School of Theatre Room Reservations

To view the room calendars and to see what times are available to reserve go to:

https://vpa.uncg.edu/theatre/school-of-theatre-facilities-calendar/

To reserve a School of Theatre classroom or acting studio:

• Go to the iSpartan log-in page (https://ispartan.uncg.edu/) and click on the Calendar link. You may have to log-in to your iSpartan account before it takes you to the calendar.

• Once in the calendar, double-click on an empty space on the date you wish to make the reservation and “Create Event” window will open.

• Type in your reservation name/title in the box that has “Add Title”.

• You will have to uncheck the “All day” button so you can choose your reservation time.
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- In the “Description” box, please type in your name and email address. Failure to do so can result in your reservation being deleted without any notification.

- After filling in your name and email address, click on “Rooms” on the right-hand side of the page. This will show the list of campus buildings sorted alphabetically.

- The buildings in which the School of Theatre has available rooms are: 326 Tate Street, 328 Tate Street, Brown, Curry, Ferguson, and Taylor.

- Make sure the drop down menu shows “Available rooms only”. This way you will only see rooms that are available to be reserved.
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• Click on the building that has the room you would like to reserve. The list of available rooms will drop down. If the room doesn’t appear, then that room already has a reservation that conflicts with the time you are trying to reserve.

• Click on the room you would like to reserve. This will automatically fill in the “Add Location” window for your reservation.

• You can click on the “Guests” tab and add individual invitations to this reservation for anyone you want to attend this event. Please note the room you are reserving is on this list. Do not remove the room from the Guest List as this will prevent the reservation from being completed.
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• Once everything is complete, click the “Save” button at the top of the page and this will add your reservation to your calendar as well as to the calendar for that room.

• If you wish to delete your reservation, simply delete the event from your calendar. This will remove the reservation from the room calendar and open the room/time slot to other reservations.

• School of Theatre students can only reserve the six acting studios: 328 Tate, Curry 105, Curry 109, Curry 214, Ferguson 120, and Taylor Studio.

• All other rooms can only be reserved by School of Theatre faculty or staff: Light Lab, Design Studio, Computer Lab, Brown Conference Room, and Taylor Conference Room.

• Students in lighting classes will be added to a group that will allow them to reserve the Light Lab as needed for class projects. Ken White and Noah Davis maintain this list and should be contacted if you need to be added.