



## Production Services Standard Operating Procedure (S.O.P.)

Department: Production Services	Title: Stage Weapons
Supervisor: Ryan Knapp	Date: 10/21/15
Manager: Properties Shop Manager	Space: Center premises

This Standard Operating Procedure for the Production Services Department of the Clarice Smith Performing Arts Center is designed to create safe and efficient work practice for all staff members, departments, students, residence artists and related personnel. Please see the Manager of the Standard Operating Procedure for any additional questions.

### Definitions

**Weapon:** Any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to: firearms, pellet guns, switchblades, knives, swords, saws, etc.

### Standard Procedure

1. Unauthorized use, possession or storage of any unauthorized weapons on The Clarice premises or at University-sponsored activities is prohibited.
2. All weapons intended for stage use require 2 weeks' written notice of approval by the Properties Shop Manager for the production.
3. Weapons for stage use will be authorized if all of the following conditions are met:
  - a. All: Manufactured by an entertainment properties manufacturer with proof of purchase
  - b. Guns: Must be non-firing or blank firing block barreled
  - c. Guns: No percussion firearms are allowed
  - d. Swords and Knives: Must be tempered steel or tempered aluminum
  - e. Swords and Knives: Dulled by manufacturer and not tampered with
4. All other weapons intended for stage use not meeting the above conditions must be approved as an exception as outlined below.

### Exception

The Director of Production and Technology in concert with the University of Maryland Police Department can make exceptions in writing 2 weeks in advance to the production.