Student Use and Reservation Policies for Bingham 203

Space may only be used for Communication Studies class projects or Comm faculty sponsored or supervised projects.

Drop-in rehearsals for the current week are signed out on the posted calendar, including student's name, requested time, course name/number and the name of the faculty instructor/supervisor.

Advance reservations are requested by sending an email to uncperformancecoordinator@gmail.com, including the student's name, requested time, course name/number, and faculty instructor/supervisor.

Online reservation requests close at 5pm on Friday and are posted the following Monday.

Students are responsible for cleaning the space at the end of use: disposing of trash, returning chairs to risers and neatly stacking of blocks in the upstage corners.

Off-hours use (after 9pm or weekends)
Off-hours use requires approval of your instructor or faculty sponsor.
The Administrative Support Associate in Bingham Hall, office 115 will assist with access arrangements with campus security.

Off-hours use requires supervision by a Communication Studies faculty member or TA or by a designated graduate student or an undergraduate student approved by the supervising faculty member, who will notify the office of such designations.

Doors to the building may NEVER be propped open during periods. Students may not allow other students not already approved into the building.

Violation of these procedures and rules will result in a student being denied all access to rehearsal spaces in Bingham Hall.