

## REHEARSAL ROOM BOOKING PROCEDURES

Please read the following information carefully; it describes the procedures for booking rehearsals in the Asper Centre for Theatre and Film (ACTF) outside of regular class time. The following rooms are available to book:

### Dedicated Rehearsal Rooms

0T15: Medium, long and narrow, no windows  
 1T20: Medium, square, mirrors, no windows  
 1T22: Small, square, windows on east side  
 1T23: Small, square, windows on east side  
 1T24: Large, long and narrow, windows on east side  
 2T14: Small, square, no windows

### Studios

**THESE ROOMS ARE AVAILABLE WHEN NOT IN USE FOR CLASSES; class schedules are posted outside studios.**

0T09: Studio, large, black, sprung floor, mirrors/curtains, no windows, piano  
 0T10: Film Studio, large, linoleum floor, no windows  
 0T19: Mime Lab, large, black, sprung floor, mirrors/curtains, no windows  
 2T05: Studio, large, sprung floor, windows  
 (Note: 2T15 is **NOT** available for casual bookings)

**NO street shoes** are permitted in rooms with sprung floors.

**NOTE:** Studios are used for both classes and casual bookings. At the conclusion of your rehearsal, it is imperative that **ALL** furniture be cleared away (move it to the side) and that any props you bring with you, garbage, etc. be taken away.

**PLEASE RESPECT OTHER USERS OF THE SPACE AND LEAVE IT CLEAN AND TIDY WHEN YOU ARE FINISHED!**

### TO BOOK A ROOM

1. Fill out the "On-Line Room Booking Form" (next entry on this screen). This is a word template. (MAC users will need to use Firefox to open this form successfully, and see #3 below.) Open it, fill it out, save it, and e-mail it **as a pdf or Word attachment** to Patty at [p.hawkins@uwinnipeg.ca](mailto:p.hawkins@uwinnipeg.ca) with "Room Booking Request" in the subject line. Only cut/paste the form into the body of the e-mail if you can't make it work. **Fill out ALL information.** Requests are processed once each work day.

2. Confirmations are e-mailed to the requester once rooms have been assigned. **You are required to have your *Confirmation* with you as proof of your booking (in hard or electronic copy).** Security Guards may check *Confirmations*; if you don't have yours with you, you will be evicted.

### NOTES

1. Classrooms/Studios are unlocked from 8:00 a.m. - 10:00 p.m. daily. Rehearsal Rooms are never locked. The exception is Room 1T20; if you have it booked and it is locked, please take your confirmation to Patty (during office hours) or Security (outside office hours).

2. The needs of classes, faculty, and the department always take priority over those of individual users. Though we try to avoid it, occasionally you may be bumped. Where possible, I will try and let you know about this ahead of time and provide an alternate space for your rehearsal.

3. I use a PC; please make sure that, if you're sending the booking template from a MAC, to use Firefox as your browser so that I'll be able to open your request.

4. **I prefer to deal with requests only once per day if possible. Please make every effort to book ahead; it is preferable to e-mail me with at least two working days notice.** (I receive a large volume of e-mail and cannot promise to get to your request if submitted at the last minute.) I will, however, make an exception if you need a specific room or if you must book at the last minute, time permitting; see me in 3T03.

5. Booking requests are processed in the order in which they come in, i.e. **first come, first served.**

6. Rooms are booked by the hour, half hour, or quarter hour **only**; do not ask to begin a rehearsal at, for example, 10:20 a.m.

7. The available rooms are listed above. I will try to honour specific requests, then will book from "best" to "worst" rooms, as availability permits. Please provide details of your requirements so that I can find an appropriate room for you (ex. if you have a movement rehearsal and tell me so, I will try and put it in a large room with a sprung floor and mirrors).

8. Rooms are available for booking from 8:00 am through 10:00 pm daily (except stat holidays when the university is closed). **All students must be out of the building by 10:15 pm at the latest,** unless you are working with a professor (or stage manager) and that person is with you.

9. If no room is listed under a requested date, that means that no room was available. If your request has been truncated, that is because I was able to give you a room for only a portion of your requested time (something is better than nothing!).

10. Students do not have access to the sound system/computer in the room. If you need sound, you must provide your own system.

11. If you have booked a room and find you are unable to use it, **please** cancel it with me (call 204-786-9955, drop into 3T03, or e-mail me at [p.hawkins@uwinnipeg.ca](mailto:p.hawkins@uwinnipeg.ca)). Be sure to **include specific details or the booking confirmation code** in your communication. We have a large demand for rooms and may need the space for someone else.

**Please see Patty (Theatre/Film Office) in Room 3T03 if you have any questions.**