

Studio Reservation Policy

To reserve a studio fill out a **Studio Request Form**. The forms are located outside Studio 2, the Reception Office (Room 022), and on the department website.

All requests must be in the office 022 mailbox by **Friday at 5:00 PM**. The week's studio schedule will be posted **Monday morning by 9:00 AM** on the space board outside of Studio 2.

Rehearsal space is granted on a weekly basis. Please check the space board each week for changes in studio availability. After the schedule is posted, sign-up for studio space is on a first come, first serve basis. Reserve space for the week directly on the posted schedule.

If you decide not to use your reserved studio space, cross your reservation off the schedule as soon as possible. Non-use of reserved space may endanger your ability to reserve future studio space.

PRIORITIES

- 1 Department classes (including faculty warm-up and class prep time)
- 2 Rehearsals for upcoming performances
- 3 Faculty
- 4 Grads
- 5 Seniors
- 6 Juniors
- 7 Freshmen

RESERVING OTHER SPACES

Conference Room

The schedule for the quarter is posted on the conference room door. Faculty and Staff can fill in their name and time. For any graduate or student requests, please ask Jane in the Chair's Office.

Medialab

See Jane in the Chair's Office.

Studio 5

Access is limited. Fill out studio request form and submit by Friday at 5:00 PM. The chair of the department will review and approve or deny the request.

Sullivant Theater

See Carrie Cox. *Pilates Reformer Room*—see Mike Bruce.

Questions about studio scheduling?

See the Graduate Associate assigned to space during the quarters.

Questions about class scheduling?

See Odie Irizarry, during breaks and for future quarters. Odie also handles studio scheduling during breaks and summer.

***Please take care of our studios.
Turn off lights, shut windows and clean up when you leave.***