

Creativity Zone: Rules of Usage

This is a practical working theatre space used by a large number of classes, groups and artists. Please leave it in a condition ready for others to start working.

- No eating or drinking in the space.
- Put all rubbish in the bins provided.
- Tidy away all equipment and furniture after usage.
 - Chairs must be stacked 8-high behind the sliding doors along the left-hand side of the main space.
 - Tables must be positioned against windows or (unmoving) walls ○ To protect the floor, furniture must be picked up and moved. Don't drag it. ○ For your own personal safety, ensure that tables are carried by at least two people.
 - Curtains and walls must be re-positioned at the end of your session so that it is re-set for the next users.
- Do not remove any equipment or furniture from the space without permission from the Drama Department.
- Do not rig or suspend materials from the gridded ceiling without permission from your tutor, a technician or the Drama Department. No objects greater than 30 kilos should ever be suspended from the grid.
- Do not climb onto or hang from the moving walls or in the doorframes.
- Ladders should only be used with supervision from a tutor or a technician.
- Walls should only be moved or rotated by a minimum of two people. (Please see formal guidance on this in the Creativity Zone Health and Safety Folder, located in the Control Room.)
- Do not share keys with others. All keys must be returned to the Drama Coordinator post usage.
- Do not use any materials (liquids, markers, powders, etc.) that might discolour the space.
- Do not leave personal belongings unattended.
- Props, costumes and extra furniture may be brought into the space for rehearsals and performances, but must be removed at the end your session. In exceptional cases, some materials may be left in the space (if safely and discreetly stored) for the duration of rehearsals: permission for this must be given by a tutor or technician.
- Portable heaters are available if needed. Please take care in using them: do not place near or cover with flammable materials. Please make sure to unplug and put away at the end of your session.

- In case of an emergency, including first aid assistance, please contact the campus security team on ext. 3333 (01273 873333).
- Please report any significant problems or damage to the space to the Drama Coordinator on ext. 2650.
- Please turn off the lights and lock all doors at the end of your session.

A charge for cleaning and repairs will be levied against users who leave the space in a poor condition. Repeat offenders will lose access rights to the space.

For further guidance, please review space map and Health and Safety Folder.

Contacts

University Security Team (24-hours)

Emergency: 3333 (01273 87 3333)

Non-emergency: 01273 678 234

Sussex Estates and Facilities 24-hour Emergency Hotline:

Ext: 7777

01273 877 777

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Course Co-ordinator

Faculty Office, Arts A7

Creativity Zone Conditions of Use and Health & Safety

1. Risk Assessments

Organisers must complete an event-specific risk assessment. Creativity Zone staff can, upon your request, assist in the production of your risk assessment but, as the organiser, you are responsible for fully identifying and controlling risks for your event.

As a general pointer, ensure you always risk assess your activities and operate in accordance with the University's [Health and Safety Guidance](#).

2. Accidents

Who should I contact if I have an accident?

Contact the University emergency number, which is manned 24 hours a day, 7 days a week, 365 days a year:

- ***on an internal telephone Extension 3333***
- ***on an external telephone or mobile 01273 873333.***

It is important that you call the University emergency number and DO NOT dial 999. The University Security Team meet the emergency services when they arrive at the campus and escort them directly to where they are needed.

The campus is a large site with more than 60 buildings and it is easy for the emergency services to waste valuable time looking for a particular location or building, whereas Security can take them straight to the scene of the accident or incident.

3. Fire Safety

Users will be shown the location of emergency exits and escape routes and must ensure at all times that these are not blocked.

In the event of discovering a fire, occupants should operate the nearest manual call point (located on the wall at each fire exit). Evacuate the room immediately from the nearest available fire exit. Assemble on the Science Car Park behind the building. Do not re-enter the building.

The University's security team will be alerted by the sounding of the fire alarm and they can also be contacted on Extension 3333 or 01273 873333.

4. Portable Heaters

- (1) Portable heaters are kept in the control room (the back room) of the Creativity Zone for your comfort. Groups are welcome to use these as they need during their booked session.

- (2) Users must take care in using the heaters. They get incredibly hot and, if touched, will severely burn skin. Make sure that they are positioned safely away from a group so that no one is injured.
- (3) Fabrics and other flammable materials should be kept away from the heated surface. This includes the CZ curtains which will burn if they come into contact with the heater. Materials should not be placed on or over the heated surface.
- (4) Be sure to unplug the heater at the end of your session and let it cool down before putting it away.
- (5) Some student groups have shown an interest in using the heaters as a lighting source for their performances. This is fine so long as the rules above are adhered to and both the performers' and audience's safety is considered.

In case of fire, please follow fire safety rules specified above (point 3).

5. Manual Handling

All equipment used for your event needs to be inspected by Creativity Zone staff and tested where appropriate. Only staff from the Drama Department, ACCA or other approved and trained personnel should lift and operate the equipment that belongs to the Creativity Zone. Do not use the ladders unless you have received appropriate ladder training.

6. Sliding Walls

We encourage people not to write on the sliding walls, as they are very difficult to clean.

