THEATRE SIMPSON

Policy for use of departmental equipment and supplies and rehearsal space usage

Equipment and supplies

As there are a number of students each semester who request the use of props, furniture pieces and costumes for classroom, Underground, and Alpha Psi projects, the department continues to enforce the following policy:

The coatroom on the West end of the lobby of Blank Performing Arts Center is designated as storage for rehearsal cubes, misc. props and costumes for student projects. Students will have open access to these rooms during regular building hours. The items the student finds in this room are the only items the department will provide for projects and they are to be returned immediately after use, students are not allowed to keep these items in their lockers. (If there are special needs not met by the items in the room, please see the course instructor. Do not take special requests to other staff members.)

Students must maintain the organization of the room. The department reserves the right to remove these items from use permanently if these procedures are not followed. (Do not use the room to store props etc. which you provide. There are lockers available in the basement of the building. Check out a locker from the department secretary.)

An inventory of the items in the room will be posted and periodically checked.

This policy is designed to:
1. cut down on loss of or damage to departmental items.
2. help maintain the organization of BPAC storage spaces.
3. make the use of the departmental supplies equitable to all theatre students enrolled in theatre classes.

Rehearsal spaces

The following are spaces that students can use for rehearsals of projects. (Note that classes in session, Theatre Simpson rehearsals, and scheduled outside events take precedence.)

Green Room
Barnum Studio
Pote
BPAC 202

The spaces can be reserved by signing up on the Google Calendar. There is a link to the Room Reservations page on the Virtual Callboard. Remember that a number of students need to use the spaces so be considerate of each other. If you change your rehearsal time, then cancel your reservation. If you are going to be using any of the rooms after 5:00pm, you will need to fill out a blue “usage request form” located outside the main office in the theatre before the secretary leaves for the day.

It is also important to keep all of the rooms clean! Throw out all trash and put furniture, etc. back where you found it. If you are using BPAC 202 then you need to dust mop the floor before you leave the room, please help us take care of the floor and keep it nice!

If you have any questions about any of these policies please talk to the faculty and staff of the department.

Updated February 2013