

**DEPARTMENT OF DRAMA SPACE BOOKING GRID**

**Policies:** Refer to Space Policy Section of office guide for master copy of all current space related policies.

**Tech Requirements:** All bookings that have tech requirements must be done in consultation with the Production Manager.

**Course Timetable:** All course bookings are made as recurring appointments.

**The course timetable takes priority over all other bookings.**

**September - April**

<b>Space</b>	<b>Nature of Booking</b>	<b>Date Range</b>	<b>Approved by</b>	<b>Calendar Input by</b>
All FAB spaces	Course Timetable	July 1 for following September	Chair	Office Coordinator
All FAB spaces	Bleviss Laboratory Theatre (inc. rehearsals, cross-overs, and quiet spaces)	May 15 for following September	Production Manager	Tech Director Studios
All FAB spaces	Other in-house prods (inc. rehearsals and quiet spaces)	May 15 for following September	Production Manager	Tech Director Studios
All FAB spaces	Teaching related	Ongoing	Office Coordinator	Office Coordinator
All FAB spaces	Faculty Creative Research	Not allowed during term except by special request	Chair	Office Coordinator
All FAB spaces	507/577 projects	Not allowed during term except by special request	Chair	Undergrad Advisor
All FAB spaces	Rental bookings	Not allowed during term except by special request	Chair	Office Coordinator
All FAB spaces	Department Initiatives	Not allowed during term except by special request	Chair	Office Coordinator
All FAB spaces	Maintenance	Ongoing	Production Manager in consultation with Office Coordinator	Production Manager (Production Assistant)
TIMMS Main Stage	Studio shows (inc. dressing rooms)	Sept (1 year in advance)	Production Manager	Theatre Administrator
TIMMS Main Stage	Teaching related	Occasional	Production Manager	Production Manager
TIMMS Main Stage	Faculty Creative Research	Not allowed during term except by special request to Chair	Chair in consultation with Production Manager & Theatre Administrator	Theatre Administrator
TIMMS Main Stage	507/577 projects	Not allowed during term except by special request	Chair in consultation with Production Manager	Theatre Administrator
TIMMS Main Stage	Rental bookings (inc. dressing rooms) and Department initiatives	Not allowed during term except by special request to Chair	Chair in consultation with Production Manager & Theatre Administrator	Theatre Administrator

Space	Nature of Booking	Date Range	Approved by	Calendar Input by
Shops	All bookings	Ongoing	Production Manager	Production Manager (Production Assistant)
Rehearsal Hall	Course Timetable (refer to Rehearsal Hrs. Policy)	Sept (1 year in advance)	Production Manager	Production Manager (Production Assistant) Studio 1 thru 6
Rehearsal Hall	Teaching related	Ongoing	Production Manager	Production Manager (Production Assistant)
Rehearsal Hall	Rental bookings	Not allowed during term except by special request	Chair in consultation with Production Manager	Theatre Administrator
Rehearsal Hall	Faculty Creative Research	Not allowed during term except by special request	Chair	Office Coordinator
Rehearsal Hall	507/577 projects	Not allowed during term except by special request	Chair	Undergrad Advisor
Lobby & Seminar Room	Course Timetable	June 1 for following September	Theatre Administrator	Theatre Administrator
Lobby & Seminar Room	Meetings and Teaching related	June 1 - roll over with Department Calendar	Theatre Administrator	Theatre Administrator
Lobby & Seminar Room	Faculty Creative Research	Ongoing	Chair in consultation with Theatre Administrator	Theatre Administrator
Lobby & Seminar Room	Rental bookings	Ongoing	Theatre Administrator	Theatre Administrator
SPS - includes Dressing Rooms	Classes - roll over courses and production times	June 1	Production Manager	Production Manager (Production Assistant)
SPS - includes Dressing Rooms	Classes - special requests	Ongoing	Production Manager	Production Manager (Production Assistant)
SPS - includes Dressing Rooms	Faculty Creative Research	Not allowed during term except by special request	Chair in consultation with Production Manager	Office Coordinator
SPS - includes Dressing Rooms	Rental bookings and Department Initiatives	Not allowed during term except by special request	Chair in consultation with Production Manager	Theatre Administrator
<b>May - August</b>				
Space	Nature of Booking	Date Range	Approved by	Input by
All FAB spaces	Faculty Creative Research	Requests by January 15, decisions made and booking inputted by January 31	Chair	Office Coordinator
All FAB spaces	507/577 projects	Requests by January 15, decisions made and booking inputted by January 31	Chair in consultation with Undergrad Advisor	Undergrad Advisor
All FAB spaces	Rentals - FAB 3-117 & 3-125	Ongoing after January 31	Office Coordinator	Office Coordinator
All FAB spaces	Rentals - all other FAB spaces	Ongoing	Office Coordinator	Office Coordinator

Space	Nature of Booking	Date Range	Approved by	Calendar Input by
TIMMS Main Stage	Faculty Creative Research	As Available	Chair	Theatre Administrator
TIMMS Main Stage	Rental bookings	Ongoing	Theatre Administrator in consultation with Production Manager	Theatre Administrator
SPS	Faculty Creative Research	Requests by January 15, decisions made and booking inputted by January 31	Chair	Office Coordinator
SPS	507/577 projects *does not have priority after May 1	Requests by January 15, decisions made and booking inputted by January 31	Chair in consultation with Undergrad Advisor	Undergrad Advisor
SPS	Rental bookings	Ongoing after January 31	Theatre Administrator in consultation with Production Manager	Theatre Administrator
Lobby & Seminar Room	Faculty Creative Research	Ongoing	Theatre Administrator in consultation with Office and Undergrad Advisor	Theatre Administrator
Lobby & Seminar Room	507/577 projects	As Available	Chair in consultation with Undergrad Advisor	Undergrad Advisor
Lobby & Seminar Room	Rental bookings	Ongoing	Theatre Administrator	Theatre Administrator
Shops	All bookings	Ongoing	Production Manager	Production Manager (Production Assistant)
<b>FAB Rental Bookings additional notes:</b>				
The majority of FAB rentals fall under the Office Coordinator's responsibility.				
<b>Exceptions:</b>				
Rentals that involve multiple room usage and may include TIMMS spaces				
Personnel hiring (FOH or tech) connected to the rental				
Examples: NextFest and Freewill				
Production Manager will be consulted whenever there are tech requests.				
Approved by Chair Dec. 1, 2010; revisited to correct titles in Sept. 2015				