

Black Box Procedures and Guidelines

Room Designation: EV OS3-845/855

Room Dimensions: Room: 54' 5" (l) x 49' 4" (w) x 23'8" (h)

3D drawings of the space are available upon request.

Projection Wall: 49' 4" (w) x 23' 8" (h) (**nothing to be attached to, or leaned against*)

Lighting: ETC Expression 3 console for conventional lights

Sound: Pre-set Stereo Sound system
8.2 Surround system can be accessed through prior arrangement

Data Connections: (8) active GB Ethernet ports

Power: (96) dimmers and (12) non-dims controlled via DMX -(20x) 110v outlets on (7) circuits around the room
(3x) 6-15R 212v outlets; one on each black wall
(1x) 30A 240v L6-30R outlet under the floor at the back.

Additional inventory is listed in appendix C of this document.

Appendix A: Public Events
Appendix B: Zero State
Appendix C: Black Box Inventory

Responsibilities

Black Box Coordinator:

The Black Box Coordinator is the person in charge of the Black Box and has the final say as to the appropriate usage of the Black Box resources. The Black Box Coordinator is familiar with Faculty of Fine Arts policies regarding the use of the Black Box, will review the technical requirements you submit and will schedule the staff to support the setup and strike of your project.

Black Box Technician:

The Black Box Technician will be present for your scheduled setup and strike. They will have access to the lighting grid and storage and will help you facilitate the execution of your project, but they are not responsible for its technical or logistical operation. For each reservation, there will be a maximum of 4 hours for setup and 4 hours for strike. The Black Box Technician will collaborate with you to ensure your project fits within these constraints.

You and Your Technical/Support Staff:

The Faculty and/or Grad Student reserving and using the space is required to meet the Black Box technician, on site, at 10 am on both the start and end dates of the reservation (unless a Zero State booking is confirmed – meaning you require no technical support). At both times, a maximum of four hours set-up and strike is provided. There is no technical support provided beyond this.


The faculty or graduate student making the booking is responsible for the activities in the Black Box and are expected to be on-site throughout the reservation period.

The full scope of the technical requirements for your project must be provided no later than six weeks before your start date.

Resource Information

Keys:

You can pick up the key from the EV Security desk (EV1.402) on the day of your reservation. The key must be picked up and returned to the EV Security desk each day.

Once the reservation is confirmed, you may request one other person be given key access. 

Internet:

The Concordia Wireless network is accessible in the Black Box to all Concordia faculty, staff and students who have a netname and password.

Find more information on the Concordia Wireless network here:

<https://www.concordia.ca/it/services/concordia-wireless-network.html>

Or contact IITS:

help@concordia.ca

514-848-2424, ext. 7613

Hazers and the Alarm by-pass policy:

Concordia University has initiated a new policy to help prevent false alarms on campus caused by construction work and common research equipment such as haze machines. It will be possible to use the Black Box hazer in the space, however you must notify the Black Box Coordinator at least two weeks in advance of your booking.

If a false alarm is triggered, you will be subject to a university mandated fine/fee of up to \$2700.

When operating a hazer users will not be able to use the main doors of the space and must direct all traffic through the rear doors to limit any escaping haze. If a hazer is used during a public event, signs will need to be posted and staff will need to be at each door.

Zero State

The Zero State is the default setup configuration the Black Box comes in. If you choose a Zero State booking, you will have no technical support and no access to any technical areas.

At the End of Each Day:

- Turn off the fluorescent lights and the dimmable lights on the control board. You may leave on the side storage lights
- Please double check all doors to the main space and control room are locked and secured (both internal and external doors in the case of a double door system).

End of Project:

- Please refer to the "Black Box Zero State" document below for a checklist of things that should be taken care of before the end of your booking.

Equipment Booking

It is the User's responsibility to book all equipment and facilities. We recommend you book the required equipment as early as possible for the best opportunity to meet your project needs.

Faculty of Fine Arts staff, students and researchers should contact the CDA to book additional equipment:

<https://www.concordia.ca/finearts/cda/equipment.html#gsc.tab=0>

General Operating Rules & Safety conditions

When working in the Black Box, you must respect all [Concordia University Policies](#). In particular, you should review:

[POLICY ON THE TEMPORARY USE OF UNIVERSITY SPACE](#)

[POLICY ON WORKING ALONE OR IN ISOLATION](#)

In addition:

- **No food or drink is allowed in the space** with the exception of water.
- No using tape of any kind on any wall. No safety or push pins are allowed on the black walls. Nothing may be attached to or leaned against the white projection wall.
- No open flame is allowed in the space whatsoever (i.e. candles, lanterns etc.).
- Any material such as fabric, wood or paper introduced into the space **must** be flame proofed. Random tests may be performed by Fire and Public Safety Officers.
- Access to the grid is limited to the Black Box Technician.

