

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.