
The Sandbox

MANUAL & INSTRUCTION GUIDE

OVERVIEW

The Sandbox is a multipurpose artistic space for Greater New Haven based artists and activists to use at no charge to practice, learn, record, present and perform their craft. A space for creatives to be creative.. The Sandbox manual & instruction guide is a document consisting of a few standard practices so that it may continue to be a free space for all creatives.

VISITATION POLICY

Arts Council of Greater New Haven COVID-19 Visitor Policy

Purpose

In accordance with the Arts Council's goal to create and maintain a safe workplace, we are adopting this policy to protect the health of our employees and their families, our members and visitors, and the community at large from COVID-19.

Scope

This policy applies to anyone who is visiting the Arts Council's headquarters at 70 Audubon Street in New Haven, CT. This includes meetings, rehearsals, performances, or other sustained activities in spaces provided by the Arts Council. For each individual activity, a designated host will enforce these policies using the resources provided by the Arts Council.

Procedures

Starting Spring 2023, visitors are required to:

- Self-assess your health and stay home if sick or experiencing any symptoms of COVID-19
- (Optional) Wear a face mask that fully covers the nose and mouth while entering the building and using elevators. Use of face mask while in the sandbox is at the discretion of the host.
 - Children under 2 and those with a disability who cannot wear a mask for reasons related to the disability are exempt
 - Currently, everyone 5 years of age and older is now eligible to get a COVID-19 vaccination and everyone ages 18 and older should get a booster shot

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- Contact Sandbox@NewHavenArts.org and the host of the activity if any symptoms of COVID-19 emerge within 5 days.

The host of the activity is responsible for enforcing these policies. This includes:

- Refuse to admit and/or remove visitors who do not adhere to any of these policies
- Adhere to posted capacity requirements for each space
- Confirm that the air purifier is running at all times

The following accommodations are available to visitors and hosts:

- For visitors who need an exemption from any aspect of this policy, the host can, but is not required to, offer a virtual way to participate or relocate the activity outdoors

Resources

- [Symptoms of COVID-19](#)
 - Symptoms can vary from mild to severe and appear 2–14 days after exposure to COVID-19
- [Guide to Face Masks](#)
 - Face shields are not a substitute for a face mask
- [Access Proof of Vaccination Online](#)
- [Schedule a Vaccination or Booster](#)
- [Recommended Schedule for Boosters](#)
 - If you received Pfizer or Moderna - At least 5 months after your second shot
 - If you received Johnson & Johnson/Janssen - At least 2 months after your shot
- [Find COVID-19 Testing Locations](#)
- [When and How to Self Test for COVID-19](#)

For questions or concerns about any of these policies, reach out to our COVID-19 Point of Contact Winter Marshall (Winter@NewHavenArts.org / 203-772-2788)

ENTERING THE BUILDING & THE SANDBOX

1. The Sandbox is available for use to all Arts Council members. Not a member? [Join Here](#) for FREE!
2. Make a tour reservation by filling out [The Sandbox inquiry form](#), email Sandbox@NewHavenArts.org or call 203-772-2788 ext 105
3. Once form is received, Sandbox staff will schedule a 15-minute tour and orientation of the space before booking any reservations.
4. Once the tour is complete, requesters will book their desired time in the space.

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- Requesters booking reservations can schedule when they will come to The Arts Council to receive their keyfob access for the space (within 72 hrs of their event) with Rebekah via email at Sandbox@newhavenarts.org.

6. Accessing the Building:

- Use the keyfob given to you to access the front door via the black strip on the intercom box to the right of the entrance (see picture below). I
- Use the same keyfob to swipe black strip in the elevator then press floor two to access the Sandbox

You must have a keyfob to get upstairs. When using the elevator to get downstairs, a keyfob is not needed. We highly suggest a door monitor to remain on the first floor to facilitate your guests getting upstairs when having an event with multiple people

7. Unlocking the Sandbox Door:

- Tap the black screen until numbers are displayed
- Enter the code assigned to you within one minute
- After entering code, hit the white fingerprint button. Door will unlock.

DO NOT try after two failed attempts as the lock will then factory reset. Contact Rebekah via email or phone provided above

8. Locking the Sandbox Door:

- Close door
- Tap the black screen until numbers are displayed
- Hit the white fingerprint button. Door will then lock

Link on how to use the lock is available [here](#)

PRE-EVENT EXPECTATIONS

1. Ensure that the air purifier is on prior to the start of your event - It is “on” when lit around the circle and you can hear it running.
2. Host must have a greeter assigned to the main entrance of the building to allow guests access.
3. Host must fill out the Sandbox information stand and provide their name and a contact number guests can reach them when they arrive at the front door of the building. Host will then place the stand in the lobby of the building so that it is visible to all guests.

