

# ROOM BOOKING POLICIES

## SCHOOL OF CREATIVE AND PERFORMING ARTS

### DIVISIONS OF DANCE, DRAMA, AND MUSIC

Last updated: April 28, 2017

The School of Creative and Performing Arts (SCPA) manages room bookings for the Divisions of Dance, Drama, and Music. Approval for all room bookings from the online booking system and in-person bookings must comply with the SCPA wide room bookings and key policies and procedures.

#### School of Creative and Performing Arts, Policies and Procedures

##### Room Bookings

- Rooms can be booked by full-time academic staff and students, and sessional instructors if it is for course work only, with no room booking fee
- Faculty, staff, and students can book rooms that are allocated to their division only
  - *Example: music students can book music rooms, but not dance or drama, and vice versa*
- Room bookings for Dance, Drama, and Music are to be made **using the on-line Astra room booking system**.
- If Faculty, staff, and students can't book online, they can book rooms at the reception desk of the School of Creative and Performing Arts, in CHD100, Monday-Friday, 8:30am-12:00pm; 1:00pm-4:30pm
  - *Exception: Kinesiology dance rooms administered by the Faculty of Kinesiology*
- In order to book a room, Faculty, staff, and students must provide their: **full name, UCID number and Uni-Card, and email address**
- No bookings can exceed the time limit provided by each division

##### Booking Priorities

- A **Booking priority** is in effect for all rooms across all Divisions:
  - Please note that if anyone has a room booked but is of lower priority than another booking request, their booking will be removed in favor of the higher priority booking. If this does occur, there will be an attempt to accommodate them in another room
- Please see specific booking priorities for each Division.

#### Division of Dance, Policies and Procedures

- Dance studios are **only** available to students currently enrolled in DNCE classes for course related work.
- Students can book up to **2 hours of booked time per day**, to a maximum of **6-hours per week**
- Students should **state the course** for which each booking is for
- Only Dance faculty and choreography students can block book rooms
- Choreography students may book space for class assignments up to 6 weeks in advance. To maintain this priority booking status, they must book by Friday of the week before space is needed. They may book space the week of, but priority status is lost. On Monday of each week, all other approved users may book space for that week only.

##### Booking Priority:

1. Academic Schedule
2. Dance Faculty members
3. Sessional instructors (for coursework preparation)
4. Students registered in DNCE 333/431/433/531
5. Dance Majors currently registered in DNCE classes working on course related projects
6. Students registered in all other DNCE courses working on course related projects

##### Bookable Rooms:

- EDU 067 - capacity 22 (*1 pianos and a sound system*) – not bookable after 5 pm on Saturdays and Sundays
- CHE 011 - capacity 22 (*sound system*)

- CHC 002 - capacity 30 (*1 piano and a sound system*)
- CHD 520- capacity 24

### Division of Drama, Policies and Procedures

- Only Drama faculty, Stage Managers for Main Stage Productions, and ND Theatre Group can block book rooms
- Students can book rooms for a **maximum of 3 hours per day, up to a maximum of 9 hours per week.**
- All long term bookings are subject to approval
- Division Policy states that all Drama facilities must be **vacated by 11:00PM**
- In the Reading Room, students are allowed to view books and scripts, but cannot take them out.
  - *Students may sign out scripts available at the CHD100 Reception desk.*

#### Booking Priority:

1. Academic Schedule
2. Drama Faculty Members
3. Sessional Instructors
4. Main Stage Productions
5. Directing Students (level 410/510/610)
6. ND Theatre Group
7. Drama Student Clubs
8. Drama Students

#### Bookable Studios:

1. CHD 015- capacity 20
2. CHE 107- capacity 20
3. RT 110 (Green Room)- capacity 12 (*cannot be used during productions*)

#### Bookable Classrooms:

1. CHC 008- capacity 30 (*1 piano*)
2. CHD 003- capacity 20
3. CHE 002- capacity 20
4. CHE 004- capacity 20 (*1 piano, 2 spotlights*)
5. CHE 012- capacity 40
6. CHD 210 (Reading Room)- capacity 8

### Division of Music, Policies and Procedures

- **Only Music faculty** can block book rooms
- Students can book up to **2 hours per day**, to a maximum of **6-hours per week**

#### Booking Priority:

1. Academic Schedule
2. Music Faculty members
3. Sessional Instructors
4. Music Majors
5. Music Minors

#### Bookable Rooms:

- CHF 001- capacity 20 (*grand piano*)
- CHF 007 (Band Room: Ensembles/Orchestra practice)- capacity 75 (*grand piano*)
- CHF 202 (Choral Room)- capacity 75 (*grand piano and multimedia*)
- CHF 210- capacity 20 (*2 grand pianos and multimedia*)
- CHE 215- capacity 20 (*practice organ, grand piano*)