain and will remain on duty until the house is clear.

The Center's Assistant Director may require a user to engage and pay for a Fire Marshal to be in attendance at any event if, in the sole judgment of the Center's Assistant Director, such attendance is warranted.

7.2 Usher Corp

Ushers are the responsibility of the sponsor. A sufficient number must be in attendance at all public performances. That determination as to Usher Corp size will be at the sole discretion of the Center's Assistant Director.

8.0 General Rules

8.1 Smoking

Smoking is prohibited inside Creative Arts Center, but is permitted outside the building.

Smoking on stage is allowed only when specified in the script. The Center's Assistant Director must be notified two weeks prior to the event if the script calls for smoking or use of any fire. Sponsors may be required to pay for the services of one or more Fire Marshals at the judgment of the Center's Assistant Director. The use of substitutes for tobacco products is **strongly** recommended.

8.2 Food and Beverages

Food and beverages are generally allowed in the Creative Arts Center with the following exception:

- In the performance halls, unless food or beverage is consumed on stage as called for in the script.

8.3 Alcoholic Beverages

The consumption of alcoholic beverages in the Center is prohibited unless permission is received in advance from the University's Office of Institutional Advancement through the Center's Assistant Director. Sponsors wishing to serve alcoholic beverages as part of a reception or meal should make a written application at least two months in advance and submit it to the Center's Assistant Director. The Center's Assistant Director's signature is required on the alcoholic beverage permit.

A supervisor from the sponsoring group will be in charge of the function and will be responsible for maintenance of proper decorum. The group receiving permission for alcoholic consumption at the Creative Arts Center will be responsible for leaving the area in the same condition as it was on arrival.

8.4 Lost and Found

Such articles should be turned in to the Creative Arts Center business office. Items not claimed within 30 days will be disposed of in the appropriate manner.

9.0 House Rules

Interpretation and implementation of the following house rules is the responsibility of the House Manager.

9.1 Sales and Displays

If a touring attraction wishes to sell items such as recordings, souvenir programs, T-shirts, buttons, etc., the attraction must possess and display a valid Certificate of Authority to collect West Virginia State sales tax and must obtain the consent of the Center's Assistant Director in advance. Vendors shall pay to the Creative Arts Center a house commission determined by the Center's Assistant Director and published in the Center's fee schedule.

Groups not possessing a valid Certificate of Authority must make arrangements to have their items sold by an authorized Center representative who will collect the required sales tax, in addition to the house commission.

Sales must be conducted in approved areas, and in no case shall be conducted in seating areas. Loud "hawking" is not permitted. The Center's Assistant Director reserves the right to prohibit the sale or display of items at their discretion.

9.2 Concessions

The Center's Assistant Director reserves the sole right to sell refreshments at any event. Consumption shall not be permitted in performance areas.

9.3 Programs

All sponsors using printed programs shall include the following notice: The use of cameras and audio or video recording equipment, cellular telephones, pagers or other electronic devices is strictly prohibited.

Sponsors providing their own programs should deliver them to the Deans' Office in Creative Arts Center, one business day in advance of the performance.

Sale of advertising in programs requires the approval of the Center's Assistant Director, in consultation with the Dean/Director, and the Center's Assistant Director reserves the right to prohibit, restrict, control and/or coordinate such sales.

The Center's Assistant Director reserves the right to distribute promotional material as program inserts at any event held in the Creative Arts Center. Any other promotional material or program inserts must be related to the event in process or a future event to be held in the Creative Arts Center. No such material or inserts shall be distributed without approval of the Center's Assistant Director.

9.4 Cameras, Audio and Video Equipment

The enjoyment of the live performing arts by members of the audience should be a prime concern of all sponsors and artists. Hence, the private use of cameras, with or without flash, and the private use of tape recorders is generally prohibited. Members of the audience will be asked to check such equipment with the House Manager. For certain informal events, such use of cameras and/or tape recorders may be arranged in advance by mutual agreement between the artist(s), the sponsor and the Center's Assistant Director or their designee.

