School of Dance Student Studio Scheduling Policy

Currently enrolled students wishing to use studios in support of upcoming SoD performances or class assignments must:

Submit studio space requests via form at

https://uofudance.formstack.com/forms/student_studio_request

a. *Undergraduate* students may only reserve a space up to **3 calendar weeks** in advance. (Signs are posted on the production board and on the program boards if there is a question about how far out an undergrad may schedule space. This date may also be found in the weekly announcements on the School of Dance Canvas page.)

b. *Graduate* students can submit requests for **the length of their rehearsal process**.

  All reservations must be for **2 hours or less** in length on any one day, and no more than **3 reserved days** per calendar week. (Sunday-Saturday)
  (Students may check the business day prior to an existing reservation for an exception to this rule)

Please also note the following:

- Space is allocated on a first-come, first-served basis but may be rescheduled at the discretion of the SoD.
- The choreographer/student is responsible for making sure that all participants are following proper University and SoD Health and Safety Guidelines for the duration of their time in the studio.
- The choreographer/student will be responsible for allowing time at the end of the rehearsal for cleaning of the studio. Cleaning will include the wiping down of surfaces touched with wipes and spot cleaning floors with wet mops provided.
- If you need to **cancel a reservation**, let the Front Office know as soon as possible. Reservations may be cancelled via email to mcd-studios@utah.edu. Failure to cancel your reservation may result in no longer be allowed to schedule studio space and all future reservations will be cancelled.
- A studio is considered released 15 minutes after the rehearsal starting time if no one shows up for their reservation.
- After-hours UCard access will only be given to the student choreographer requesting use of studio space. After-hours access is no longer automatically given to every Ballet or Modern Dance major. Directors and Student Concert Committee will provide the front office with the names of student choreographers in their particular productions.
- If a student of the University community (to include current SoD students) would like to use studio space for any other reason than for a School of Dance performance, class, or sponsored activity, that person needs to rent the studio. Studio rental procedures and forms can be found online at https://dance.utah.edu/facility-rental
- If a student needs an exception to these rules, they will need to seek written approval from the Director of the School of Dance. (Email mcd-studios@utah.edu if you need an exception form)
- Failure to comply or abuse of this policy may result in loss of studio rehearsal privileges, loss of UCard Access to the building, trespassing charges, and/or release of any future studio reservations.

Questions about studio scheduling should be emailed to mcd-studios@utah.edu