PHI BETA KAPPA MEMORIAL HALL SPACE USE POLICIES
DEPARTMENT OF THEATRE, SPEECH, & DANCE

Space Use –

1. Food and drink (except water) are not permitted in the Studio or Lab theatres unless food items are required by the director for rehearsal.

2. At the end of each rehearsal, the space (Lab, Studio, Dodge Room, 221, 222, west and east side lobby, balcony lobby, etc.) must be cleaned up and returned to neutral. Take away personal items, throw out trash, turn off lights, secure windows and doors, put away props and furniture. Items left behind will be cleared out. If you receive permission to borrow items from other areas of the building, those items must be returned to their original location immediately after the rehearsal. Lobby furniture and Studio Theatre stacking chairs are not to be used for rehearsals.

3. The equipment in PBK rehearsal spaces is approved to be used only by students trained to use it and only for the purpose of completing course work or serving departmental productions.

4. No exterior doors in any part of PBK Hall are permitted to be propped open.

Scheduling –

1. Priority - In scheduling rehearsals in Phi Beta Kappa Hall, priority is given to 1) main stage show rehearsals, 2) faculty studio show rehearsals, 3) senior directorials, 4) courses leading to production outcomes such as Direction, Premiere Theatre, Performance Seminar, etc., 5) students completing course assignments for other departmental courses, and 6) department-sponsored student groups - TSA and APO.

2. Process – The Stage Manager for productions under priorities #1, 2, and 3 should reserve space on the call board in the hallway outside the main stage. Faculty and students who reserve space for class work should clearly label the course when signing up on the call board. Provide contact information with the reservation.

3. When scheduling rehearsals, include set-up and clean up within the reserved time.

4. Student groups not affiliated with the department may not reserve rehearsal space.

5. Students who are enrolled in classes are not permitted to sign out space on behalf of a student group, but only for their own class work.

Questions –

Contact the Department Chair - Joan Gavaler (jsgava@wm.edu or 1-2785).