The use of cameras, audio, and/or video equipment by members of the press or official college departments (Sound Recording Technology, Creative Support Services, University Student Affairs) requires the advance permission of the sponsor, artist(s) and the Center's Assistant Director. Arrangements should be made as far in advance as possible. Placement of audio and video equipment, and the locations, from which pictures may be taken, shall meet the approval of the Center's Assistant Director or their designee. When approval is granted for these activities, the Center's Assistant Director will issue press or recording passes, which must be worn by the personnel using the equipment. This will indicate to the House Manager and Ushers that permission has been obtained in advance.

9.5 Opening of Performance Hall Doors and Box Office

The doors to performance halls will be opened no later than one-half hour before the performance's advertised curtain time. The box office will generally be opened 60 minutes before curtain time.

9.6 Late Seating

In an effort to make all programs more enjoyable for both the audience and the performers, late seating will be at the discretion of the performing artist and enforced by the House Manager.

9.7 Paging

Paging a member of the audience will be permitted only on an emergency basis and will be allowed only before curtain, during an intermission, or after final curtain.

9.8 Waiting List

The box office shall remind customers to pick up unpaid reservations by 30 minutes before curtain time. When a performance is sold out, the box office shall start a waiting list one-hour before curtain time after a grace period of 15 minutes, (i.e., 15 minutes before curtain), the box office may release any unclaimed, unpaid reservations to people on the waiting list. If additional tickets are needed after all regular seats have been sold, the House Manager may, at his or her discretion, release Emergency Seats to people on the waiting list.

9.9 Complimentary Tickets

In accordance with University Policy, press radio and television representatives on work assignments shall be admitted free of charge to any public event that is staged in University facilities. Only one ticket per press/media organization will be provided. The name of the organization and the attending representative must be left one week in advance with the Box Office, who will in turn inform the Center's Assistant Director. Only the designated representative will be allowed use of the ticket.

For events ticketed by the Central Box Office, four complimentary tickets to each performance will automatically be set aside for the use of the Center's Assistant Director. These tickets may be distributed to visiting dignitaries, state officials, and guests of the college, and others at the discretion of the Center's Assistant Director. The Center's Assistant Director will, at his discretion, release all tickets they are reasonably certain will be unused at least one day prior to the performance.

Sponsors not using the Central Box Office for ticketing are required to provide four complimentary admissions for use by the Center's Assistant Director. Sponsors may provide additional complimentary tickets at their discretion by making arrangements directly with the Box Office.

9.10 House Seats

In addition to the complimentary tickets above the Box Office shall set aside a specified number of tickets as "house seats." These seats cannot

be released or sold without the express permission of the Center's Assistant Director or the House Manager. The primary purpose of the house seats is to rectify reservation errors and seating problems; at the discretion of the Center's Assistant Director, they may also be issued to VIPs and special guests in the event of sold out shows. However, sponsors are encouraged to set aside extra seats that they can release at their own discretion if sell-outs are anticipated. The Center's Assistant Director shall determine the number and location of the house seats.

9.11 Starting Time

All performances should start on time. Only unusual technical difficulties or extreme weather conditions should allow curtains to be late.

9.12 Antoinette E. Falbo Theatre Seating

The standard minimum number of seats available in the Falbo Theatre is 104. If the sponsor wishes to use an additional amount of chairs, the quantity must be indicated at the time the event is booked by including the information on the scheduling request. If a larger number is desired, this must be indicated in writing to the box office and to Creative Arts Center management by two months prior to the event. Permission for the use of additional seating in the Falbo Theatre is at the sole discretion of the Center's Assistant Director.

9.13 Vivian Davis Michael Laboratory Theatre Seating

The standard minimum number of seats available in the Michael Theatre is 80. If the sponsor wishes to use an additional amount of chairs, the quantity must be indicated at the time the event is booked by including the information on the scheduling request. If a larger number is desired, this must be indicated in writing to the box office and to Creative Arts Center management by two months prior to the event. Permission for the use of additional seating in the Michael Theatre is at the sole discretion of the Center's Assistant Director.

