

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.

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

Online reservation **requests for the following week** close at 5pm on Friday and are posted Monday AM by the Performance Studies Graduate Production Assistant.

Drop-in rehearsals must be **signed out on the posted calendar**, including student's name, requested time, course name/number and the name of the faculty instructor/supervisor.

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

Off-hours use (after 9pm or weekends)

Off-hours use requires approval of your instructor or faculty sponsor. The Performance Studies Production Assistant will make arrangements for access 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 off-hours 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.