LAB THEATRE
scheduling + use policy

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GENERAL CONSIDERATIONS

- No rehearsals in LT, SS, MD/WD or SR during MS previews or performances.
- No rehearsals on MS, SS, MD/WD or SR during LT previews or performances.
- No rehearsals in SS, MD/WD or SR during MS techs and dress rehearsals.
  Quiet rehearsals in LT "OK"
- Rehearsals in SS, MD/WD or SR during LT techs and dress rehearsals.
  Quiet rehearsals on MS "OK"
- Rehearsals in SS during MS rehearsal period at director’s discretion to be scheduled in advance.
- LT to be pre-booked by DOT for all known functions by the end of the spring semester proceeding a new season.

Priorities + Considerations

1. CLASSES AS SCHEDULED + THEIR FINAL EXAMS

- Will work around MFA/PT set & seating configurations
- MFA/PT fixed scenery may not be moved or used
- MFA/PT furniture & non-fixed scenery may be moved if used
- Props/furniture may be signed out from stock if tagged and stored properly during use period so as not to interfere
- With LT or MS functions
- Storage plan devised on an individual use basis
- Returns space to original condition for CL and MFA/PT use
- Instructions to notify DOT ASAP if CL will not utilize LT for final exams

2. MAINSTAGE (MS) PRODUCTION USAGE

For rehearsals, dressing area, wagon usage, etc.
- Treated as special cases on an “as needed-scheduled in advance” basis

3. SCENESHOP – TECHNICAL USE OF SPACE

- M-F afternoons until 5:30 pm as needed, following scheduled classes
- Weekends as needed
- Space available for other functions when not in use by shop on “as available-scheduled in advance” basis

4. MFA/PRIMETIME PRODUCTIONS

- Established budget, no guaranteed shop support, reasonable technical facilities available, paying/ticketed audience, reasonable FOH support
- Guaranteed 10 days in space as scheduled in advance prior to opening unless agreed otherwise
- Evening rehearsals only scheduled in advance after 5:30 pm unless agreed otherwise
- Exclusive use of space the weekend before opening after addressing higher priorities #1-3
• Additional evenings prior to 10 days before opening on "as available-scheduled in advance" basis after addressing higher priorities #1-3
• Other slots before 5:30 pm on "as available-scheduled in advance" basis after addressing higher priorities #1-3 and lower priorities #5-7
• No rehearsals during MS previews or performances
• Quiet rehearsals during MS techs and dress rehearsals
• Accommodates LN tech week with 10 pm access or other agreed upon time
• Seating configurations approved by Mark and Marty no later than one month prior to changeover, with approved floor plan copies to Mark, Marty, DOT and LT instructors, including one copy posted at LT entrance
• Seating configuration changeover carried out under Mark's supervision by student director and/or student designer organized crews during shop hours (M-F, 1:30 - 5:30 pm) unless agreed otherwise
• Changeover to restore LT seating configuration (to either standard proscenium arrangement or other approved arrangement) included as part of Sunday strike unless agreed otherwise
• Props and furniture may be signed-out from stock if tagged and stored properly during use period so as not to interfere with LT or MS functions
• Storage plan devised on an individual use basis

5. QUALIFYING/DIRECTING CLASS PRODUCTIONS

• Low or no budget, no guaranteed shop support, low or no tech requirements, free admission/not ticketed, no FOH support
• Will work around MFA/PT set & seating configurations
• Afternoons only unless agreed otherwise, scheduled in advance around shop/technical needs
• Instructor or class representative schedules for all members of class
• Other usage on "as available-scheduled in advance" basis after addressing higher priorities #1-4
• MFA/PT fixed scenery may not be moved or used
• MFA/PT furniture & non-fixed scenery may be moved but not used
• Props and furniture may be signed-out from stock if tagged and stored properly during use period so as not to interfere with LT or MS functions
• Storage plan devised on an individual use basis
• Returns space to original condition for CL and MFA/PT use

6. LATE NIGHT THEATRE PRODUCTIONS

• Low or no budget, no shop support or use of shop, low or no technical requirements, paying/ticketed audience, reasonable FOH support
• Will work around MFA/PT set and seating configurations
• Access to space on Sunday evening before opening after strike and changeover of previous LT production, unless scheduled otherwise in advance after addressing higher priorities #1-5
• Other usage on "as available-schedules in advance" basis after addressing higher priorities #1-5
• MFA/PT fixed scenery may not be moved or used
• MFA/PT furniture and non-fixed scenery may be moved but not used
• Props and furniture may be signed-out from stock if tagged and stored properly during use period so as not to interfere with LT or MS functions
• Storage plan devised on an individual use basis
• Returns space to original conditions for CL and MFA/PT use
• Follows guidelines as established in LN policy

7. SCHEDULED CLASS SCENWORK AND OTHER REQUESTS

• No budget, no shop support or use, no tech requirements, free admission/not ticketed, no FOH support
• Will work around MFA/PT set and seating configurations
• Afternoons only unless agreed otherwise, must be scheduled in advance around
shop/technical needs

- Instructor or class representative schedules for all members of class
- Other usage on "as available-scheduled in advance" basis after addressing higher priorities #1-6
- MFA/PT fixed scenery may not be moved or used
- MFA/PT furniture and non-fixed scenery may be moved but not used
- Props and furniture may be signed-out from stock if tagged and stored properly during use period so as not to interfere with LT or MS functions
- Storage plan devised on an individual use basis
- Returns space to original condition for CL and MFA/PT use

8. OTHER UNSCHEDULED IN-HOUSE USAGE

- On "as available, walk-in, first-come-first-served" basis if space unused
- Any of above higher priorities #1-7 can "bump" you from the space
- No budget, no shop support or use, no tech requirements, free admission/not ticketed, no FOH support
- Will work around MFA/PT set and seating configurations
- MFA/PT fixed scenery may not be moved or used
- MFA/PT furniture and non-fixed scenery may be moved but not used
- Props and furniture may be signed-out from stock if tagged and stored properly during use period so as not to interfere with LT or MS functions
- Storage plan devised on an individual use basis
- Returns space to original condition for CL and MFA/PT use

Amendment approved at Faculty Meeting dated 2/24/99

In addition to official departmental uses, The Earle Ernst Lab Theatre is available primarily for classroom or working sessions and is assigned as per the LAB Theatre Scheduling and Use Policy. If requests for the space are for public showings of work, decisions will be based on availability, staffing, liability, and production season issues. When a request for a public showing can be accommodated in terms of availability, staffing, and liability, the final decision will rest with the full faculty.