Student Handbook

THEATRE

**Policy concerning keys and room use**

Students are NOT to have keys to any building or room within a building. During a production, a faculty director may designate a student stage manager as the responsible party for an entry key during weekend rehearsals. That faculty director is responsible for bringing the key to the campus police station and leaving it, with the student’s name, for the student to pick up.

When the rehearsal has ended, the student must return the key to the police station and inform the faculty member, who will then retrieve it.

Students found with building keys not part of this process are subject to sanction up to and including probation or dismissal.

Students are NOT to be in any classroom or theater space after 10pm weeknights unless participating in a department sanctioned rehearsal, technical rehearsal, or production. Students found violating this policy are subject to sanction up to and including probation or dismissal.