Dear students,

We are delighted that there is such a vibrant interest in dance at Carleton, with so much interest in performing.

Room 165 — our Dance Studio and Lab Performance Space — is however first and foremost a classroom space. With the increased need for rehearsal and performance times, the demands on the space and staff are beginning to strain available resources. We (faculty and staff) have therefore developed a set of policies around use of Dance spaces which will be implemented immediately, to take effect with the 2018-19 school year. These new policies will relate to the scheduling of performances and rehearsals.

With these procedural changes, we hope to shift the cultural understanding around these spaces, emphasizing that they are primarily departmental spaces which, while remaining open and inviting to non-departmental activities, must be managed in such a way as to not overly impinge upon their primary function as pedagogical spaces.

Following is the Dance Studio 165 Rehearsal and Performance Policy, along with the Dance Studio 165 Performance Application Form for the 2018-19 school year. We are requesting that you please review this information and submit your application form to Sasha Blinnikova by Monday, 05/28. Please note that student groups must be chartered through SAO in order to apply for a performance slot.

Please know that these new policies were developed with a great deal of thought and discussion. We understand that the use of the dance studios is an ongoing conversation; please feel free to reach out to any of us with questions.

Thank you,

Judith Howard
Jane Shockley
Jeff Bartlett
Christine Esterl
Sasha Blinnikova
Sally Bell Pierce
Dance Studio 165 Rehearsal and Performance Policy

- All students using the space are expected to uphold the studio mission statement, which is:
  - The Theater + Dance Department invite all who use the studio to do so with care and respect, encouraging and supporting one another in an inclusive and non-competitive community.

- Except for allotted tech rehearsals, no one group, or individual group members rehearsing work for a group, will be allowed to schedule more than:
  - 15 rehearsal hours per week (maximum, not guaranteed) in the space
  - 60 hours per term in the space
  - 2 consecutive hours in the space on any given day

- Scheduling of studio for rehearsal:
  - Group rehearsal times will be scheduled with 5th Year Educational Associate
  - Group leader(s) will be responsible for scheduling individual rehearsal slots
  - Rehearsal requests for groups granted a performance slot in a given term will be scheduled first for that term.
    - Fall Term rehearsal schedule requests due Sept. 4, 2018
    - Winter Term rehearsal schedule requests due Nov. 1, 2018
    - Spring Term rehearsal schedule requests due March 1, 2019

- Dance group directors and tech crew will have a production meeting with the Weitz production staff (Jeff, Christine, and 5th year) at the beginning of the term during which they are performing.

- Any rehearsal times may be bumped for department events. (Please note that scheduled performances will not be bumped.)

- On a last-minute basis, individuals or groups may use the space if it is free.

- All items* used by a group must be properly stored or removed from the studio for classes.
  (*Including shin-busters, when they are being used.)

- Any additional technical requests (additional to what was listed on your application form) must be communicated to the Weitz tech team.

- If major concerns arise regarding a student group’s conduct and/or if the group or individuals within the group are not following this policy, the group/individuals may face consequences in reserving a performance slot in the future.
Available Performance Slots
(7 slots total during the academic year):

**FALL**
2 performance slots during Week 7 weekend (no curtain legs)
- Tech/Dress schedule:
  - 3 hours tech rehearsal Week 7 Tuesday for each group
  - 2 hours tech/dress rehearsal Week 7 Wednesday (group A)
  - 2 hours tech/dress rehearsal Week 7 Thursday (group B)
- Performance schedule (3 shows/group):
  - Friday: 7pm (group A); 9pm (group B)
  - Saturday: 5pm (group A); 7pm (group B); 9pm (group A)
  - Sunday: 2pm (group B)

**WINTER**
2 performance slots during Week 6 weekend (curtain legs up for these performances)
- Tech/Dress schedule:
  - 4 hours of tech rehearsal on Midterm Break Monday for each group
  - Tues. evening tech/dress for group A
  - Thurs. evening tech/dress for group B
- Performance schedule (3 shows/group):
  - Friday: 7pm (group A); 9pm (group B)
  - Saturday: 5pm (group A); 7pm (group B); 9pm (group A)
  - Sunday: 2pm (group B)

1 performance slot during Week 7 weekend (curtain legs up for these performances)
- Tech/Dress schedule:
  - 3 hours tech rehearsal Week 7 Tuesday
  - 2 hours tech/dress Week 7 Thursday
- Performance schedule:
  - Friday, 7pm
  - Saturday, 7pm
  - Sunday, 2pm

**SPRING**
2 performance slots during Week 7 weekend (no curtain legs)
- Tech/Dress schedule:
  - 3 hours tech rehearsal Week 7 Tuesday for each group
  - 2 hours tech/dress rehearsal Week 7 Wednesday (group A)
  - 2 hours tech/dress rehearsal Week 7 Thursday (group B)
- Performance schedule (3 shows/group):
  - Friday: 7pm (group A); 9pm (group B)
  - Saturday: 5pm (group A); 7pm (group B); 9pm (group A)
  - Sunday: 2pm (group B)

All applications will be entered into a lottery for performance slot selection. The first group drawn will receive their first-choice performance slot, the second group drawn will receive their first-choice slot if it’s available, their second choice if their first choice is not available, and so on. After all the groups have been given one performance slot, all groups will be re-entered into a second lottery round to award additional performance slots.
Dance Studio 165 Performance Application: 2018-19

*Please note: student groups must be chartered through SAO to apply for a performance slot.*

Student Organization Name:

Director(s) of your production (name and year):

Please describe your production staff:

Specific technical needs for your production:

Number of performances your group (ideally) would like to have during the academic year (please note: a group is not guaranteed more than one performance / year):

Please list your preferred performance slots below, ranked 1st to 3rd choice:

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<thead>
<tr>
<th>Performance Slot:</th>
<th>Ranking:</th>
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<tbody>
<tr>
<td>Fall Term, Week 7 weekend</td>
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<td>Fall Term, Week 7 weekend</td>
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<td>Winter Term, Week 6 weekend</td>
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<td>Spring Term, Week 7 weekend</td>
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<td>Spring Term, Week 7 weekend</td>
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I have read and agree to the Dance Studio 165 Rehearsal and Performance Policy.

Signed:

(Name and Date)

Please submit signed form to Sasha Blinnikova (blinnikovas@) by Monday, May 28. The 2018-19 performance schedule will be announced on Monday, June 4.