Room Booking Protocol

**Undergraduate Facilities**

There are five rehearsal spaces available for Undergraduate Drama Practical Students and Faculty to use:

79 St. George Street (Helen Gardiner Phelan Playhouse)
- Playhouse – University College Union (200)
- Performance Studio (Perf) – University College Union (109)
- Front Room (FRONT)
- Long Room (Tea & Cookie room) (LONG)

75 St. George Street (Basement of Morrison Hall)
- Leonard Common Room (LCR – MO 100B)

**5 Steps to Booking a Rehearsal Space:**

1. Go to the Drama Centre website and hover your cursor over “facilities.” From the dropdown menu, select “booking rehearsals.”
2. Log in, and check if the room you’d like to use is available on the RRS Lite Website:
   - Login: dramaguest
   - Password: guest
3. Once you’re sure the room is available, request permission to book the space by filling out and submitting this form: Drama Room Booking Form.
4. Once your request is confirmed, you will receive an email notification from RRS Lite; *only then* can you pick up keys from the student office (check Student Office door and Drama Centre Students Facebook page for updated office hours).
5. Sign out the key in the binder located in the Student Admin’s mailbox. When returning your key, remember to sign it back in.

Drama Centre students have priority over rehearsal spaces for **course work only**. Bookings must be made at least 48 hours in advance, and are not guaranteed based on such short notice. All Saturday to Monday bookings must be made by Thursday at 5PM*. Once your request has been confirmed, an email notification will be sent via the RRS Lite website.

Be considerate of other students when booking space. Booking excessive amounts of space prevents other students from having the opportunity to rehearse. Near the end of Fall and Winter terms, sharing space with other students from your class is encouraged to maximize space availability.

**Booking the Walden Room must be made through Colleen Osborn at c.osborn@utoronto.ca**

Graduate Space enquiries (Robert Gill, Luella Massey Studio) should go to Rebecca Biason at rebecca.biason@utoronto.ca
Building Access

Keys can only be picked up during the Student Team’s office hours, once your request has been confirmed. If any conflicts occur, please contact the student admin (Catt: catt.filippov@mail.utoronto.ca) to arrange a time and meeting place for key pick-up.

Ensure that you promptly return the keys you have signed out. They can be returned either to the Student Office directly, or the drop box outside the office door (both located on the second floor of 79 St. George).

Weekend access to 79 St. George requires a passcode, which can be obtained from the student admin once your booking request is confirmed.

Open Rehearsal Space (NEW!!)

The Front Room (not the Tea & Cookie room) is open and available from Mondays to Fridays for Drama Centre students needing a space to rehearse. During the week, this space is not bookable. It is occupied on a first come, first served basis*. However, please try to share the space with fellow students. The Front Room may be booked on the weekends.

* Front & Long is used by UC Follies on Monday nights and blocked off during Pericles (March 1 – 12th)

Non-Course Related Bookings

If you are looking to book a space on behalf of an outside theatre troupe (i.e. UC Follies, WINDS, etc.) check to make sure a space is not already booked on your behalf. A booking point-person should be assigned to keep track of all rehearsal bookings. Check in with them first to avoid multiple bookings.

Priority booking is reserved to course work up to 48 hours before needed.
Non-course work bookings requested under course codes will not be accepted.

Things to Keep in Mind:

Do not hand keys over to another group of students wishing to use the space.

You are responsible for the space you booked. Before leaving, close and lock all doors and windows, clean the room, and return all furniture to its original arrangement. For more detailed closing procedures, see the student handbook.

You will be held responsible for any lost or stolen keys. Keep them safe, and return them as soon as possible.

This system depends on the integrity of the students using it. Please be honest about what you’re booking the space for, and don’t hold on to keys any longer than needed. 😊