

Studio Request Form

OSU DEPARTMENT OF DANCE
 (updated 8/8/2009)
 Maintained by Melissa Bontempo,
 digital media associate, SU 032

Status:

- Faculty
- Graduate
- Senior
- Junior
- Sophomore
- Freshman
- Guest

Date submitted:

Name:

Email address:

Specific purpose and rehearsal details:

- **Please be as detailed as possible.** List specific, *department only* performances and the performance dates, course number and faculty lead to which this request will be assigned, any dance or street shoes that will be used in the space, how many people will be using the space, and any other pertinent info. Your space request will be evaluated based on the details you provide here. **The scheduler will not come back to you to ask for more information.**
- All non-department class space requests must be requested through the chair. Details are on the OSUDance website under Resources > Facilities > Sullivant Hall Dance Studios.
- Due to department security, Studio 5 must be requested through a written or typed request to the chair (no emails, please.)
- **See the Studio Reservation Policy for space priority listing** on the department website under “current student resources” and posted outside the reception office (SU 022) and the board outside Studio 2.

Space request:

- Please submit one request per piece/project/person.
- Check the department class schedule before writing your preferred dates and times.
- Per the Graduate Studies Committee (policy listed in the annual department Graduate Student Handbook), graduate choreographers/project leaders may rehearse to a maximum of six hours per week per piece, for department class work and department performances only.
- Per the Undergraduate Studies Committee (policy listed in the annual department Graduate Student Handbook), undergraduate choreographers/project leaders may rehearse to a maximum of four hours per week per piece, for department class work and department performances only.

Begin date:

End date:

Preferred days, times & studios: 1st Choice(s):

2nd Choice(s):

Days	Times	Location
Monday		
Tuesday		Studio 1
Wednesday		Studio 2
Thursday		Studio 3
Friday		Studio 4
Saturday		Studio 6
Sunday		Pom

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