10.0 Technical Rules

10.1 Set and Equipment Removal

Sponsors of events in any performance or exhibition areas using sets, props, pedestals, art works, theatrical equipment and related materials are expected to remove these items immediately following the conclusion of their final performance or exhibit date, and return the spaces used to their "normal working condition." Sponsors requiring additional strike time must schedule such time as part of their original request for facilities use. For all performance and exhibition areas, normal working condition shall include having the floor refinished a uniform color specifically designated for that space. In the event that a sponsor fails to remove the referenced materials within 24 hours after the last scheduled use of space, the Center's Assistant Director is authorized to hire the work done, and the sponsor shall be liable for the

costs of removal and storage. The Center's Assistant Director shall not be liable for any damage to property so removed.

10.2 Pianos, Harpsichords and Tuning/Service

The pianos and harpsichords in Creative Arts Center are inventoried equipment of the Division of Music. The user must request these instruments at the time the scheduling request is made. Assignment of specific instruments for each performance or event is at the sole discretion of the Piano Technician, Division of Music. Assignment of instruments will be based on performance criteria, tuning and service requirements, and scheduling considerations.

The Piano Technician will provide tuning and any other necessary service for each public performance. Users must communicate their piano and harpsichord service requirements directly to the Piano Technician at least two weeks prior to their events. Additional lead-time may be needed if an event will utilize more than one instrument or will necessitate moving an instrument to or within Creative Arts Center.

Users are responsible for the appropriate handling any piano or harpsichord provided for their use by Creative Arts Center. Users must protect the instrument from collision, abrasion and any abuse. Users must provide careful stagehands if an instrument must be moved. Users should close the instrument and put its protective cover on after each use.

Specifically prohibited are: attaching or fastening anything to pianos, removing lids of pianos, "preparing" pianos or nontraditional performance techniques requiring manipulation of any interior parts of the piano, striking any part of the piano, etc. If a "prepared" piano performance is to be programmed, arrangements must be made well in advance with Piano Technician to provide an appropriate instrument.

Sponsors in priority groups II, III and IV may be required to pay a fee for use and service of pianos and harpsichords. Such fees will be determined by the Center's Assistant Director and published in the fee schedule.

10.3 Faculty Supervision

All stage work and machine shop work shall be approved and supervised by a faculty member or an approved staff member.

10.4 Equipment Approval

All stage equipment used in connection with any event, other than that provided by the Center, shall be approved by the Center's Assistant Director or their designee, and shall be paid for by the sponsor.

10.5 Orchestra Pit

No one shall operate the orchestra pit elevator except specifically designated employees of the Creative Arts Center.

10.6 Lamp Usage and other Technical Costs

Sponsors may be required to reimburse the Center for its out-of pocket expenses necessitated by the sponsors' rehearsals and performances. The expenses will generally consist of a pro-rated cost for theatrical lamp replacement, dimmer repair, and consumable supplies such as color media, tape, paint, etc.

10.7 Use of Power Tools

Students shall not use stationary power tools without having first acquired the appropriate training in the use of said equipment by faculty or staff members.

10.8 Equipment Loan/Rental

Due to safety considerations and the need to prolong the life of Creative Arts Center equipment, the Center's Assistant Director reserves the right to restrict or prohibit the loan or rental of equipment outside of the building.

10.9 Amplified Music Volume

Occasionally touring musical groups amplify their sound system to the point of pain or possible long-term damage to the hearing of audience members. Therefore, the Center's Assistant Director or their designee reserves the right to set maximum decibel levels for amplified sound and to monitor rehearsal and performance sound levels using objective measuring instruments. The Center's Assistant Director or their designee shall further be provided access to the master volume control of sound systems to ensure that maximum levels are not exceeded.

11.0 Other Rules

11.1 Building Alterations

No person shall install any wires, electrical appliances, plumbing fixtures or pipes. No nails, tacks, screws, or similar articles shall be driven or placed in any part of the premises. No surface in the Center will be painted, and no painting will be done outside the Scene Shops, Art Studios or Spray Paint Room, without written approval of the Center's Assistant Director.

