

Danspace Project

Rules and Specifications for use of Danspace Project Facilities

St. Mark's Church in-the-Bowery has been an important site for contemporary performance events since the 1930's. The Church, a landmark building, was built in 1799. Following a disastrous fire in 1978, the sanctuary was restored and renovated. At that time, a new floor was put down and new stained glass windows were commissioned for the balcony. Danspace Project, founded in 1974, is one of the Church's arts programs, along with the Poetry Project and New York Theatre Ballet. In its primary function, the Church is home to an active Episcopalian community of worship. Services take place on Sunday mornings and Wednesday evenings. In addition, the Historic Landmark Fund serves as a trust for the capital improvements of the building and grounds.

1. GENERAL

- a. All items borrowed from Danspace Project must be returned.
- b. Spray painting and construction are prohibited in the building.
- c. Entranceway is not available for the hanging of photos, displays and exhibits.
- d. Sanctuary, dressing room and balcony must be cleaned following each rehearsal and performance.
- e. Sanctuary, dressing room, and balcony must be restored to good order after the final performance.
- f. Eating, drinking (except water), and smoking are strictly prohibited in the sanctuary.
- g. The box office opens at 7:15pm. The house opens at 7:30pm. At this time all performers must be out of the public areas and all props and costumes must be out of storage and in place in dressing rooms or performance areas.

2. THE SANCTUARY SPACE

- a. The wood floor measures 36'x46'.
- b. Along the sides of the floor are carpeted risers. The audience can be seated for performances on any side of the floor. There are 100 chairs that are stackable and can be easily removed. Approximately 20 cushions are also available for seating.

3. BALCONY AND WINDOWS

- a. The balcony may not be used as an audience area.
- b. Performers may use the balcony for warm-up and preparation and performance (with permission of the Danspace staff).
- c. At the bottom of each stained glass window there is a slate slab. These slabs are oiled regularly as part of their maintenance, and there may be no standing or sitting on these

surfaces. Failure to comply with this rule could result in damage to the window and/or personal injury.

4. FLOOR

- a. The floor is not sprung, but is built over wooden joists so that it has some give.
- b. The floor was finished with tung oil. It was re-sanded and finished in August 2005 and again in August 2011.
- c. Glycerin, soda, rosin, etc. should not be used on the floor, feet, or shoes.
- d. Absolutely no set pieces, shoes, or other objects which may scratch or mar the floor may be used at any time. No objects may be secured to the floor. Nothing may be left dangling. No sharp edges should contact the floor. Cable and gel frames must not be dropped on the floor

5. DRESSING ROOM

- a. The dressing room is in fact a small chapel at the southwest end of the Sanctuary.
- b. The dressing room has a bathroom, equipped with toilet, sink, and mirror, but no shower facilities.
- c. The floor of the dressing room is slate.
- d. The insulation around the doors leading to the outside is often inadequate in the winter months. A portable heater and floor coverings are provided by Danspace Project.
- e. A full-length mirror, iron, and ironing board are provided by Danspace Project.

6. LIGHTING EQUIPMENT (See inventory)

(See the current Rep Plot)

- a. The lighting system was upgraded in December 1995 and now has 84 dimmers on a dimmer-per-circuit plan. The plan is available from the Technical Director.
- b. The light board is an Express 250 computer light board. The control console may be operated from a location in the balcony or on the main floor.
- c. There are approximately 108 functioning lighting instruments (see inventory).
- d. There is no grid or fly system. Stage lighting is hung on trees, vertical steel pipes discreetly positioned adjacent to the existing columns in the balcony.

7. SOUND SYSTEM (See inventory)

The sound system includes:

- a. 1 Mackie Sound Board
- b. 2 Amps
- c. 2 CD players
- d. 1 Mini-Disc
- e. 32 band graphic EQ
- f. 3 microphones and 3 stands are also available (see inventory)

8. OTHER TECHNICAL INFORMATION

- a. The Sanctuary is extremely resonant at certain frequencies. In particular, if the

Company's work includes spoken text, it is advisable to work this out in the space as early as possible.

9. USEFUL SPACE DIMENSIONS

- a. Floor to Top of Railing - 17'
- b. Upstairs Distance between Pipes - 14' 2.5"
- c. Floor Width Edge to Edge - 36' 6"
- d. Floor Width Between Columns - 34' 8"
- e. Width Between Downstage Columns - 10' 11"
- f. Width Between Center DS Columns - 11' 4"
- g. Depth Between Columns - 13' 6"
- h. Depth of Altar - 8'
- i. Altar Width - 18' 2"
- j. Depth from Upstage Floor Edge to Wall - 11' 6"
- k. Depth from Downstage Floor Edge to Wall - 12' 2"

10. PIANO

- a. The Sanctuary has a 7' Mason & Hamlin baby grand piano (acquired 12/95) available for use. The piano has special rubber wheels that allow it to roll on the floor. However, the piano should be moved as little as possible. No props or objects of any kind are allowed on top of the piano. The instrument may not be used as a "prepared" piano.
- b. If the piano is to be used during performance, the Danspace Project Technical Director must be notified at least four (4) weeks in advance.
- c. Arrangement for, and selection of the piano tuner will be determined solely by the Danspace Project staff. Payment of the piano tuner should be discussed and agreed upon between the Company and Danspace staff.

11. SETS, PROPS, AND COSTUMES

- a. The Technical Director must approve the design of all set pieces and large props no later than six weeks prior to the Company's opening performance.
- b. All sets must be portable since the space may need to be cleared every day.
- c. No on-site construction is permitted. This includes sawing, drilling, painting, etc. Arrangements can be made to do set construction or assembly out of doors in the east yard.
- d. Any sets and/or props should be able to be stored in the basement at the end of each night. Therefore, they must be of a size that will fit through a standard door and able to be carried down one flight of stairs. All set pieces, props, and lights on the floor must be struck on Saturday night and may be required to be struck on other nights if a wedding, memorial, or other function is scheduled in the church.
- e. Hanging props and set pieces are discouraged. The architecture of the Church cannot sustain much stress. Nothing can be hung from the fabric of the church and there can be no taping or nailing on the walls nor on painted surfaces, e.g., the columns and balcony railing.

- f. If a hanging set piece is approved by the Technical Director, the Company must use its own hardware (i.e. C-clamps, sidearms, etc.) to mount it.
- g. All scenic elements must be flame retardant. A certificate of flameproofing will be required for each piece.
- h. There can be no open flame.
- i. The strike will take place immediately following the final performance.
- j. The Company's sets, props, costumes, and rented equipment must be removed before noon the following day unless other arrangements are made with the Technical Director.
- k. A \$50.00 charge will be incurred for any material left in storage with Danspace Project. After 30 days, all items will be disposed of.

12. SECURITY

- a. The Company is responsible for its property. Danspace Project and St. Mark's Church are not liable for items lost or stolen on the premises, including those stored in the basement, performance or dressing room areas.
- b. Danspace Project and St. Mark's Church must be secured following rehearsals and performances by the Technical Director. The Company may not remain in the space later than the scheduled times outlined in the contract.