Guidelines for Student Meetings, Practices, Rehearsals & Performances

Weekly Meetings

1. Weekly meetings are generally scheduled in classrooms unless the size of the group or nature of the meeting requires a difference space. **see below
2. Please do not build time into your reservation that will not be used.

Tabling

1. Student organizations may reserve ONE table in the Sadler Center lobby, Campus Center lobby, or Sadler Terrace, but only one location at a time. Tabling is available for up to 5 consecutive days (weekends don’t count). Campus Center has 2 tables available, Sadler Center has 9, and the Sadler Center Terrace has 3. Tabling is used to create awareness, sell tickets to an event, have sign-ups for events, and other passive activities.
2. To request a table use the same Space Request Form that is used for regular room requests. Simply designate SC lobby, SC terrace or CC lobby as the room location.
3. Student Organizations typically “table” during the lunch hours (11am – 2pm) or dinner hours (5pm – 7pm), or both.

Performances

1. Organizations are limited to a maximum of 3 performances per show with only 1 Friday or Saturday evening performance.
2. Organizations will be scheduled for 1 DRESS/TECHNICAL rehearsal per event in the same space as the performance (when available). An additional rehearsal in the same space as the performance can be scheduled two weeks before the performance (when available).

Practices and Rehearsals

1. Weekly dance practices for recognized groups will be scheduled for a maximum of **4 hours** per week when scheduled during prime hours (4pm – 10pm).
2. Based on availability, organizations beginning practices at 10pm or later may schedule for a maximum of 6 hours per week.
3. Organizations may request additional hours during the semester based on availability.
4. Individual dance practices are limited to a 2 hour maximum.
5. Weekly rehearsals that do not require a hardwood floor are generally scheduled in classrooms.

Reminders

- Return classrooms and lecture halls to their original setup.
- Remove all food and trash before leaving.
- If the room or building is locked for your scheduled event, contact Campus Police (1-4596).

**Weekly use of SC/CC by groups other than dance or sorority: based on lottery number, we will accommodate groups that ask for bigger spaces when space is available (During lottery scheduling an effort is made to keep TDW A&B open on Weds & Thurs evenings so that there is space available for ongoing scheduling of events during the next semester.)**