



CMU Outdoor Stage Rider Spring 2021

Purpose: This document has been assembled to give all constituent groups information about the specifications of the outdoor stage present on CMU's campus including how to make reservations, COVID protocols, technical specifications, and support.

All questions related to student organization usage, and support should be directed to COVIDStudentActivities@andrew.cmu.edu and should use the In-Person Activity Request (IPAR) process. All department and faculty support questions should be directed to Conference & Event Services at confserv@andrew.cmu.edu, and requests can be made via their [stage Event Request Form](#).

Overview: The outdoor stage is 32' by 24' and, at its base usage, is free to student organizations and CMU departments to use. When being used for events that require 6' of distance, the stage capacity is 18 individuals. When being used for events that require 10' of distance (including singing, and activities with physical exertion), the stage capacity is 6 individuals. The Mall has been marked with 50 socially distanced circles that are there to help with audience management. There are no chairs or tables provided with the stage.



The stage can be used for any number of things including but not limited to: lectures and speakers, dance practice and performance, dramatic performance, music performance, group exercise classes, trivia or bingo style events, and movie nights.

The stage is ADA accessible and equipped with a powered vertical platform lift. All accommodation requests to access the stage can be sent to SLICE@andrew.cmu.edu but must be received 24 hours in advance of the event to ensure proper staffing.

Reservations and Approvals: All reservations for the stage are made through [25Live](#) and will be "pending approval" until the student organization receives approval through the In Person Activity Request (IPAR) process, or the department receives approval through Conference & Event Services. All student organization requests require a meeting with a SLICE advisor with all Student Pandemic Safety Ambassadors (SPSAs) who will be monitoring the event in attendance.

As per CMU's event protocol, reservations and attendance at events must be tracked. We recommend using shared google forms to track free events and rehearsals, and carnegiemellontickets.com to track events that will include an audience.

Technical Capabilities: In it's self-service, free mode, the stage has the following:

- A house lighting system operable with light switches
- A self-service sound system that can be picked up at the Cohon Center Information Desk
 - The self-service sound system includes 2 speakers, 1 wired microphone with disposable covers, 1 mic stand, an aux cable to plug in a phone, laptop or music player (you will need to bring adaptors), and detailed instructions on how to set up the system



- Additional on-stage outlets for any laptops or other items that might require power
- A 30'x19' projection screen, a basic projector that can connect to a laptop, and BluRay player (*For a larger movie night a more powerful projector might be preferable; contact AB Tech for support. Contact [AB Films](#) with questions about movie licensing.*)
- A contact card for any concerns or technical issues that may arise during self-service

Any technical requirements beyond what is provided in self-service mode must be coordinated through AB Tech at abtech@andrew.cmu.edu or [MediaServices it-help@cmu.edu](mailto:MediaServices-it-help@cmu.edu). This coordination should be done well in advance of the desired event date to ensure that your technical requirements can be met.

COVID and General Safety Protocols: The stage is ONLY approved for usage via a reservation in [25Live](#). If you are concerned about a behavior on the stage, please call CMU police's non-emergency number at 412-268-6232 who will be able to verify if an activity is approved.

It is the expectation that all users of the stage and event attendees will adhere to [CMU's minimum requirements](#), including participation in [Tartan Testing](#).

Student organizations should apply the same ratio of SPSAs expected for any in person activity to the stage. Any student organization event larger than 50 individuals total requires the presence of a staff [Pandemic Safety Officer \(PSO\) or Community Pandemic Safety Ambassador \(CPSA\)](#). Departments should consult with Conference & Event Services to determine the appropriate staffing model for their event.

Regular sanitization of shared equipment is the responsibility of the stage user before and after each usage. All confirmed reservations should plan to pick up the designated sanitization supply container at the Cohon Center Information desk before their event, and follow the checklist to sanitize potentially shared elements before and after their event. The stage will be assessed weekly for general cleanliness and sanitization requirements by the SLICE office.

Other Policies and Considerations: The stage will be available for reservations from 8 AM-10 PM through the end of the spring semester, however the CMU [noise policy](#) requirements must still be adhered to for amplified sound above and beyond a speaking voice. Events seeking to use amplified sound must ensure to avoid the following:

- Monday - Thursday: before 5:30 p.m. and after 7:30 p.m. *** please note that these have been adjusted to reflect the new moratorium period*
- Friday: before 5:30 p.m. and after 10:00 p.m. *** please note that these have been adjusted to reflect the new moratorium period*
- Saturday and Sunday: before 7:00 a.m. and after 10:00 p.m.

We consider the investment in the outdoor stage to be a great privilege, and ask the CMU community to treat it as such. If you have any questions or concerns, please do not hesitate to contact us.

The Office of Student Leadership, Involvement, and Civic Engagement