11.2 Locks

No person shall place any additional locks on doors. The Center's Assistant Director must approve additional security.

11.3 Compliance with Laws

Sponsors shall comply with the laws of the United States and the State of West Virginia, the ordinances of the City of Morgantown and the regulations of the Morgantown Fire Department, and the Monongalia County Board of Health.

11.4 Access to Roof

Access to roof areas is strictly prohibited with the exception of WVU Physical Plant employees and those individuals approved by the Center's Assistant Director.

11.5 Music Licensing Fees

Sponsors in priority groups II, III and IV may be required to pay a pro-rated share of music licensing fees. These license fees are paid by Creative Arts Center to ASCAP and BMI. Such fees will be determined by the Center's Assistant Director and published in the fee schedule.

12.0 Definitions

12.1 University Group

A "university group" is any group, club, organization, University office and/or agency officially recognized by the University's Office of Student Affairs.

12.2 Center's Assistant Director

The term "Center's Assistant Director" refers to the chief managing administrator in charge of the Creative Arts Center. For various sections of this policy, the Center's Assistant Director may, from time to time, assign specific responsibilities and prerogatives to designated subordinates.

13.0 Fees

13.1 Direct Rental Fees

(See attachment)

13.2 Personal Service Fees

(Estimates will be provided based on scope of event as determined by management)

13.3 Public Safety and Parking Fee

All non-university events held in the Creative Arts Center will pay a fee based on the maximum number of participants and/or patrons that any one or more venues might hold. These fees go to general maintenance and improvement of campus thoroughfares and parking lots. However, this fee will not guarantee that ample parking will be available for any given event due to the limited number of parking spaces surrounding the facility.

(Pricing currently under review)

RECEPTION POLICIES AND PROCEDURE

The following policies and procedures are to be followed when planning a reception at the Creative Arts Center.

NOTE: These rules will govern all entities of the College of Creative Arts. **Receptions by outside organizations will be limited and must coincide with an event sponsored by them.**

Events must have one designated contact person who will be responsible for making all arrangements for the reception with the Operations Office. This person will be held responsible for the set up and clean up of the reception.

Student Organization receptions will be limited to recognized organizations in good standing with the University and must have a faculty sponsor and approval of the appropriate Division Chair.

Each reception will be scheduled on the event calendar with the Operations Office. These receptions, when possible, should be scheduled at the beginning of the semester and no later than four (4) weeks before a said event.

The approved locations for receptions are in the Douglas O. Blaney Lobby; Gladys G. Davis Theatre Lobby and second floor lobby. Any other location will be granted at the discretion of the Operations Office at the time of scheduling. Individual student receptions may be held only in ground floor classrooms as schedule permits.

A reception for definition purposes will be considered as a Major Event and will follow the "Rescheduling of Major Events" policies in the event of its cancellation.

Requests for tables and chairs must be made to the Operations Office at least 4 weeks prior to the event to facilitate acquiring equipment from Facilities Management, if necessary. Requests placed within one week from the event cannot be guaranteed equipment.

The sponsoring division, organization or student group is responsible for the cost of food, beverages, and paper products (table cloths, cups, plates, napkins, table service). If warranted, by the size of the reception, these groups will also be responsible for any service costs for equipment delivery or additional custodial support.

When an outside vendor caters the reception, arrangements must be made to have equipment and supplies picked-up by the caterer after the reception. **State Law prohibits the use of alcoholic beverages within the Creative Arts Center.** Certain exceptions can be requested through the Operations Office.

RESCHEDULING OF MAJOR EVENTS

When a division or faculty member responsible for a major event finds that it is necessary to reschedule a said event the following steps pursuant to that change must be followed.

