

ROOM BOOKING AND KEYS, POLICIES AND PROCEDURES SCHOOL
OF CREATIVE AND PERFORMING ARTS DIVISIONS OF DANCE,
DRAMA, AND MUSIC

Last updated: September 29, 2020

The School of Creative and Performing Arts Administrative Assistant manages room bookings and key sign-outs/keypad codes for the Divisions of Dance, Drama, and Music. Approval for all room bookings from the online booking system and in-person bookings, including all key sign-out must comply with the SCPA and Division room bookings and key policies and procedures.

School of Creative and Performing Arts, Policies and Procedures

Room Bookings

- All room bookings must be made at least two working days in advance; same-day bookings are not possible in Fall 2020.
- Room bookings for Dance, Drama, and Music are to be made using the on-line Astra room booking system.
- If students can't book online, they can book rooms by emailing the Administrative Assistant at scpa@ucalgary.ca
 - *Exception: Kinesiology dance rooms administered by the Faculty of Kinesiology; these spaces are not available for students to book in Fall 2020*
- In order to book a room, students must provide their: full name, UCID number, email address and class number
- If students are booking space for work that includes more than just themselves, they must include the first and last name of all students that are also in attendance. This is in the event of contact tracing
- Rooms can be booked by full-time academic staff and students, and sessional instructors if it is for course work only, with no room booking fee
- Students can book rooms that are allocated to their division only
 - *Example: music students can book music rooms, but not dance or drama, and vice versa*
- No bookings can exceed the time limit provided by each division
- Do not use the rooms for any purpose other than practice and/or rehearsal. Do not study, congregate, meet or otherwise socialize in the rooms.
- Always follow all University of Calgary safety protocol inside the rooms, including social distancing and/or wearing masks, proper hand hygiene, etc.
- Users must wipe all common touch points before and after their rehearsal, including door handles and light switches, as well as any objects in the room that a user touches, such as chairs, music stands, etc. Wipe the entire object.

Booking Priorities

- A Booking priority is in effects for all rooms:
 - Please note that if anyone has a room booked but is of lower priority than someone else who needs the same room, their booking will be removed in favor of the higher priority booking.
 - If this does occur, there will be an attempt to accommodate them in another room
- Please see below for specific booking priorities for each Division.

Division of Dance, Policies and Procedures

Room Bookings

- Only faculty and sessional instructors can block book rooms
- All COVID-19 cleaning protocols will be posted in bookable rooms and must be followed by all who use Dance spaces – this includes a 1-hour vacancy between bookings
- To ensure a 1-hour interval between uses, students are asked to occupy a room during the exact time booked only; do not enter early or stay late
- Only single instance bookings will be bookable directly by students; recurring bookings by students must have the approval of their course instructor

- Undergraduate students can book rooms for a maximum of 2 hours per day and 6 hours per week per student
- All bookings are subject to approval by the Division Chair
- All Dance facilities must be vacated by 11:00PM

Booking Priority

- Academic Schedule
- Faculty and Sessional Instructors
- Students registered in DNCE 333 and DNCE 531A

Bookable Rooms with Capacity Caps for Rehearsals:

- CHC 002 - capacity 5
- CHE 011 - capacity 5
- CHD 520 - capacity 5
- EDU 067 - capacity 5

Division of Drama, Policies and Procedures

Room Bookings

- Only faculty and Stage Managers for Main Stage Productions can block bookrooms
- All Covid-19 cleaning protocols will be posted in bookable rooms and must be followed by all who use Drama spaces – this includes a 1-hour vacancy between bookings
- To ensure a 1-hour interval between uses, students are asked to occupy a room during the exact time booked only; do not enter early or stay late
- Undergraduate students can book rooms for a maximum of 2 hours per day and 4 hours per week per student
- Graduate Students may block book rooms for the entire semester for a maximum of 4 hours per day and 12 hours per week per student
- All bookings are subject to approval by the Division Chair
- All Drama facilities must be vacated by 11:00PM
- The Reading Room is closed for Fall 2020
- The Green Room in the Reeve Theatre is not available for booking Fall 2020

Booking Priority:

1. Academic Schedule
2. Faculty and Sessional Instructors
3. Main Stage Productions
4. Directing Students (level 611 and 511) – Matthews F101, E107 only
5. Drama Students – E012, E004, D015, or C008 only
6. ND Theatre Group – Secondary Theatre or D015 only
7. Drama Student Clubs – not permitted in Fall 2020 – must meet online only

Bookable Rooms with Capacity Caps for Rehearsals:

1. CHD 015 – capacity 5
2. CHE 012 – capacity 5
3. CHE 107 – capacity 5
4. CHE 004 – capacity 5
5. CHC 008 – capacity 5
6. F101 – capacity

Division of Music, Policies and Procedures

- Only faculty and sessional instructors can block book rooms
- All Covid-19 cleaning protocols will be posted in bookable rooms and must be followed by all who use Music

spaces – this includes a 1-hour vacancy between bookings

- To ensure a 1-hour interval between uses, students are asked to occupy a room during the exact time booked only; do not enter early or stay late
- Only single instance bookings will be bookable directly by students; recurring bookings by students must have the approval of their chamber music instructor/coach
- All students can book rooms for a maximum of 2 hours per day and 6 hours per week per student
- All bookings are subject to approval by the Division Chair
- All Music facilities must be vacated by 11:00PM

Booking Priority:

1. Academic Schedule
2. Faculty and Sessional Instructors
3. Students registered in Chamber Music (MUPF 241/341/641/643)
4. Music Majors
5. Music Minors

Bookable Rooms with Capacity Caps for Rehearsals:

- CHF 001- capacity 4 (*grand piano*)
- CHF 007 (Band Room: Ensembles/Orchestra practice)- capacity 4 (*grand piano*)
- CHF 202 (Choral Room)- capacity 4 (*grand piano and multimedia*)
- CHF 210- capacity 4 (*grand piano and multimedia*)
- CHE 215- capacity 4 (*practice organ, grand piano*)