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.
- 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.
• Absolutely no pyrotechnic, smoke-generating effects, open flame or fire effects are allowed in John M. Greene Hall (smoke machines, foggers, candles, fireworks, etc.).
• 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.
• 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).

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 load in and the load out.
• 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 Public Safety officers or Community Safety 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.

JOHN M. GREENE HALL INFORMATION LINE
• The John M. Greene Hall info line telephone answering system can be reached at 413-585-2131. This line is updated whenever new information becomes available.
• To change the John M. Greene Voice Message, contact Steve Campbell at 413-585-2407. All changes to the message are made by Events Management Office staff.
A Sample Message

“Hello, you have reached the box office at John M. Greene Hall, Smith College.”
“During the month of _____, the following events will be held…”
“On DATE/s (for each event and include information on the following items)…”
1. Event/s and sponsoring organization
2. Admission type (free or for sale)
3. Ticket prices if applicable
4. Ticket sale locations if applicable

SAMPLE: On Wednesday, December 7, the Smith College Recreation Council presents the music of Floetry with an opening act of the Perceptionists. This general admission show is open to the public with ticket prices of $12.00 for Smith students, $15 for Five College students and $20 for general admission. Tickets are available at the Smith College Campus Center in room #106, through Ticketmaster, at B-side Records, at the Northampton Box Office, at For the Record in Amherst, and at the UMASS Tix Unlimited. Tickets will be available at the door on the day of the show. Thank you for calling the Box Office at John M. Greene Hall, Smith College.

BOX OFFICE

- The Box Office telephone number is 413-585-2131. An additional credit telephone line (413-585-2133) is available in the Box Office.
- No data port is available in the Box Office.
- Will-call port will be located in the lobby on the Box Office side of the foyer.

ACCESSIBLE LIFT OPERATING INSTRUCTIONS

- The stair lift is located to the right of the stage, stored in a folded-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.

Note:
There is a seat that folds down on the lift for someone not using a wheelchair.

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.
BUILDING SPECIFICATIONS:

- Audience capacity: 2,024 (Main floor: 1,138, Balcony: 886)
  
  Auditorium capacity: 1,138  
  Balcony: 88  
  
  Section A: 313  
  Section E  
  Section F  
  Section B: 245  
  Section G  
  Section H  
  Section C: 267  
  Section I  
  Section J  
  Section D: 313  
  Section K  
  Section L  
  Section M  

- John M. Greene Hall Square Footage  
  Auditorium: 9,315 feet  
  Balcony: 6,900 feet  
  Stage: 1,144 feet  

- 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 seats minimum, 76 seats maximum  

- 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 not wheelchair or ramp accessible  
  The wheelchair entrance ramp is located at the side door, stage left (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  
    Section A: Row 1, Seats 1 & 2  
    Section B: Rows 3 & 4, Seats 1 & 2  
    Section B: Rows 4 & 5, Seats 10 & 11  
    Section C: Rows 3 & 4, Seats 1 & 2  
    Section C: Rows 4 & 5, Seats 10 & 11  
    Section D: Row 1, Seats 1 & 2  

- Electrical specifications (available power)  
  Two 225-amp 3-phase tie-ins (electrical/cam-lock) (backstage)  
  One 225a-mp 3p-hase 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 lapel microphones (different frequencies) 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)
- Six 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**
  1) Music concert
  2) Music concert with stage extension
  3) Music rehearsal
  4) Stage extension
  5) Conductor with stage extension
  6) Back stage at half
  7) Front stage right at half
  8) Front stage center at half
  9) Front stage left at half
  10) Open

  **Pad #B preset lighting schemes**
  1) Entire stage at full
  2) Entire stage at half
  3) Front stage at full
  4) Front stage at half
  5) Back stage at full
  6) Front stage right at full
  7) Front stage center at full
  8) Front stage left at full
  9) House (auditorium) at full
  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 Affairs.

- Stage lighting inventory

  Cove House Spots (1-24)
  1. Source Four 10o (ETC 410)
  2. Source Four 10o (ETC 410)
  3. Source Four 10o (ETC 410)
  4. Source Four 10o (ETC 410)
  5. Source Four 10o (ETC 410)
  6. Source Four 14o (ETC 414)
  7. Source Four 14o (ETC 414)
  8. Source Four 10o (ETC 410)
  9. Source Four 10o (ETC 410)
  10. Source Four 10o (ETC 410)
  11. Source Four 10o (ETC 410)
  12. Source Four 10o (ETC 410)

  Front Stage Truss (1-24)
  13. ETC S4 Parel (ETC Parel)
  14. ETC S4 Parel (ETC Parel)
  15. ETC S4 Parel (ETC Parel)
  16. Source FourPAR (ETC S4PAR-EA)
  17. Source Four 26o (ETC 426)
  18. Source Four 26o (ETC 426)
  19. Source Four 26o (ETC 426)
  20. ETC S4 Parel (ETC Parel)
  21. ETC S4 Parel (ETC Parel)
  22. Source FourPAR (ETC S4PAR-EA)
  23. Source FourPAR (ETC S4PAR-EA)
  24. ETC S4 Parel (ETC Parel)
  25. ETC S4 Parel (ETC Parel)
  13B. Source FourPAR (ETC S4PAR-EA)
  14. ETC S4 Parel (ETC Parel)
  15. ETC S4 Parel (ETC Parel)
  16. Source FourPAR (ETC S4PAR-EA)
  16B. Source FourPAR (ETC S4PAR-EA)
  17. Source Four 26o (ETC 426)
  18. Source Four 26o (ETC 426)
  19. Source Four 26o (ETC 426)
  20. ETC S4 Parel (ETC Parel)
  21. ETC S4 Parel (ETC Parel)
  22. Source FourPAR (ETC S4PAR-EA)
  23. Source FourPAR (ETC S4PAR-EA)
  24. ETC S4 Parel (ETC Parel)
  25. ETC S4 Parel (ETC Parel)
Back Stage Truss (25-48)
1. ETC S4 Parnel (ETC Parnel)
1B. Source FourPAR (ETC S4PAR-EA)
2. ETC S4 Parnel (ETC Parnel)
3. ETC S4 Parnel (ETC Parnel)
4. ETC S4 Parnel (ETC Parnel)
5. Source FourPAR (ETC S4PAR-EA)
5B. Source FourPAR (ETC S4PAR-EA)
6. Source Four 26o (ETC 426)
7. Source Four 26o (ETC 426)
8. Source FourPAR (ETC S4PAR-EA)
8B. Source FourPAR (ETC S4PAR-EA)
9. ETC S4 Parnel (ETC Parnel)
10. ETC S4 Parnel (ETC Parnel)
11. ETC S4 Parnel (ETC Parnel)
12. ETC S4 Parnel (ETC Parnel)