1. A faculty member consults with an appropriate division chair to discuss the program impact and feasibility of moving the event to another date or time.
2. Operations Office is consulted to help determine new date and time availability, technical and labor support and custodial support impact.
3. Box Office Manager and Publicity Specialist are consulted to help determine ticket sales (where applicable), house management and ushering and publicity impacts.
4. The Dean's Office is consulted to help determine effect and impact when receptions or alumni activities are associated with an event in question.
5. The Dean and Associates will be the informed as soon as decision has been made.
6. All support staff should be informed as soon as is practical once change has been decided upon to insure that all affected by the change will be duly informed. The appropriate supervisors of the areas concerned will do this.
7. In the event that this cannot be resolved through the use of steps 1 through 4 the Dean will act as arbiter making the final and binding judgment.

Major Events will be considered as any event that has any form of physical ticket, free or paid admission, associated with it. In general, this will include, but not be limited to, productions in the Lyell B. Clay Concert Theatre, Gladys G. Davis Theatre, Antoinette E. Falbo Theatre or Vivian Davis Michael Theatre or an event in another venue performed by groups of the College of Creative Arts.

A Major Event will be any event, which is held in the Lyell B. Clay Concert Theatre, ticketed or otherwise. This is due to the technical staff required for any event in this hall.

LATE HOURS FACILITY USE POLICY

The intent of this document is to promote our students' advancement in their academic and artistic endeavors. The Dean's Office, with advice from faculty, staff and students, has developed the following general policies and guidelines that will apply to the use of the facility of the Creative Arts Center by its students:

1. Students are required to have in their possession their identification card or late night pass at all times when in the facility and to produce it upon being requested to do so. Students not in possession of one of these documents will be asked to leave the facility.
2. Students with an identification card or late night pass may remain in the facility between the hours of 12:00 midnight and 7:00 a.m.
3. Students are expected to use the buddy system with at least two individuals working within the same area for their safety.
4. Students are allowed to work in their respective divisional areas and use the facilities in the vending machine area of the Main Floor.
5. Students are asked to respect the custodial staff's efforts in the performance of their regular cleaning duties during these hours (i.e., remain off hallway floors which are being mopped and waxed).
6. The Division(s) may establish specific guidelines that are in accordance with these general college-wide policies and guidelines. Copies of such divisional guidelines will be filed in the Office of the Dean, Operation's Office as well as in the divisional offices.
7. The identification cards and late night passes are NOT VALID when the facility is officially closed.
8. Students found in violation of any of the above policies and guidelines will lose their privilege to use the facility during these hours for the remainder of the existing term.

DOUGLAS O. BLANEY LOBBY EXHIBIT POLICY

The College of Creative Arts encourages the exhibition of student works in the Lobby of the Creative Arts Center under the following guidelines:

- The Operations Office will coordinate all matters relating to the use of the Lobby for exhibiting artwork, including scheduling.

- Before placing artwork in the Lobby, exhibitors must obtain a waiver of damage claim (supplied by the Division of Art) and return it to the Operation's Office.

- The Dean's Office reserves the right to exclude artworks of excessive size, or those judged to be physically unsafe, from remaining in the Lobby after the initial critique. All decisions will reflect the need to maintain patron egress and safety.

- If the Dean's Office determines an artwork to be a safety hazard, the Operations staff will remove the work as carefully as possible, after first making a reasonable attempt to contact the chair of the Division of Art. The Operations staff assumes no liability in removing artworks.

LYELL B. CLAY CONCERT THEATRE

STAGE LIFT OPERATION POLICY

It is incumbent upon the Technical staff of the Lyell B. Clay Concert Theatre to see to the safe and proper use of the **STAGE LIFT** elevator. Unauthorized use by untrained individuals is not permissible under any circumstances.

Those staff members authorized to operate **STAGE LIFT** equipment is:
Assistant Director - Operations Office
CCA Academic Lab Managers - Operations Office

