

The Nitory Theater in Old Union is operated by the Department of Theater & Performance Studies (TAPS), which is dedicated to maximizing the utilization of its spaces (within its means) for the performing arts community of Stanford University. This theater will be available for booking to qualified university groups on an “as available” basis. Application for use of this space must be made far in advance to the department’s designated facility coordinator. The Department of Theater & Performance Studies reserves the right to reschedule events and/or activities based upon the needs of its academic activities and programs.

General Priorities for use

1. University and Departmental use as required.
2. Departmental labs and workshops as required to support our academic mission.
3. Departmental production rehearsals and performances.
4. Department sponsored activities or groups.
5. Other performing arts based university activities that are appropriate for the space and the other ongoing activities.

Building Hours

There are no regular hours for this space.

Building Occupancy Limit

The Nitory Theater's occupancy limit changes with each seating plan. The typical "end seating" plan offers the greatest seating capacity with 72 seats. It is possible to have 82 seats in this configuration by adding a second row of seats on the floor, but the acting areas will be affected due to the required egress paths. The actual occupancy limit of the space will be posted near the main exit door and must not be exceeded at any time.

Available Spaces

Stanford Wireless Internet connectivity is available throughout this space for those that are qualified.

- The Nitory Theater – A 1,820 square foot black box studio theater with a typical seating capacity of 72 to 82. Theatrical lighting and sound systems are available along with reconfigurable audience platforms. Attached to the theater is a 273 square foot dressing room with restroom and a 112 square foot ‘backstage’ service area. There are no storage areas available at the Nitory.

General Policy

Policies listed here may be in addition to University policy

- Violation of policy may be cause for loss of building privileges.
- The absolute occupancy limit for this theater is set by the seating configuration and posted accordingly. Extra rows of chairs may not be added without advance approval and at no time may people sit in the aisles or exit pathways.
- All exit pathways, including the one running across the stage area, must remain completely clear at all times.
- There shall be absolutely no open flame within this theater space at any time. Smoking on stage is not permitted in this theater. Artificial 'electronic' cigarettes may be used in a production in this space with advance notice and approval.
- Any decorations or theatrical type sets or materials brought into this building shall be constructed with flame resistant materials or be treated with an approved flame retardant chemical.
- All activities within this space must fall within the agreed upon hours and all participants must be outside the building by closing time so that the supervisor may lock up and secure all spaces.
- After hours use of this facility is prohibited without advance arrangement and consideration.
- A building supervisor will be present for all activities open to the public and will act as our representative to insure that activities are safe and that policy is followed.
- The Nitery is not available for use without an approved reservation.
- If a space is reserved but not used, effectively blocking other groups, future bookings may be affected.
- Should a reservation need to be cancelled, it must be done far enough in advance so that we may be able to let the space go to another group.
- Generally, as you leave, the space you used must be left clear, clean and ready to use with rehearsal furniture placed neatly against the perimeter walls.
- The space you use must be left cleaner than how you found it.
- Any food or beverages brought into the theater during rehearsals must be cleaned up and disposed of outside of the building before leaving.
- Receptions serving food or drink are not permitted within the Nitery Theater.
- Our arrangement with the custodial contractor is to provide only basic services to support our programmatic need. Special events and productions require special services that the sponsor or booking group must pay for.
- The sponsor for a special event is directly responsible for all direct costs incurred to support the event including, but not limited to, custodial services, technical costs and supervision. All details relating to how the building will be used for the special event must be agreed to in advance. The Technical Director is the department's representative for these advance discussions.

- No banners, posters or materials of any kind may be tacked, pinned or taped onto any of the building's walls, windows or doors. Appropriate posters, schedules and notices that relate to classes and activities of the department, clubs and performing arts based activities will be allowed if placed on existing tack boards. Inappropriately posted materials will be removed.
- When using amplified sound or loud instruments in this building, you must be respectful of the other scheduled activities in the building.
- The Department of Theater & Performance Studies reserves the right to change booking schedules based upon the needs of the University and the Department.

Booking Procedures

The calendar is available online at: <http://TAPSCalendar.Stanford.edu/>

For further booking information on this space, please write to: TAPSCalendar@Stanford.edu