

# Space Reservations

Advance reservations must be submitted no later than one week in advance.

Advance Space Reservations are available for the following:

- 1) Auditions for University Theatre and Pocket shows
- 2) University Theatre Rehearsals, Pocket Playhouse tech week and performances
- 3) Department functions (including showcases).
- 4) If you are requesting the space for Non-Theatre Arts Department related activities, please fill out this form and email the space usage coordinator Janet Rose ([jrose@uoregon.edu](mailto:jrose@uoregon.edu)) to get additional information about the spaces. You will also need her direct permission to book the space.

Advance reservations may NOT be made for rehearsals for class scenes.

*If these criteria are not met you must sign up on the calendar sheets posted to the big bulletin board on the first floor of Villard. These calendar reservation sheets are posted the Friday prior to the week concerned.*

## **Special Note for Pocket Playhouse Reservation Requests:**

- Advance space reservations for Pocket tech and performance may be made as follows:
  - Sunday 1st tech= 6 hours
  - Mon/Tues/Wed tech rehearsal= 3 hours/day
  - Performance= as scheduled

Proceed to the form on the back of this info sheet

# Space Reservation Form

Room Requested (please check):

102 (Pocket)

104

300 (M-F 6-10pm only)

Reserving Space for (please check):

Pocket Production

Auditions

Mainstage Production

Other

If you circled "Other", please specify: \_

\_\_\_\_\_

Dates/Times Requested - (one 90 min slot per day): \_

\_\_\_\_\_

\_\_\_\_\_

Your Full Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Full Event Title and/or Purpose of Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number (where you can be reached during the day): \_\_\_\_\_

Current E-mail Address: \_\_\_\_\_

**\*\*\*\*\* Please note that: \*\*\*\*\***

- No request equals a guarantee.
- Requests for space can be denied by any member of the faculty.
- If the space you have requested is already booked you will be contacted by email.

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_