- Maximum space occupancy is determined in consultation with the Security Event Analysts and is based on the space's configuration.
- For events, chairs must be attached by group, not moveable, otherwise contrary to municipal by-law.
- The two exit signs **must not** be covered by any aspect of the installation.
- ***With an attendance of more than 40 persons the additional requirements are:***
 - The two sets of double doors must have the latches kept blocked so the doors can be opened by a single push.
 - A large sign “PUSH/POUSSEZ” must be mounted on both sets of the above-mentioned doors.
 - For any event involving the public, please make sure you are familiar with safety guidelines, including contact for Security services on campus and evacuation procedures.

Loading Dock EV building: If you have a vehicle full of equipment to unload, contact Distribution in advance to arrange a suitable time for access to the loading dock. The hours of operation for the EV dock are: M - F, 8 – 11:30, 13 – 15:30.

Once this is arranged, you can access the dock from the alley off the west side of MacKay, between de Maisonneuve and St. Catherine. When you pull up your vehicle during work hours the dock doors will automatically open. You can unload whether or not someone is there to greet you. From there the Engineering freight elevator is accessible.

Furniture: For chairs, tables and coat racks, email Distribution, (call2400@concordia.ca) with your budget code. There is no charge for rental but there is a charge for the transportation of the equipment.

Appendix A: Public Events

All public events should be part of your booking request but must be communicated at least **8 weeks prior** to the start of your booking. The person submitting the booking request will be considered the Event Coordinator and will be responsible for providing event details that will be reviewed by the Concordia Event Analysis before the event is approved. The Event Coordinator must be present in the Black Box for each event.

A planned layout will need to be provided before the room capacity can be determined.

Additional furniture needs to be ordered from Distribution services. They do not charge a rental fee but do charge a fee for the delivery, so a budget code will need to be provided.

Please consult the Black Box Technician for the proper method of setting up seating. Chairs must be attached by group, not moveable, otherwise contrary to municipal by- law.

Appendix B: Black Box Zero State Checklist

- All sound cable should be properly wrapped and placed in its designated spot on the wall rack in the storage space
- All standard AC cable should be properly wrapped and placed in two neat piles on the floor in the storage space
- All twist lock power cable should be properly wrapped and placed in the appropriate box in the storage area
- All Socapex lines run to the floor from the grid should be properly wrapped directly below the drop point
- All pipes should be returned to the storage area
- All boom bases should be returned to the storage area
- All lights should be returned to the second floor stairwell alcove in neat rows sorted by fixture type
- All tape should be removed from the floor
- Two Mackie speakers should be placed on stands (positions designated by the diagram below) be powered and be cabled back to the sound board in stereo configuration (1/4" out of the board and XLR into the speaker)
- Two Mackie speakers and stands should be returned to the storage area
The lighting and sound boards should be placed on a table (positions designated by the diagram below) and plugged in
- The lighting board should have the DMX cable plugged into DMX port 1 and the cover should be put on
- The sound board should have the Mackie speaker cables plugged into the stereo left and right outputs
- All equipment that was borrowed from the rear storage area will have to be returned there with the aid of the Technician, to be arranged in advance of the end of the booking
- All equipment that doesn't belong to the space needs to be removed by the end of the booking
- All trash should be dumped into the large bin and left outside the space
The fluorescent lights should be turned on and all other lights and equipment should be turned off
- The user should ensure all doors, internal and external, are closed and locked before returning the key.

Appendix C: Black Box Inventory

Lighting:

Dimmers:	(96) ETC 2.4k dimmable (12) ETC 20A non-dimmable
Control:	ETC Expression 3
Available Fixtures:	(12) ETC Source4 w/ 26° barrels (12) ETC Source4 w/ 36° barrels (12) ETC Source4 19° barrels (No bodies) (12) ETC Source4 15°/30° zooms (2) ETC Source4 25°/50° zooms (6) 3 cell 1k Cyc lights (24) Irises for ETC Source4 Variety of gobos for ETC Source4 (4) 1k Super-Softlights w/ <ul style="list-style-type: none">• tripod stands• 2 leaf barn doors -diffuser frames• egg crates• double and single silks

Sound System:

Control:	Soundcraft Venue 3 Audio Console 18/8/2
Speakers:	(4) Mackie SRM450 Active speakers (2) KRK RP6 Studio monitors (8) Meyer Sound UPJ-1P Compact Vario Loudspeakers (2) Meyer Sound USW-1P Subwoofers
Accessories:	(4) Tripod style speaker stands for Mackies (8) Tripod style speaker stands for Meyers (8) Speaker hangers for Meyers (1) 50' Snake with 16 inputs and 4 sends
Playback:	(1) Tascam CD/MP3 player

Accessories:

- Assorted AC, XLR and DMX cable
- (12) Box trusses 10'x 12"x 12"
- (8) 1 ton Chain hoists
- (8) 1 ton I-beam clamps
- (12) 8' Spansets
- (12) 24" Side arm extensions
- (32) Swivel cheeseborough pipe clamps
- (30) 9' lengths #8 pipe
- (8) Kee Klamp wooden boom bases for #8 pipe (30) 3' x 8' riser tops
- (180) 8" riser legs
- (30) 16" riser legs
- (30) 24" riser legs
- (30) 32" riser legs
- (30) 40" riser legs
- (6) 40' Black/Grey reversible Dance floor rolls (the dance floor may only be installed using 2" vinyl dance floor tape.)