Student Handbook

THEATRE

**Space and Facilities**

The Department of Stage & Screen is fortunate to have a variety of functional spaces for classes and rehearsals. These spaces may be equipped with an inventory of high quality technical equipment (light, sound) as well as furniture. Rules for use of these spaces:

**Student Use of facilities**

1. Hoey Auditorium, Niggli Theater (ST 266) and the Design Lab (ST 259) and Breese Gym may be reserved for student use through the Departmental Office for those working on productions or class projects. Classes and Departmentally supported productions are given first priority.
2. No trash is to be left in the space.
3. All lights must be turned off when leaving the space.
4. All doors (inside and out) must be closed and locked when the space is not in use. Stage and other doors are never to be left propped open.
5. Use of light/sound equipment is authorized only for Mainstage or classroom productions and projects. Students wishing to use lighting equipment for class work must secure permission from the Technical Director of Theatre.
6. The dressing rooms and showers are for classes and productions only. The Green Room in the basement of Hoey Auditorium may be used by all Theatre students.
7. Keep all facilities organized and clean at all times. A number of classes utilize the same space.
8. Adhere to time rules. Do not use the space longer than you have reserved it for.
9. DO NOT disturb classes or rehearsals.
10. Bottled water ONLY is permitted in the space. Other food or drink is permitted only when part of a production or scene. Alcohol is NOT permitted in any theater space except as part of a University sanctioned catering event.
11. Rehearsal and/or classroom furniture is supplied to theater spaces and must not be removed.
12. All furniture and props must be stored neatly at the close of every rehearsal or class. Furniture and props left on stage or in the wings without permission will be removed.
13. Spaces must be restored at the end of every class/rehearsal – projector screens must be put up, podiums returned to corner spaces, boards erased.
14. All buildings and vehicles owned, leased, or under the supervision of the University have been designated as smoke-free, with the following exceptions:
	1. smoking is permitted outside buildings at no less than 50 feet from any doorway.
	2. Non-tobacco smoking products may be used by performers during authorized productions.

**Additional rules for Breese**

1. Be respectful of the dance studios.
2. No street shoes on the Marley dance floors.
3. No food & drinks in the dance studio – water ONLY, preferably your own bottled water.
4. Toss your own trash
5. Barres put aside
6. Stereo system locked
7. Hands off mirrors
8. Keep pianos covered when not in use
9. If you are rehearsing independently please leave the studio as you found it.
10. Turn off lights if you are the last to leave
11. Make sure the windows are secured.
12. Reserve studio space through proper channels. Semester calendars will be posted in each room. If you need the space please reserve only when the space is available.

**Additional Policy regarding Hoey / ADA Compliance**

“It shall be the policy of this University that in the event a student or audience participant with a disability should need access to the stage area of Hoey Auditorium, the University shall either accommodate access for the student or audience participant or move the classroom/event to an accessible location.  It shall be the responsibility of the individual seeking the accommodation to notify the appropriate personnel pursuant to University policy of this need in a reasonable time in advance of the event.”