

Room Reservations Policy During COVID-19

Department of Theatre

Updated: 8/27/20

Rooms Available for Reservation:

- Zoom Room 109 (IVC/Online Lecture Course /Study Space) Headphones Required
- TAB Voice Lesson/Classwork: TAB 236, 235, 202 (October on), 208, 206
- PMT Voice Lesson/Classwork: 2 Dressing Rooms, PMT 205, 202, 203, 204
- Studios 107, 110, 112

Student Reservations

Rooms are reserved for students who need to take an IVC class or to rehearse/work on classwork based on their equipment, accessibility, and location needs. They cannot be reserved for more than 1-person and for anything outside of classwork. If you have questions ask a member of the Safety Committee (safety@theatre.utah.edu) or call the main office at 801-581-6448.

We have three options available for only students:

- Student Study Space for Voice Lessons
- Student Study Space for Classwork
- Student Space in the Zoom Room 109 (IVC or Online Lecture Course/Study Space – QUIET ROOM)

How to schedule a student study space:

- Must be made at least two business days in advance (M-F)
 - Room reservations (outside of voice lessons) will not be booked the first week of school.
- Reservations will be an hour or less
 - If you need the space for longer than an hour please contact the Main Office.
- Reservations cannot be made back to back
- Reservations will not be made for more than 1-person (outside of the Zoom Room 109)
- Rooms are only reserved to work on class projects (solo) or to take an IVC/online course
- Only schedules 10 days in advance so if you need a standing reservation contact the Main Office

How to schedule a spot in Zoom Room 109:

- Scheduled through the Main Office. Call/email preferred or stop by the office to see if it's available.
- Bring headphones! This is a quiet zone!

How to schedule Studio 107, 110, 112 for Students:

- These are shared spaces between the faculty and students – priority is given to classes
 - Room reservations will not be made on August 24 or August 25.
- Due to the flexibility of these spaces they can be scheduled in advance by faculty but students can request the space only that week (but you can request it up to the minute before if the room is available)
- Reservations cannot be made for more than 1-person
- Reservations will be an hour or less
 - If you need the space for longer than an hour please contact the Main Office.
- Reservations cannot be made back to back

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Design Labs (108, 220, 242) for Students:

- You can be in the room for an hour or less
 - You will be required to take a break following an hour for 20 minutes and then you can reserve the room again
- You must be enrolled as a Performing Design Arts, Stage Management major, currently enrolled in a Design class to be granted access or designing or stage managing a production.
- Each student that enters will need to swipe their card when they enter.
- You must follow all social distancing guidelines and wear a face covering. If you forget your face mask contact the Main Office to get a disposable one.

Rules for Students:

- **You must follow all cleaning procedures associated with your room space. Policies are posted.**
- No food or drink are allowed in the space.
- No reservations will be made in PAB, FAW or the Babcock.
- No reservations will be made on weekends, outside of the main office hours or when the office is closed.
- **Room reservations will not be permitted September 28 through October 11 and November 26 through January 10. This includes voice lessons.**
- Reservations are not allowed for more than 1-person other than a Design Lab or Zoom Room 109.
- You will need to be let in to the space by an office staff member.
- All rooms will be locked after reservation and closed for a minimum of 20 minutes to allow for air circulation.

Faculty Reservations:

Studio Rooms 107, 110, 112

- These are shared spaces between the faculty and students – priority is given to classes.
- Due to the flexibility of these spaces they can be scheduled in advance by faculty but students can request the space only that week (but you can request it up to the minute before if the room is available)

Please also note the following:

1. If you need to cancel a reservation, please let the Theatre Main Office know as soon as possible. Failure to cancel your reservation will result in a warning the first time. If the infraction happens again, the person will no longer be allowed to schedule studio space and all future reservations will be canceled. A studio is considered released 15 minutes after the reservation starting time.
2. The Department of Theatre doesn't allow students to reserve spaces for any other reason than classwork or attending an IVC/Online course. Rooms are reserved for students who need to take an IVC class or to rehearse/work on classwork based on their equipment, accessibility, and location needs. They cannot be reserved for more than 1-person and for anything outside of classwork. If you have questions ask a member of the Safety Committee (safety@theatre.utah.edu.)
3. Space is allocated on a first-come, first-served basis but may be rescheduled at the discretion of the Department of Theatre.

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4. If any damage occurs to the room please let the Theatre Main Office know immediately. Failure to do so and based on the severity of damage you might not be allowed to schedule spaces and all future reservations could be canceled.
5. Failure to comply or abuse of this policy may result in loss of rehearsal space privileges, trespassing charges, and/or release of any future studio reservations.