

*Department of Theatre and Dance*  
**LAB THEATRE SCHEDULING AND USE POLICY**

---

**General Considerations**

Key:   LT = Lab Theatre           MS = Mainstage           SS = Substage           SR = Seminar Room  
      PT = Prime Time            LN = Late Night          CL = classes            DOT = Dir, of Theatre  
      FOH = Front of House

---

- no rehearsals in LT, SS, MD/WD or SR during MS previews or perf.
  - no rehearsals on MS, SS, MD/WD or SR during LT previews or perf.
  - no rehearsals in SS, MD/WD or SR during MS techs and dress rehearsals.  
Quiet rehearsals in LT "OK"
  - no 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 and Considerations**

**1. CLASSES AS SCHEDULED AND 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 but not 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 THE 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 & lower priorities #5-7
  - no rehearsals during MS previews or performances
  - quiet rehearsals during MS techs & dress rehearsals
  - accommodates LN tech week w/10 pm access or other agreed upon time
  - seating configurations approved by Mark & Marty no later than one month prior to changeover, w/approved floorplan copies to Mark, Marty, DOT & LT instructors, including one copy posted at LT entrance
  - seating configuration changeover carried out under Mark's supervision by student director &/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 & furniture may be signed-out from stock if tagged & stored properly during use period so as not to interfere w/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 & furniture may be signed-out from stock if tagged & stored properly during use period so as not to interfere w/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 & seating configurations
- access to space on Sunday evening before opening after strike & 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 & non-fixed scenery may be moved but not used
- props & furniture may be signed-out from stock if tagged & stored properly during use period so as not to interfere

- w/LT or MS functions
  - storage plan devised on an individual use basis
  - returns space to original conditions for CL & MFA/PT use
  - follows guidelines as established in LN policy
- 

## 7. SCHEDULED CLASS SCENEWORK 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 & 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 #1-6
  - MFA/PT fixed scenery may not be moved or used
  - MFA/PT furniture & non-fixed scenery may be moved but not used
  - props & furniture may be signed-out from stock if tagged & stored properly during use period so as not to interfere w/LT or MS functions
  - storage plan devised on an individual use basis
  - returns space to original condition for CL & 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 & seating configurations
  - MFA/PT fixed scenery may not be moved or used
  - MFA/PT furniture & non-fixed scenery may be moved but not used
  - props & furniture may be signed-out from stock if tagged & stored properly during use period so as not to interfere w/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.