USE OF JOHN M. GREENE HALL
(By External Clients)

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.
- In order for an external organization to use the building, the following conditions must be met:
  - Fully executed contract
  - A valid Certificate of Liability
  - A final review of event details and requirements with the Events Management Office

- 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.
- Event posters to be posted in the John M. Greene Hall kiosk must be delivered to the Events Management Office, 51 College Lane (attn: Steve Campbell) one week prior to the event.
- 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 basis.
• 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 Nielson 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) to have the event recorded and shared in those spaces via Channel 88. (This may be an additional budget item.)
  ▪ Make Campus Police aware of the possibility of exceeding capacity.
  ▪ In promoting the event (including reminders in calendars/e-digest), consider stating limited capacity; or attendance is limited to ____; 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.
  Ensure everyone to move inward to the center, thereby opening up seats on the end for others to fill.
  ▪ Call Campus Police (if needed) ext. 2490 for assistance in closing the doors to additional attendees.
  ▪ Prepare the presenter if a Plan B exists i.e. moving everyone to a larger space and having a delayed start.
• Call Events Management Office ext. 2669 (Merrilyn Lewis, Steve Campbell, or Kathy San Antonio) if there is a concern that the space may not be big enough for the anticipated audience.
• Other Resources
  ▪ Facilities Management, ext 2458: Rich Korzeniowski, Health and Safety Coordinator
  ▪ 5-Colleges, 413-538-3092: Stacie Kroll, Insurance Claims Specialist
FEES & COSTS

- Initial estimates for non-college events will be created after consultation with the Events Management Office. The initial estimate will be attached to the contract. The final invoice will be based on actual costs and will be sent after the event. Payment is due within 30 days of invoice date, after which a late payment fee is charged.

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 detail and all other security staffing requirements will be determined by the Smith College Campus Police. The actual number of Northampton Police Department 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 Steve Campbell with requests and questions.

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.

**Building Specifications**

- Audience capacity: 2,024 (Main floor: 1,138, Balcony: 886)
  
<table>
<thead>
<tr>
<th>Auditorium capacity: 1,138</th>
<th>Balcony: 88</th>
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</thead>
<tbody>
<tr>
<td>Section A: 313</td>
<td>Section E</td>
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<tr>
<td>Section B: 245</td>
<td>Section G</td>
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<tr>
<td>Section C: 267</td>
<td>Section I</td>
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<tr>
<td>Section D: 313</td>
<td>Section K</td>
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<td>Section M</td>
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</tbody>
</table>

- John M. Greene Hall Square Footage
  
<table>
<thead>
<tr>
<th>Auditorium: 9,315 feet</th>
<th>Balcony: 6,900 feet</th>
<th>Stage: 1,144 feet</th>
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</thead>
</table>

- Stage capacity
  
  | Seating: 226 | Choir: 113 | Stage: 103 |

- Stage height from auditorium floor: 3 feet 6 inches
- Ceiling height from stage: 31 feet
- Stage dimensions
  
  | Back of stage length: 44 feet 7 inches | Front of stage length: 54 feet 1 ½ inches |
  | Stage right/left depth: 23 feet 6 inches | Stage center depth: 27 feet 9 inches |

- Stage extension
  
  Seven 4 feet x 8 feet sections; Total square feet: 224; Loss of seating: 62 to 76 seats

- Green Room in basement 72 feet x 33 feet
- Two Green Room dressing rooms: 12 feet x 24 feet each
- Sound and lighting areas are located in Section B, rows 24 and 25
- Wheelchair or ramp accessibility
  
  The stage is wheelchair or ramp accessible (See stair lift instructions above)
  The wheelchair stair is located to the right of the stage (on the Campus Center side)
  The balcony is not wheelchair or ramp accessible

- An accessible restroom is located in the lobby area
- Choral Room second floor capacity is 40 people. This room is not wheelchair or ramp accessible.
- Wheelchair Sections
  
<table>
<thead>
<tr>
<th>Section A: Row 1, Seats 1 &amp; 2</th>
<th>Section B: Rows 3 &amp; 4, Seats 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section B: Rows 4 &amp; 5, Seats 10 &amp; 11</td>
<td>Section C: Rows 3 &amp; 4, Seats 1 &amp; 2</td>
</tr>
<tr>
<td>Section C: Rows 4 &amp; 5, Seats 10 &amp; 11</td>
<td>Section D: Row 1, Seats 1 &amp; 2</td>
</tr>
</tbody>
</table>
• Electrical specifications (available power)
  Two 225-amp 3-phase tie-ins (electrical/cam-lock) (backstage)
  One 225a-mp 3-phase 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  Pad #B preset lighting schemes
  1) Music concert          1) Entire stage at full
  2) Music concert with stage extension 2) Entire stage at half
  3) Music rehearsal       3) Front stage at full
  4) Stage extension       4) Front stage at half
  5) Conductor with stage extension 5) Back stage at full
  6) Back stage at half    6) Front stage right at full
  7) Front stage right at half 7) Front stage center at full
  8) Front stage center at half 8) Front stage left at full
  9) Front stage left at half 9) House (auditorium) at full
  10) Open                  10) House (auditorium) at half

• Lighting use specifications (stage & house lighting)
  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.
• Stage lighting inventory
  
  Cove House Spots (1-24)
  1. Source Four 100 (ETC 410)
  2. Source Four 100 (ETC 410)
  3. Source Four 100 (ETC 410)
  4. Source Four 100 (ETC 410)
  5. Source Four 100 (ETC 410)
  6. Source Four 260 (ETC 426)
  7. Source Four 260 (ETC 426)
  8. Source Four PAR (ETC S4PAR-EA)

  Front Stage Truss (1-24)
  9. Source Four 100 (ETC 410)
  10. Source Four 100 (ETC 410)
  11. Source Four 100 (ETC 410)
  12. Source Four 100 (ETC 410)

  13. ETC S4 Parnel (ETC Parnel)
  14. ETC S4 Parnel (ETC Parnel)
  15. ETC S4 Parnel (ETC Parnel)
  16. Source Four PAR (ETC S4PAR-EA)
  17. Source Four 260 (ETC 426)
  18. Source Four 260 (ETC 426)
  19. Source Four 260 (ETC 426)
  20. ETC S4 Parnel (ETC Parnel)
  21. ETC S4 Parnel (ETC Parnel)
  22. Source Four PAR (ETC S4PAR-EA)
  23. Source Four PAR (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 Four PAR (ETC S4PAR-EA)
  2. ETC S4 Parnel (ETC Parnel)
  3. ETC S4 Parnel (ETC Parnel)
  4. ETC S4 Parnel (ETC Parnel)
  5. Source Four PAR (ETC S4PAR-EA)
  5B. Source Four PAR (ETC S4PAR-EA)
J. M. Greene Hall
Auditorium Floor and Balcony