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4. (Optional) Make sure all guests are wearing masks during the duration of the event besides when eating or drinking.
 5. Wait your TURN - please do not arrive at the sandbox earlier than your allotted time.

POST-EVENT EXPECTATIONS

1. Trash should be disposed of prior to leaving the sandbox (please use the dumpsters located on the side of the building-closest to the parking garage exit ramp)
2. Make sure all used dishware is loaded into the dishwasher and the cleaning cycle is started (dishwasher pods are located in the last blue drawer of the kitchenette next to the dishwasher).
3. All electronics and equipment are powered OFF and put away.
4. Wiping down all tables, surfaces and countertops. No spills or trash are to be left on the floor or in the kitchenette (all cleaning products are in the blue kitchenette bottom drawer next to the dishwasher).
5. Stack all chairs and tables and place them in the designated green room.
6. Lights are turned OFF.
7. Sandbox information stand from lobby is wiped clean and placed back into the Sandbox (next to air purifier)
8. Door to The Sandbox is closed and locked.
9. Check that the restrooms are presentable and in fair condition (Ex: No paper towels on floor, no clogged toilets- *If there is a maintenance issue, please be sure to promptly notify The Arts Council Staff at Sandbox@NewHavenArts.org*).
10. Return Entrance keyfob under the Art Council's glass office door at the end of your reservation.

This space is YOURS! Lets try our very best to keep it the way you'd like it.

Direct contact in case of emergency:

Rebekah Moore, Program Director 203-676-9371.

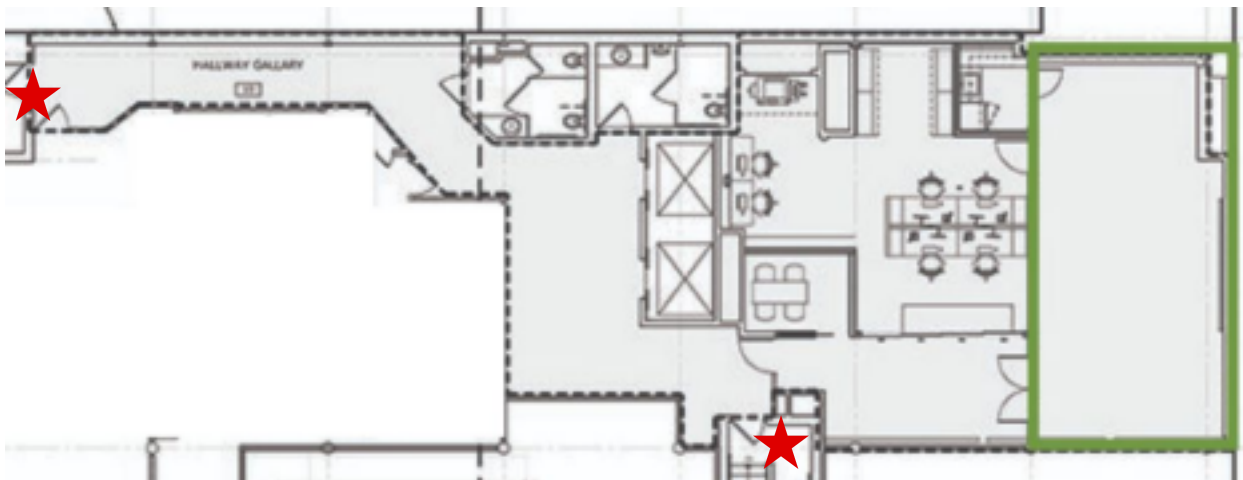
Harm-reduced resources for emergencies (rather than 911) if issues may arise:

- First Aid kit is located in the 3rd drawer of the blue kitchenette next to dishwasher
- 311
- Suicide line: 800-273-8255
- AMR Ambulance Service Dispatch: 800-660-1077/ Main Office: 203-781-1035

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- Narcan doses available on-site (contact [Rebekah Moore](#) for details)
 - Office of Housing & Homeless Services: 203-946-6033 or 211

FIRE PLAN & EMERGENCY EXIT ROUTE

Emergency exit stairwell is located in the main Arts Council hallway (across from the green room). In case of emergency, exit the sandbox, walk straight and enter the staircase to your left to exit to outside. *red star on map locates staircases* Please do not use the elevators unless deemed absolutely necessary. There is also an exit at the end of the gallery hallway by continuing to walk straight.