7. Using the Rotating Walls

While the walls themselves are easy to move, they can detach from the ceiling – which means users must take precaution in moving them. To do this safely, users should:

- (1) Ensure that at least one other person is available to help move the wall, and a third is available to supervise.

- (2) Together, those positioned on either end of the wall should rotate it at a normal speed to the desired location and lock it into place (if it has this functionality)
- (3) If it appears the wall is coming away from its fitting, users should stop rotating the wall immediately.
- (4) If the wall stays in place and does not dislocate from its fitting, the users should move away from the wall (safely out of falling distance) and contact the Drama Coordinator urgently: Ext: 2650 (01273 87 2650)
- (5) If the wall does dislocate and come free, all three individuals should work together to safely place the wall in a safe position (on the floor, for instance). The space should then be cleared of users and the incident reported as a matter of emergency to the Drama Coordinator on extension 2650. (01273 87 2650). If after hours, then the users should ring the University Security Team's emergency line: ext. 3333.
- (6) At this point, those attending should wait for help to arrive. No additional users should be allowed into the space until the wall has been made safe by the Sussex Estates and Facilities team.

8. Accessibility

The Creativity Zone is at the back of the Pevensey II / III building on the ground floor and is wheelchair accessible. However, the best way to access the building for wheelchair users is via a lift at the front of the Pevensey II building, on the lower ground floor, under the Bridge Cafe.

The Creativity Zone is a reconfigurable environment, and because of this there may be some formats that are not ideal for some people with conditions such as epilepsy, which can be triggered by light. Please plan your sessions with accessibility in mind.

9. Refrigerator

This is available to hold refreshments for catered events. Students should not keep lunches or drinks in this fridge during term time.

10. The Floor

Please take care not to scratch or stain the floor during your session. Pick up chairs and tables and position them in desired locations rather than dragging them across the floor. For your own personal safety, be sure to lift tables with another person (see point 5).

11. Pevensey III Kitchen

Located down the hall from the Creativity Zone is strictly off limits to users of the space. This is for students from the Faculty of Mathematical and Physical Sciences.

12. General

Please note the following additional housekeeping rules:

- The Responsible Person identified on the booking form must ensure that the premises remain within the law and that there is no contravention of, for example, the Equalities Act 2010
- Presenters who wish to use PowerPoint slides should bring their presentation on a USB stick and plug it into the laptop that is available. Presenters can bring their own laptop if they prefer but if using a Mac they will need to ensure they have a MAC-toVGA/HDMI adapter.
- There are toilet facilities on the same corridor.
- There is no water supply in the CZ, so please bring your own water if required
- The Responsible Person will be responsible for any damage to, or loss of, the CZ's equipment and facilities, and their department or organisation may be invoiced for the full cost of any such damages and losses.
- Users will need to vacate the room, leaving it tidy, five minutes before the end of their booking time. This is to help achieve a smooth changeover for subsequent users. For example, if you have booked the room until 3pm, you must be out by 2.55pm unless you have previously arranged otherwise with the Drama Coordinator.

- There is a phone (ext 4165) located on the kitchen unit by the corridor door entrance.

Please report any technical or maintenance issues immediately to the Drama Coordinator on ext. 2650. Alternatively, for IT or audiovisual issues during working hours (9am to 5.30pm) phone IT Services on ext 8022. For power or electrical issues contact Sussex Estates and Facilities (SEF) on ext 7777. For issues outside of normal working hours (e.g. after 5.30pm or weekends), contact Security on ext 8234 (or 3333), who will then put you in touch with the appropriate person.

- The Drama Department reserves the right to suspend or cancel bookings while technical or maintenance issues are being addressed.
- If you require the assistance of the porters to keep the entrance to Pevensey II and/or III open beyond 5.30pm, or to help move furniture etc, please contact Johnny Parish on ext 7594. The porters are based in Chichester 1.

- At the end of your session you must return the CZ to its original state. This includes:

- **Restacking Chairs and Beanbags**

There are a variety of seating options available in the Creativity Zone, including two types of white chair and bean bags. The chairs are stacked behind the white sliding doors on the left-hand side of the main space, which is where they should be returned to at the end of your session. (Stacked eight high, as a maximum; and don't mix chair types as the stacks will be unstable and fall, possibly causing damage to the chair and/or walls). Beanbags are typically stored in the far right or left-hand corner. These must be restacked at the end of your session.

- **Placing Tables Against walls**

There are several large tables available for use. These should be left positioned against a wall after your session so as to prevent forming obstacles for other users later on.

- **Putting all rubbish in the bins provided and removing any additional rubbish**

- **Removing all recycling**, including glass bottles, to the waste disposal units (e.g. in the Pevensey III corridor, at the bottom of Pevensey II on North-South Road or Science Car Park)

- Making sure any borrowed **cables and leads are neatly taped or tied** and returned to the appropriate box in the storage room
- **Turning off all lights and equipment**, including projectors
- Locking all entrances
- Returning the keys (if provided) at the agreed time to the Drama Coordinator in Arts B, Room 133.
- Removing all catering items and leftovers
- Removing all mugs and glasses

The Drama Department reserves the right to exclude any users who, in our opinion, have not followed the Conditions of Use and Health and Safety guidance given here.