Department of Drama
Fine Arts Building (FAB) Space Rental Policy

A. Policy Parameters

Normally, the Department of Drama spaces are not available for use from August 15 through April 30 for anyone other than faculty, staff, and students currently enrolled in Drama programs. From May 1 to August 14 annually, the Department of Drama will consider applications from groups or individuals for the use of certain spaces within the department.

The purpose of this policy is to outline the parameters of such rentals.

B. Priority

Should there be multiple requests for the same time period priority will be given on first-come-first-served basis.

C. Application Procedures

A FAB Rental Request Form must be filled out and may be submitted to the Department of Drama anytime throughout the year. Some requests may not be considered until January 31 for the upcoming spring and summer to allow time for Departmental bookings to be confirmed.

When requests are approved, the space(s) are held for 14 days to enable the renter to sign the contract and pay the applicable deposits. Should the Department be unable to contact the renter within 14 days, the space will be released to other renters.

D. Description of Spaces Available for Rent

Meeting/seminar Room 1-43: equipped with a large table, 14 chairs, and whiteboard

Media Room 1-63: a large rehearsal/production venue complete with rehearsal furniture and a large, flexible audience area

Classroom 2-43: a large room with resilient flooring, windows, drapes, and rehearsal furniture

Classroom 2-48: equipped with carpet and acoustic paneling

Corner Stage 2-51: a rehearsal/production venue complete with resilient flooring, rehearsal furniture, and a large audience area

Movement Studio 3-117: dance studio equipped with resilient flooring, mirrors, drapes, barres, and sound system

Acting Classrooms 3-121 & 3-125: equipped with resilient flooring and rehearsal furniture

Dressing Rooms 1-47 & 1-49: counter/mirror space for 12 people in each room and showers/washroom
E. Fees

For a full listing of space fees, see the FAB Space Rental Fees Chart. Other fees associated with rentals are for keys, security cards, non-refundable deposits, and damage deposits.

1. Keys. If the space being used is controlled by key access, the renter will sign out key(s) at the Department of Drama General Office (FAB 3-146). Normally, no more than one key per area will be signed out. The Group Representative must make a $50 dollar cash deposit for each key signed out. This deposit will be refunded when the key(s) is returned.

2. Security Cards. If the space being used is controlled by Security Card access, a security card must be signed out in the Department of Drama General Office (FAB 3-146). The Group Representative must make a $20 dollar cash deposit for each card signed out. This deposit will be refunded when the security card(s) is returned.

3. Non-refundable Deposit. A non-refundable deposit of 25% of the total rental fee (minimum $25) is required to secure a booking.

4. Damage Deposit. A damage deposit may be requested.

F. Cancellation and Refund Policy

Security card, key, and damage deposits are always subject to refund.

FAB Space Rental fees will not be refunded. If changes in booking dates/times are required, adjustments will be made for no additional cost subject to space availability.

Revised: January 6, 2011