EQUIPMENT GUIDE/ INSTRUCTIONS

-Dishwasher

1. Open the dishwasher and load all dishes you desire to be cleaned on the two racks.
2. In the blue bottom drawer on the left of the dishwasher, you will find the detergent pods available. Take one and follow the instructions on the dishwasher door on how to load.
3. Close the dishwasher door after loading and select On > Sanitize > Heavy or Normal > Start.

-Air Purifier

1. The purifier should already be on

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2. If not, press the button in front of the machine until you see the orange light displayed. Options are low, medium and high.

-Television

3. Power ON
4. Scroll to the bottom of home page/main screen or select home button on the remote and select HDMI 2.
5. You will then be able to connect your laptop with the wiring system on top of the sound box (see below)

-Operating Ceiling Fans

1. Two fan switches are located on the wall closest to the kitchenette.
2. Level 1 is the highest operating mode. Level 4 is the lowest operating mode.
3. The dash is to power the fans OFF.

-Owl Meeting Device

4. Locate the Owl from the storage drawer under the black sound system box
5. Make sure that USB cord is connected to Owl device
6. Plug in device to any of the power outlets (one available in the ceiling if necessary)
7. Connect the usb cord to your laptop or computer (may need an adapter for newer macbook models)
8. When you hear the “hoot”, you know you are turned on
9. Make sure that your video and audio source is selecting the Owl Pro option (ex. Zoom video and audio option)

-Sound System

1. Open door to the sound system box
2. In the top right hand corner there is a key *DO NOT REMOVE*. Turn key to the right, wait 5 seconds and then turn key a second time to the right, waiting again for 30-45 seconds for the system to fully turn on.

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3. The White box on top of the sound system is where you can plug-in aux cord, instruments to play through the speaker system etc. The ALL ON button should be lit green. Please make sure that the volume control knobs are turned all the way to the left when turning on the sound system and then slowly increase the volume to avoid breaking the speakers. The white volume knob is where you will turn up the sound. Push the white knob so that you see a purple light letting you know the sound is ON. When you push this button and see blue, that means everything will be muted.
 4. There are 3 bluetooth handheld microphones and 3 lav microphones (each individually bagged) in the button drawer of the sound box. Insert rechargeable battery into the microphones you plan to use and turn on.
 5. The microphone will match the channel displayed on the specific sound bar. Turn the volume up on the white box using the white knob. *Each of the Channel 1 and Channel 2 knobs on the amp at the bottom of the sound box should be ON and turned to level 10. **These are not the knobs to be used to change the volume of the microphones***
 6. When you are done with the microphones power off, remove rechargeable battery and return to the charger then store back into its designated storage bag. Place the storage bag in the bottom drawer at the bottom of the sound box.
 7. There is an Arts Council laptop available for use. Use the sandbox guest account (password is on the laptop) to access.
 8. **Display your computer screen to the LGTV:** Use the HDMI 2 cord that is plugged into the gear black box on top of the sound box then hit the source button on gear box until you see your laptop screen displayed on the LGTV.. If you are using the laptop provided by the sandbox, power on and everything is connected for you (you may have to hit the source button on the gear box to see your screen on the LGTV). You can use one of the headphone inputs located on the white box to plug the sound into your laptop (headphone to headphone wire available in the storage drawer).
 9. If you would like to play music from your phone you can use one of the headphone inputs located on the white box to plug the sound from the system to your phone (use one of our apple headphone adapters for iPhone users). Repeat step 3 of this section for volume details)

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10. We have a black magic presenter camera available when hosting hybrid events. Connect laptop with the dark gray connector on the top of the sound box. Sign onto zoom or whatever camera source you plan to use.
 11. Select black magic presenter as your video and audio sources on zoom (or whatever virtual meeting option you use). The camera displaying a blue light means that it is ON. The camera displaying a purple light means that the camera is powered OFF. Please make sure camera 1 is selected in order to maneuver camera up, down, left and right.

List of Equipment:

- 3 handheld wireless microphones
- 3 Lav Microphones
- LG TV
- Black Magic Presenter camera
- High quality advanced sound system
- Owl Pro virtual meeting camera
- Fully Stocked kitchenette
- 6 rectangle tables and 50 chairs

Manual updated January 5, 2023