



New College Theatre / Agassiz Theatre Office for the Arts at Harvard

10–12 Holyoke Street | Cambridge | Massachusetts 02138 | T 617 495 8726 | F 617 495 8728 | www.fas.harvard.edu/theatre

Firearms and Weapons Policies and Procedures

DEFINITIONS:

Live shell or round: any ammunition used in a firearm that contains gunpowder, a primer, and a lead or metal bullet/projectile.

Blank shell or round: any ammunition used in a firearm that contains gunpowder and a primer, but where the bullet /projectile has been replaced with paper wadding, or where the casing has been crimped to contain the gunpowder within the casing.

Spent shell: either a live or blank shell, where the primer has been activated, the gunpowder has been spent, and the bullet/projectile or wadding has been expelled.

Firearm: (as per M.G.L., Chap. 140, Sec. 121) a pistol, revolver or other weapon of any description, loaded or unloaded, from which a shot or bullet can be discharged.

Imitation firearm: (as per M.G.L., Chap. 140, Sec. 121) any weapon, which is designed, manufactured or altered in such a way as to render it incapable of discharging a shot or bullet. However, most imitation firearms are capable of firing a blank shell or round.

Prop, Reproduction, or Facsimile Gun: a non-firing weapon that can neither receive nor fire any type of shell.

Weapons: including, but not limited to, guns (firearms, imitation firearms and prop), knives, swords, daggers, bow and arrows, and crossbows.

The Office for the Arts will not loan or rent any of its firearm or weapons inventories to any group or production, other than those performing in the New College Theatre or the Agassiz Theatre, or those directly supervised by the Technical Director of College Theatre.

REQUESTS:

Requests for the use of ANY weapons on stage should be addressed to the following:

New College Theatre – Technical Supervisor (Andrew Gitchel)

Agassiz Theatre – Assistant Technical Director (Liz Dean)

All other productions – Technical Director (Tom Morgan)



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Storage:

Regular storage of weapons will be in the Tech Office, Rm. 207 at the New College Theatre. During rehearsals, weapons will be stored in their respective transport cases, which will then be locked in one of the following site-specific locations:

- NCT Studio Props Closet
- Ag/Horner Room Storage Closet/Safe????
- Storage Room/Closet/Cabinet designated by Technical Director

During the run of performances for a production, weapons will be stored in their respective transport cases, which will then be locked in one of the following site-specific locations:

- NCT Control Booth Lock-Up Cabinet
- Ag/Horner Room Storage Closet/Safe????
- Storage Room/Closet/Cabinet designated by Technical Director

Transportation:

Weapons must be transported in a locked or secure case by an OFA staff member, and locked and secured at each location, as noted above. Once transported, the weapons may not leave the venue, until their return to the regular storage place.

Administration:

Once a request has been approved, at the discretion of the OFA, a person affiliated with the production will be responsible for the use, care, and maintenance of the weapon during rehearsals and performances, as well as following all procedures listed within this policy. This person will be referred to as the “Responsible Person”. Typically, this will be the Stage Manager, but this role may also be filled by a Fight Director, Fight Captain, Technical Director, or Producer. The “Responsible Person” will be trained by an OFA staff member, and assist the OFA staff member in the cast and crew training session.



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Training:

All persons handling weapons during rehearsals and/or performances must receive the appropriate training from an OFA staff member. In addition to this training, group “orientation” training will be scheduled, where the entire cast and crew will be given an opportunity to become familiar with the weapons being used.

Usage:

Only Imitation Firearms, Prop Guns, and Stage Combat-Ready Weapons will be allowed for use. A firearm capable of firing a live round will never be allowed on stage.

The “Responsible Person” will setup and breakdown each weapon prior to its use, either for rehearsal or a performance. This includes the loading and unloading of blanks into a weapon. However, any actor using the weapon, or whom the weapon is being aimed at, has the right to load the weapon.

All ammunition must be accounted for. A production will be provided with sufficient ammo for its production. After each discharge, all spent ammo must be placed in an envelope and dated. At the end of production, in addition to the return of all weapons, all ammo must be returned to the OFA staff member.

A warning sign must be visibly posted in the lobby, alerting audience members of a weapon discharge taking place in the production.

Considerations:

A production may require more weapons than what are available in the OFA inventory. If a production chooses to rent weapons, they are still required to follow the procedures listed here in this policy. Also, considerations should be made during the budget process for such a rental.