RULES

- **Stage Lift** shall not be left in motion without an operator at either the main control console or remote control on the lift itself.
- **Stage Lift** shall not be stopped at intervals between floors unless there is an emergency situation.
- **Stage Lift** shall not be placed at the seat wagon level for any duration without the seat wagon, and all safety panels in place.
- When **Stage Lift** is in motion (other than for performances) the safety rope shall be up and in place from one side of the proscenium opening to the other and the side stair safety panels shall also be in place. Both audible and visual warning devices shall be on and functioning properly while lift is in motion. These alarms will be turned off with lift in motion only when lift is used as a scenic element within a given production.
- All individuals who shall ride the **Stage Lift** either during routine work or as part of a rehearsal or performance shall be verbally instructed by the operator to remain in the center area of the lift. They should refrain from moving toward the edge of the lift while the stage lift is in motion or stopped at any position other than the predetermined levels.
- When **Stage Lift** is used for an extended period of time as an orchestra pit or as the sunken floor of a theatrical stage set, the main power switch for motor control shall be set to the off position. The switch shall then be flagged with an "out of service" tag until the conclusion of the event.
- Actual operation of **Stage Lift** shall be done, whenever possible, while the least amount of traffic and activity are taking place on the stage or in the theatre.
- The **Stage Lift** will always be left at the stage level when not in use, excepting the situation as outlined in paragraph six from above, and the key switch shall be left in the "off" position at all times when the lift is not being operated.
- At those times when the **Stage Lift** is left at a level other than the stage, a safety light must be left on illuminating the stage lift area.
- The Assistant Director, CAC Operations is the only individual with the authority to authorize another individual to operate the **Stage Lift** in addition to those listed above.

Lyell B. Clay Concert Theatre

Performers and Presenters Guidelines

The following guidelines are provided so that through your cooperation, and by following these guidelines, your event will be a positive experience for everyone involved. We ask your assistance in following these guidelines to ensure everyone's safety, comfort, and to minimize insurance liability issues while utilizing the Lyell B. Clay Concert Theatre and its support facilities.

- To insure ample time to accommodate the technical setup for events performer and presenter access to the Theatre will only be at the scheduled times designated at the time of event booking. Any required deviation from the original production schedule will need to be cleared with the Operations Office to insure Theatre is ready for use and that operations staff is available (i.e., issues of potential overtime).
- No food or drink on stage or in the house area of the Theatre. Water to be in squeeze bottles only.
- No children are to be left unattended at any time.
- No children are to be on stage that is not performing.
- For reasons associated with issues of liability and safety it is asked that whenever possible the operations staff be informed prior to a rehearsal that guests will be in attendance.
- Please refrain from placing shoes and feet on the house seats.
- No camera stands in the house during public performances.
- Photography or video may be done during rehearsals or performance with prior arrangement with the operations staff.
- For reasons associated with safety it is requested that performers and presenters leave the stage area following their performance as quickly and safely as possible. It is additionally requested that "After Show Greetings" be held in the Douglas O. Blaney Lobby.
- We request that performers, during rehearsals, enter and exit the Theatre from the back stage area. Please refrain from using the lobby entrances for this purpose, as this present's opportunities for unauthorized individuals to gain inappropriate access to your rehearsal.
- To insure that a given production or rehearsal is ready for public presentation to an audience the Theatre operations staff will be responsible for direction of opening the Theatre to the public.
- In productions that utilize the cyclorama, all crossovers must be affected by use of the adjacent back hallway.
- A clear path must be maintained to all exiting doorways.
- The onstage fire curtain line must be kept clear of equipment at all times.
- When the dance floor is in use, only individuals in flat sole shoes will be permitted access to the floor area.

- A written equipment list must be submitted four weeks in advance of the production to ensure that requested equipment will be available or that arrangements may be made for substitute equipment.
- No Lyell B. Clay Concert Theatre equipment may leave the Theatre without proper approval of the operations staff.
- We request that each group police itself and collect its own trash.

COMPREHENSIVE EVACUATION POLICIES AND PROCEDURES

The following are the practices in use at the Creative Arts Center (CAC) for the purpose of evacuation in case of fire or other dangerous situation.

Fire

If you observe a fire in any part of the building, do not assume that someone knows about it. Immediately pull the fire alarm pull box. The alarms are monitored and the Morgantown Fire Department and the WVU Police Department will be dispatched. Exit the building.

If the fire alarm sounds, everyone **MUST** evacuate the building. Please escort your class to the nearest exit and remain outside well away from the building until an all-clear sign is given. **DO NOT IGNORE THE ALARM AND DO NOT USE THE ELEVATORS.** All faculty and staff should familiarize themselves with fire exits from various areas of the building.

