Department of Theatre Arts Space Priority Usage Policy

Because most classroom performance projects and student-directed productions are presented in the Mills Theatre, there is a heavy demand for out-of-class use of the space. In order to ensure fairness to all who need to reserve time in the Mills, we request that everyone adhere to the following guidelines for sign-up and use of the space.

1. Advanced Projects in Directing—full-length plays (5-week maximum rehearsal period):
   a. regular rehearsal period (should not exceed 4 weeks)
      • 3-hour limit per day
      • 15-hour limit per week
   b. final week—"tech" weekend through performances
      • 4-hour limit per day

2. Advanced Projects in Acting, Design, & Play writing (4-week maximum rehearsal period) & Directing II Projects—one-act plays (4-week maximum rehearsal period):
   a. regular rehearsal period (should not exceed 3 weeks)
      • 2-hour limit per day
      • 10-hour limit per week
   b. final week—"tech" weekend through performances
      • 3-hour limit per day

3. Scenes for Acting Classes and for Directing I for entire rehearsal period
   • 1-hour limit per day

4. Independent Performance Projects [approved by the Dept. of Theatre Arts]
   • 1-hour limit per day [as space is available—see priority list below]

Please use pencil only in reserving blocks of rehearsal time in the Mills.

If you have made an advance reservation for the space and find that, for whatever reason, you will not be able to rehearse during the time you reserved, please erase your name from the sign-up sheet.

PRIORITY FOR USE OF SPACE:

1. Mainstage Productions (rehearsal and warm-ups, when needed)
2. Advanced Performance Projects (coordinating schedules when more than one project is in preparation)
3. Pre-scheduled events (such as OSP "Blindspots," Guest Artist workshops, City Dionysia, etc.)
4. Classroom-related Projects (e.g., Directing II Projects, Acting Class Projects, Dance Projects, etc.)
5. Independent Performance Projects

Note: reservation sign up is intended for theatre classroom projects and department-approved productions only!

Please report any and all infractions of this policy to the Technical Director of the Department, Jonathan Allender-Zivic.

--Department of Theatre Arts Faculty
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