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/

Make sure you are only signed into your iSpartan account, otherwise you will not be able to see the calendars.

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-out of any Google accounts and then 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 make the reservation and “Create Event” window will open.
- Type in your reservation name/title in the box that has “Add Title”. The title for your reservation must be your name and either the course number of the class for which you are rehearsing or Workshop (for example: Chip Haas – THR 231 OR Maranda Debusk - Workshop)
- 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. You also need to add the names of everyone attending the rehearsal. 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.

- School of Theatre acting studios are in 328 Tate, Curry, Ferguson, and Taylor. Click on the building that has the room you would like to reserve. If a room is crossed out, then that room already has a reservation that conflicts with the time you are trying to reserve and is not available.
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- Click on building icon next to the room you would like to reserve. You will see a green checkbox once you have selected your room.

- 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 five acting studios: 328 Tate, Curry 105, Curry 109, Ferguson 120, and Taylor Studio.

- Please make sure acting studios are cleaned and restored at the end of your rehearsal.

- Acting studio reservations are for School of Theatre classes or Workshop rehearsals only. Any other groups wishing to reserve the studios for rehearsals must receive permission from the Performance faculty.

- Any groups wishing to reserve the studios for meetings must be approved by the School of Theatre Production Manager.

- Reservations cannot exceed two hours. You will be given one warning to correct the reservation before your reservation will be cancelled.

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