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 consulation 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

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

Space	Nature of Booking	Date Range	Approved by	Calendar Input by
				Production Manager
Shops	All bookings	Ongoing	Production Manager	(Production Assistant)
				Production Manager
	Course Timetable (refer to			(Production Assistant) Studio 1
Rehearsal Hall	Rehearsal Hrs. Policy)	Sept (1 year in advance)	Production Manager	thru 6
				Production Manager
Rehearsal Hall	Teaching related	Ongoing	Production Manager	(Production Assistant)
		Not allowed during term except by special	Chair in consultation with	
Rehearsal Hall	Rental bookings	request	Production Manager	Theatre Administrator
		Not allowed during term except by special		
Rehearsal Hall	Faculty Creative Research	request	Chair	Office Coordinator
		Not allowed during term except by special		
Rehearsal Hall	507/577 projects	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			Chair in consultation with	
Room	Faculty Creative Research	Ongoing	Theatre Administrator	Theatre Administrator
Lobby & Seminar	l active Research	Oligonia	Theatre Administrator	Theatre Administrator
Room	Rental bookings	Ongoing	Theatre Administrator	Theatre Administrator
SPS - includes	Classes - roll over courses and			Production Manager
Dressing Rooms	production times	June 1	Production Manager	(Production Assistant)
SPS - includes			-	Production Manager
Dressing Rooms	Classes - special requests	Ongoing	Production Manager	(Production Assistant)
SPS - includes		Not allowed during term except by special	Chair in consultation with	
Dressing Rooms	Faculty Creative Research	request	Production Manager	Office Coordinator
SPS - includes	Rental bookings and Department	Not allowed during term except by special	Chair in consultation with	
Dressing Rooms	Initiatives	request	Production Manager	Theatre Administrator

May - August

Space	Nature of Booking	Date Range	Approved by	Input by
		Requests by January 15, decisions made		
All FAB spaces	Faculty Creative Research	and booking inputted by January 31	Chair	Office Coordinator
		Requests by January 15,		
		decisions made and booking	Chair in consultation with	
All FAB spaces	507/577 projects	inputted by January 31	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
			Theatre Administrator in	
TIMMS Main			consultation with Production	
Stage	Rental bookings	Ongoing	Manager	Theatre Administrator
I		Requests by January 15, decisions made		
CDC	Faculty Creative Research		Chair	Office Coordinator
SPS	Faculty Creative Research	and booking inputted by January 31	Chair	Office Coordinator
I	507/577 projects *does not have priority	Requests by January 15, decisions made	Chair in consultation with	
SPS	after May 1	and booking inputted by January 31	Undergrad Advisor	Undergrad Advisor
<u> </u>	arter may 1	l l l l l l l l l l l l l l l l l l l	Theatre Administrator in	l l l l l l l l l l l l l l l l l l l
			consultation with Production	
SPS	Rental bookings	Ongoing after January 31	Manager	Theatre Administrator
31 3	Nertal bookings	Originia arter saridary 31	Theatre Administrator in	Theatre Administrator
Lobby & Seminar			consultation with Office and	
Room	Faculty Creative Research	Ongoing	Undergrad Advisor	Theatre Administrator
Lobby & Seminar		- 3- 5	Chair in consultation with	
Room	507/577 projects	As Available	Undergrad Advisor	Undergrad Advisor
Lobby & Seminar			† •	
Room	Rental bookings	Ongoing	Theatre Administrator	Theatre Administrator
				Production Manager
Shops	All bookings	Ongoing	Production Manager	(Production Assistant)
FAB Rental Booking	gs additional notes:			
The majority of FAB	rentals fall under the Office Coordinator's res	sponsibility.		
Exceptions:				_
	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 Manage	r will be consulted whenever there are tech re	equests.		
Annroved by Chair I	Dec. 1, 2010; revisited to correct titles in Sept.	2015		