

Space Requests for DU Theatre

DU Theatre maintains space for Department, student and community use throughout the academic year. These guidelines have been created to allow, as much as possible, equitable and efficient use of DU spaces.

The Roombook is an agreement between you and the Department– but not a contract. Sometimes things go wrong– things get mis-scheduled, doors are locked. Please contact a Theatre faculty member to discuss any challenges you are having with space.

The Process:

Step 1: Are you a member of the DU Theatre Community?

Yes– I am a theatre major or minor, or a faculty member– go to Step 2

No– I am a non-major or external user just looking for space– see "External Users" at bottom of the page.

Step 2: What Kind of Space?

The Roombook covers the three primary rehearsal/performance spaces available to students: White Box, Black Box and Byron Studio.

The Department also has additional support spaces (Green Room, Dressing Rooms) that are usually reserved in conjunction with other spaces.

The Byron Flex Theatre is only available by special request through Steven McDonald smcdon45@du.edu

Step 3: What Time of Day?

Johnson–McFarlane Hall (White & Black Box) is open 8am–Midnight

Newman Center is open 8am–Midnight, subject to availability.

No space requests will be scheduled between Midnight and 8am.

Step 4: How Long Do You Need It? Follow the definition to section that applies to you.

Long-term: I am planning a performance in A DU space with production requirements and a rehearsal period.

Short-term: I am planning a couple of hours of rehearsal for a week or two. I'd like to tell people when we are meeting.

Ad-hoc: Are there any spaces open tomorrow for a short rehearsal?

Ad-hoc rehearsals are scheduled on a week-by week basis as available.

How:

–Each Friday at 2pm, the Room Book Master is posted on the bulletin board in JMAC.

- Members of the DU Theatre community can sign up for empty spaces by hand on an as-available basis. All available spaces are first-come, first served.
- Ad-hoc requests do not include lighting, sound, equipment use, or storage.
- Requests for ad-hoc space will not be taken via e-mail or phone. Get down to the bulletin board!

Short-term rehearsals are for projects that need a couple of days, or need to be able to tell participants a date and time.

- These could include academic/class rehearsals, readings, additional or project rehearsals
- Short-term requests do not include lighting, sound, equipment use, or storage.

How:

- Short term requests can only be made 2 weeks in advance, and must be submitted by Friday at Noon for the next week. Any requests received after that time will be bumped to the "ad-hoc" schedule.
- Short-term requests are filled in the order they are received.
- Please check the Room Book page to see when long-term projects are scheduled.
- Send your short-term request to duroombook@gmail.com
 - In your Subject line, indicate "Short-term Request"
 - Indicate space, date, and time requested

Space requests are filled Friday afternoon- check the Room Book web site to see if your request was granted. If the space requested is not available, please use the Ad-hoc scheduler to find an alternate space.

Long-Term projects are prioritized in the following order:

Department Productions

Senior Capstone Projects

Independent Student Projects

How:

- Long-Term projects can make their requests at the end of each quarter for the following quarter. This allows these projects to acquire and plan for design and production needs.
- In general, all LT projects have a "lock" on their space at the requested time during their tech/performance week (there's bound to be an exception, we haven't seen it yet)
- Projects are assigned space based on:
 - Opening Date

-Date submitted (if you're opening soon, but didn't get your request in, you may find yourself with priority only in your tech/performance week).
-Long-Term projects do have the ability to use equipment (lights, sound, storage) but only if they have completed a Production Resources Request. The PRR is part of the Senior Practicum process, or can be obtained on the Roombook website. Productions without completed forms will not be allowed to utilize equipment.

External Users:

DU Theatre spaces are available on a very limited basis. Theatre productions retain first priority in spaces. Special accommodations may need to be made to gain access to the space- this will be done on an "as-available" basis- if there's nobody available to let you in, then the space can't be used. (Don't schedule yourself from 7am-9am on a Sunday morning unless you know somebody with keys).

External users may not use DU Theatre spaces for Commercial gain. Non-students are not covered by University Insurance, and the Department of Theatre may not be held liable for any injury. DU Theatre reserves the right to remove external groups for any reason.

How:

Short-term: External requests for short-term space will be reviewed on a week-by-week basis. Use the "Short Term" instructions above. Generally, short-term requests will be granted in weeks with light schedules.

Ad-hoc: Follow the ad-hoc instructions above.