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**DONALD SAVAGE TELEVISION STUDIO POLICY**

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**Category:** Events and Facilities

**Responsible Office:** Environmental Health & Safety Office

**Date Established:** 12/01/2011

**Date Last Revised:** 03/23/2015

**Date Posted to Library:** 04/01/2016

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**POLICY SUMMARY**

This policy describes the steps which must be taken to allow the Donald Savage Television Studio at SUNY Buffalo State to be used as a theater, capable of accommodating a live audience while maintaining compliance with the New York State Fire Code.

**POLICY**

**Policy Statement**

The Donald Savage Television Studio was not designed to be used as a theater. To ensure the safety of the occupants in this space while maintaining compliance with the New York State Fire Code, this policy lists the actions necessary to adapt the studio for use as a theater:

1. Maximum capacity for this space is 65 people.
  - a. The maximum audience capacity shall be no more than 60 people. This number is based on the number of designated exits available, as well the total square footage of the room.
  - b. The total occupancy number may be determined to be less than 60, depending on the amount of equipment and/or props that will be set up in the studio.
2. Seating arrangements must meet the following criteria:
  - a. Seating rows can be no more than six (6) seats long and five (5) seats deep.
  - b. There must be an aisle space of at least 36 inches between the last seat of any row and the next nearest object.
3. All exit ways and exit signs must be clearly visible and accessible in order to maintain the maximum capacity that has been determined for this room. Failure to have these exits accessible will result in a diminished maximum capacity for the studio.
4. The audience must be alerted of the proper action to take should an emergency occur.
  - a. Exit ways shall be pointed out prior to the beginning of the show.
  - b. Pull station and fire extinguisher locations shall also be noted.
  - c. Any other relevant safety information required by the Environmental Health & Safety Office or the production manager shall be communicated to the audience prior to the beginning of the production.

**Applicability**

This policy applies to any group, organization or entity that chooses to use the Savage Television Studio as a theater space.

# Donald Savage Television Studio Policy

## Definitions

Object - For the purpose of this policy, anything that would impede egress from the studio. This includes but is not limited to walls, stage props, or other seats.

Theater Space - For the purposes of this policy, a set-up in the television studio that would be intended to accommodate a viewing audience.

## Responsibility

### Who should know this policy

- Production manager(s)
- Environmental Health & Safety Office staff

### Production manager(s)

- Production manager(s) overseeing theatrical productions in the Donald Savage Television Studio shall follow this policy and enforce it among members of the production and members of the public as appropriate.
- Any questions or concerns involving issue(s) not defined in this policy shall be referred to staff of the Environmental Health & Safety Office, who will determine a solution and the action(s) to be taken.

### Environmental Health & Safety Office

- The Environmental Health & Safety Office is responsible for: maintaining this policy; providing guidance regarding this policy; monitoring campus adherence to this policy; and reporting instances of non-compliance to appropriate officials and/or levels of management.

## RELATED INFORMATION

### Related Link:

Applicable Fire Codes: The Fire Code of New York State, [Chapter 10 \(Means of Egress\)](#).

## CONTACT INFORMATION

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## REVISION HISTORY

**Date of change:** 03/23/2015

**Brief description of edit:** Adapted to standard template

## APPROVAL

Approved prior to 2016