SPACE RESERVATION REQUEST FORM – Spring, 2015

NOTE: Reservation of dance studios is available only to dance faculty and dance majors.

PLEASE fill in form completely (request on this side and agreement on reverse) and return to MITCH FORE in office HHP318. You’ll receive a response via email. Studio schedules are maintained online; links for viewing are available at http://performingarts.uncg.edu/dancecal. Arranging access to reserved space is your responsibility!

Name: ___________________________ Phone: __________ Email: ___________________________

Performance ___________________ Performance date __________ # of dancers ____

SELECT ONE FROM BELOW:

CATEGORY A (space reserved for duration of project, up to entire semester)

_____ Faculty, for on-campus performances (4-6 hrs/wk)

_____ 3rd year MFA, master project (6 hrs/wk, prioritized by performance date)

_____ DCE470 students for April concert (2 hrs/wk)

_____ Graduate choreography students for DCE651 (3 hrs/wk max)

_____ Faculty rehearsals other than above

_____ 3rd year MFA (2 hrs/wk in addition to above)

CATEGORY B (space reserved for one week at a time)

_____ Undergraduate choreography students for DCE353

_____ Faculty requesting space for DCE101 classwork (space must be requested by faculty)

_____ Other DCE major or faculty requests

PREFERRED SPACE: 1st choice:________________________ 2nd choice:________________________

FOR WEEKDAY EVENING REHEARSALS
CIRCLE 1st DAY/TIME CHOICE: M T W R F 6:30-8:15pm 8:15-10pm

CIRCLE 2nd DAY/TIME CHOICE: M T W R F 6:30-8:15pm 8:15-10pm

FOR DAYTIME/WEEKEND REHEARSALS
PREFERRED DAY/TIME: __________________________

ALTERNATE DAY/TIME: __________________________
REMEMBER TO COMPLETE USER AGREEMENT ON REVERSE.

-------------------------------------------------------------------- OFFICE USE ONLY ----------------------------
REHEARSAL(S) SCHEDULED: __________________________________________

________________________________________________________
University of North Carolina at Greensboro  
Department of Dance  
Rehearsal Space User Agreement

I understand that, in order to retain the privilege of rehearsing in a Dance Department studio or theatre, it is my responsibility to:

   Ensure that the studio door is closed and locked when I leave, unless the next person scheduled to use the space is there at that time.

   Ensure that all windows are closed and locked when I leave, even if I did not open them, unless the next person scheduled to use the space is there at the time I leave.

   Ensure that there is no food or drink in any studio space during my rehearsal period. If I am using the theatre, I will see that any trash is disposed of properly before I leave.

   Ensure that no street shoes are worn in the dance space.

I understand that my failure to properly monitor any of the above may result in the loss of my privilege to use Departmental rehearsal space.

______________________________
Signed

______________________________
Date