

## The Experimental Media and Movement Arts Lab (EMMA)

### General Facility Usage Policies and Procedures

The document contains the policies and procedures for the use and care of the EMMA Lab (EXPERIMENTAL MEDIA AND MOVEMENT ARTS) located at ACCAD (ADVANCED COMPUTING CENTER FOR THE ARTS AND DESIGN)

The EMMA lab is located in ACCAD room 105 and is intended for educational and scholarly activities. EMMA is a joint research project of the Department of Dance and ACCAD. Launched in 2005, the project's first lab space "EMMA @ ACCAD" is co-located with ACCAD's Motion Capture Studio in the Ohio Supercomputer Center. EMMA @ ACCAD seeks to foster innovative teaching and performance practices by offering students, faculty and staff access to a unique combination of theatrical lighting, video, and sound equipment with emerging interactive projection, sensor, and tracking technologies.

#### Care

- Street shoes are required when working with equipment or on the ladder, in other instances shoes are not permitted on the dance floor
- Food is not permitted in the EMMA Lab at any time.
- No furniture or equipment is to be removed or exchanged without prior approval.
- Students may not use equipment until the student has been through an orientation session with a member of the EMMA staff on the safe usage, operation, care, and storage of the equipment OR have completed a course in the space.
- Do not use or touch the motion capture equipment. Do not block access to or leave anything in the sightline of the motion capture cameras.
- The EMMA Lab must be kept neat and clean at all times and equipment must be secured to prevent damage or injury.
- After **each** use of the space, please return it to the standard configuration (i.e. returning all cables, projectors, etc to their proper place). If you have a request to leave a projector hung, please clear this with classmates or other artists working in the space and the EMMA committee.
- After completing a course in the EMMA Lab, students may submit a proposal for independent research in the space. Proposal information is available through the EMMA GA.
- All students working in the EMMA Lab must be registered for credit.

## **Access/Scheduling**

- ❑ Supervised access to the EMMA lab is given to students with approved projects and students taking EMMA related classes.
- ❑ Students with approved projects can request to use the EMMA space within the set GA hours by emailing the EMMA GA at least one week in advance.
- ❑ Approved requests will be posted on the EMMA master schedule. Be aware that this is a shared space with Motion Capture and your understanding with scheduling is appreciated.

## **The Experimental Media and Movement Arts Lab (EMMA)**

### **Performance Usage Policies and Procedures**

#### **REGULATIONS:**

- ❑ Contact the EMMA GA for any needs or questions you may have.
- ❑ Charging admission or collect donations for performances at EMMA is not permitted.
- ❑ No smoking inside the building. Smoking is permitted outside of the building 25 feet from any door.
- ❑ Outside doors ***must not be propped open*** at anytime or the alarms will trigger, please have an usher at the doors to let patrons in.
- ❑ There is no full dressing room. Performers may change in the motion capture set-up room. The restrooms are public and should not be used for changing.
- ❑ No food or liquids are permitted in the performance space. Food may be eaten in the lobby.
- ❑ Please pick up trash and debris left by your patrons after your performance is completed. This includes the stage, dressing area, hallways, and outside of the building.
- ❑ EMMA is not responsible for lost or stolen articles. Please leave valuables at home. Keep personal belongings with you.
- ❑ Strike must be completed after the last performance and the space must be returned to the standard configuration.

Please inform patrons of the following guidelines:

- ❑ No food, candy, gum, or liquids are allowed in the audience area of the theatre.
- ❑ Any person disturbing a performance will be asked to leave.
- ❑ No photography is allowed during a performance.
- ❑ Turn off all cell phones and pagers.

#### **PRODUCTION STAFF**

- ❑ The EMMA GA is available in a supervisory role to assist with productions (training, scheduling, hang and focus, strike) and rehearsals but cannot be a member of the front of house or stage crew.
- ❑ Projects in the EMMA Lab are self-produced. A crew must be provided to operate lights, sound, video and other production needs.
- ❑ Provide at least two ushers one at the North entrance and one at the South entrance of ACCAD during performances.

### **PUBLICITY**

- ❑ EMMA does not provide publicity support for performances.
- ❑ A member of the EMMA staff will give a pre-show announcement before the performance.
- ❑ Please acknowledge the following people in the program: Dean of the College of the Arts, Karen Bell; Chair of the Department of Dance, Susan Van Pelt Petry; Director of ACCAD, Maria Palazzi; EMMA Directors, Norah Zuniga-Shaw and Matthew Lewis.
- ❑ Please use the following acknowledgement on publicity materials:

The EMMA Lab is a project of the Department of Dance and the Advanced Computing Center for the Arts and Design funded by The Ohio State University College of the Arts.

### **DOCUMENTATION**

- ❑ As a condition of using the space please provide documentation of your research process for the EMMA website including descriptions of work produced, and a miniDV copy of the performance, no more than two weeks after the performance or presentation.
- ❑ Please provide the EMMA GA with copies of publicity materials, posters, programs and photos for our archives.

By signing this document I \_\_\_\_\_ agree to the following:

Persons using the space will be held responsible for equipment damaged by negligence, misuse and for using equipment for which they were not authorized to use and are financially responsible for any repairs due to damages caused by participants using the EMMA facilities.

The EMMA Staff reserves the right to cancel or reschedule an event or rehearsal.

Persons with approved projects working in the space are responsible for acquainting all of their participants, cast and crew with EMMA policies.

1. As the representative of the presenting group, I understand and agree to abide by all regulations set forth by EMMA @ ACCAD as stipulated in this document. I understand that failure to abide by these regulations could result in my immediate dismissal from the premises and I will be required to pay for any damages or cleanup incurred from any act or omission of any person brought into the building in connection with my use of the EMMA.
2. I have been trained in the safe operation and usage of the equipment at EMMA @ ACCAD.
3. I have read and I understand the Using the EMMA Lab document and will adhere to those guidelines when in the EMMA Lab and when using EMMA equipment.
4. I will not use or move equipment that does not belong to EMMA or equipment that I have not been trained or authorized to use.
5. I understand that I am responsible for any loss or damage to EMMA equipment or any equipment in the EMMA Lab belonging to ACCAD.

Signed \_\_\_\_\_ Date \_\_\_\_\_