The Operations Office must be provided with an accurate schedule and location for any individual that is your student or guest who may require special assistance in evacuating the building due to a disability or other ADA concern. A specific plan of action will be developed for those individuals.

Bomb Threats

Your responsibilities are as follows in the event of a Bomb Threat Situation.

- I. If a bomb threat is called into any employee for their building or any other building, the employee should:
 - A. Notify MECCA 9-911 immediately after the caller hangs up.
 - B. Notify their Dean/Director if it concerns their building.
 - C. Complete a copy of the WVU Bomb Threat Data Form for the investigating officer, and be prepared to answer any additional questions, if possible.
- II. It is the responsibility of the Dean/Director to make the decision to evacuate a building. The responding officer(s) may suggest the following alternatives:
 - A. Total evacuation and search.
 - B. Partial evacuation and search.
 - C. No evacuation, but a search is conducted.

* These recommendations would be based on available information.

If the Dean is not available, the authority passes to the Associate Dean and then to the Creative Arts Center Assistant Director.

NOTE: The Administration of the College of Creative Arts has determined that our course of action will always be a total evacuation and search of the Creative Arts Center.

III. When the Dean/Director or designee decides to evacuate the involved facility the officer in command will request that each employee and student remove all personal property upon their departure. These items include:

- A. Packages
- B. Briefcases
- C. Boxes
- D. Lunch Pails
- E. Backpacks

In addition, all computers, copy machines, and other electrical equipment should be turned off prior to departure. Consideration should also be given to turning off the gas supply. Facilities Management personnel will turn off the gas supply, if necessary.

IV. Persons leaving the facility should make every attempt to place another building between them and the Creative Arts Center, but should remain available if needed by officers to identify packages or suspicious objects as necessary.

V. Search Procedures: Officers may request that employees accompany them who are familiar with the areas that need to be searched accompany them. Experience has shown that custodians and supervisors are most valuable in assisting, because they can readily identify foreign objects or areas that have been disturbed. It is also helpful if the custodians and/or supervisors to have a complete set of keys to all locks.

VI. Time Factors: When a time of detonation has been given and nothing suspicious is discovered, the recommended standard procedure is to clear the target area of all searchers fifteen minutes prior to time of detonation. The area should not be reentered for at least fifteen minutes after the stated detonation time. If a detonation time is not given, the search should continue until the decision is made by the Dean/Director to reoccupy the facility. See item number IX below.

VII. If a suspicious object is found, do not move it. Notify the officer in charge of the scene. The Officer in charge will then take complete control of the situation and advise the Dean/Director (or other College official in charge) on further action necessary.

If the facility has not been evacuated prior to discovering a suspicious object, it may be completely or partially evacuated. The type and amount of evacuation would depend upon:

1. The size of the device.
2. The location of the device.
3. The type of the explosive, if discernible.
4. The size of the building.
5. The safety of the building occupants.

VIII. Minimizing the effects of detonation: When a device is found, windows and doors are to be opened to allow the blast wave to vent to the outside. Also, be sure that gas and electrical power are shut off whenever possible.

- IX. Statements and cancellation of evacuation/search: Due to the problem of civil liability, only the officer in command of the overall scene will make statements regarding the incident. Officers will not sign statements of any kind. When no explosive device is found, a statement to that effect may be made. However, no officer will state that the target area is clear and safe to be reoccupied. The officer in command will explain to the person in charge of the target facility that the decision to reoccupy is a decision that can only be made by the Deans/Directors of the facility involved, or their designee of the facility involved.

PROCEDURE FOR EVACUATING THE CAC IN THE EVENT OF FIRE OR OTHER EMERGENCY

The following set of procedures for evacuating the Creative Arts Center are used during the **normal business day** (8:15 a.m. to 4:45 p.m. Monday - Friday)

Upon activation of the fire alarm, all personnel should exit the building. The following assignments should be carried out immediately:

Chair of Art

- Clear the 500-level floor and the 400-level floor from the dressing rooms through room 417A.

