

STUDENT ROOM SIGN-OUT

Classrooms are available to students in Department classes/productions for evening rehearsal use. The Fine Arts Center is locked on weekends and may not be accessible on Saturdays, Sundays, and holidays.

To request a rehearsal space:

1. Fill out a Department **Room Request Form** (please, see sample). Forms are next to my office door, FAC 104.
2. Put the completed request form in the correct wall file next to my door.
3. You may request up to three (3) rehearsal dates at one time (separate forms, one request per form). **YOUR REQUEST MUST BE RECEIVED AT LEAST FIVE DAYS IN ADVANCE OF YOUR FIRST REHEARSAL TIME.** Please include any special requests or needs on the form. The Curtain and Rand Theaters are generally not available due to production demands.
4. Rehearsal room assignments will be left for you in the marked wall file next to my door.

Please leave the room that you use in as good or better condition than you found it. If you move chairs or other furniture, return the room to the classroom set-up when you are done, even if the room was not that way when you started.

Thank you very much for your help.

Julie A. Fife
Production Manager