Chair of Music

- Clear the 200-level floor from the Vivian Davis Michael Theatre through room 239A including Art Education in room 2255.

Chair of Theatre and Dance

- Clear the Division offices, Davis Theatre, Upper scene shop, Ceramics shops, Falbo Theatre, Lower scene shop and Sculpture shops.

Associate Dean

- Clear the 400-level floor from 415A through 440A.

Dean/Director

- Clear the 300-level floor from 324A through 303A.

CCA Lab Managers/Operations

- Clear the Clay Concert Theatre, and then investigate origin of alarm.

Dean/Director's Administrative Assistant

- Will stand by at a safe location and communicate by two-way radio or cellular phone during a fire evacuation event with the CAC Operations staff, who will check problem area and then move to (1) lower loading dock to Fire Control officials and (2) front of building to meet the WVU Police and the Morgantown Fire Department.

- During a Bomb Threat investigation, the use of two-way radio and cellular phone **is not allowed** unless directed to do so by either the WVU Police or the Morgantown Fire Department.
- In the event of a bomb threat, the Dean/Director's Administrative Assistant will provide the prepared building closed/reentry signs.

CAC Assistant Director

- Will remain available to assist as needed and meet and coordinate operations with Emergency Personnel.

The procedure for each person checking is:

1. All faculty, staff and students will be asked to leave the building and move well away from the building.
2. All doors will be closed.
3. Restrooms will be checked in assigned areas.
4. Report to Dean's Office confirming the clearing of their assigned areas.
5. Exit immediately.

If a **Bomb Threat Situation** exists and the following personnel have evacuated their areas, then the following personnel will pick up building closed signage from the Dean's Office and proceed immediately to secure all outside doors from possible reentry:

1. CCA Lab Manager/Operations/Lead: All outside doors on the 200-level floor from West to East, including and concluding with the Falbo Theatre lobby.
2. CCA Lab Manager/Operations: All outside doors on the 100-level floor from West to East, including and concluding with the Loading Dock area of the 200-level floor.
3. CAC Assistant Director: All outside doors on the 300-level floor from West to East, including and concluding with the Upper Loading Dock area.

Once the emergency condition passes these individuals will work in reverse order to re-open the building.

EVENING OR NON-BUSINESS HOURS

During the evening hours it is understood that it is up to each faculty and staff member present to deal accordingly with the situation by following as many of the listed procedures as is safely possible for them to enact. It should be noted that the student population uses our facility quite extensively, often without benefit of a faculty or staff supervisor during the evening or weekend hours. If a student is alone or with other students in an area that becomes the source of an emergency situation, one can only rely on the common sense of the individuals involved to handle the situation in a mature and safe manner. We would also have to rely heavily, at this point, on the University's Police Department, the Facilities Management Fire Control Unit and the Morgantown Fire Department to search the areas in question, should a fire or other questionable situation exist.

EVACUATION OF PERFORMANCE SPACES DURING PUBLIC PERFORMANCE OR REHEARSALS

For the performance halls, it falls to the following individuals to evacuate the hall in question by the following procedure:

1. It is the responsibility of the Stage Manager(s) of Gladys G. Davis Theatre, Antoinette E. Falbo Theatre, Vivian Davis Michael Theatre or the Academic Lab Manager for Lyell B. Clay Concert Theatre productions to immediately evacuate their respective venues.
2. It is the responsibility of the sponsoring faculty member present at a production in the Bloch Learning and Performance Hall to immediately evacuate that venue.
3. Once the alarm has sounded, the House Manager and ushers should see to the calm, safe, and orderly evacuation of the audience.
4. Once the alarm has sounded, the Stage Manager/Academic Lab Manager is responsible for the calm, safe, and orderly evacuation of the cast and crew of the show.
5. If time and safety allow, the respective responsible party will then place a telephone call to MECCA 9-911 to insure that assistance is on the way and provide any further information that could aid the WVU Police and the Morgantown Fire Department in carrying out their duties.