

REHEARSAL PROTOCOLS FOR DEPARTMENT OF THEATRE SPACES IN COMPTON-GOETHALS

Rehearsal Availability:

There are 3 spaces that may be reserved and used: CG 310, 318, and 319

Public safety allows us to be in the spaces Mon-Fri 9am-10p and by special request on Saturdays - Saturday requests *must be made more than 72 hours in advance* so that public safety can be informed.

Reserving a Space:

To book a space, email Department Administrator, Tara Nachtigall: ccnytheatre@ccnytheatre.com (emails sent to any other email will not be accepted.)

Reservations are done one week at a time. Booking for each week **begins** at 9am on Friday *before* the week you want rehearsal space - you can book the week of, however, as the week goes along, availability gets more and more limited. Any emails received before 9am on the Friday before will not be honored.

This makes the process fair to all.

No more than 4 hours of rehearsal can be booked per week **total**, and no more than 2 hours can be booked for a single rehearsal period.

Entering Compton-Goethals:

Maintain a respectful and cooperative relationship with all Public Safety and Custodial personnel. Please have proper ID ready at the entrance of CG.

Before Rehearsal:

Arrive approximately 5min before your rehearsal time, no earlier, to avoid congestion in the hallways.

Do not enter the reserved space until your assigned rehearsal time.

If you discover that the room is in disorder on your arrival, take a photo of how you found it and send it to Tara with a time code. This will allow her to talk to the people ahead of you and hopefully they will come to correct. She may ask you to correct their mistakes as well as to not leave the room a mess. **This only needs to happen if you find it a mess and not like the pictures below.**

(Cell: 347-993-3359)

During Rehearsal:

Please treat the rehearsal space, and all people and objects and furniture in it with respect and care. Also, for those booking 319 - if there is a class or rehearsal being held in 318 simultaneously, be mindful that the class or rehearsal takes precedent (i.e. you cannot interrupt the class or rehearsal to quiet them down, or take furniture or props out of the room during their allotted time).

Restoring the Space Following Rehearsal:

Each rehearsal space must be restored to their original set-up. All set pieces, props and chairs have an exact location which they must be returned to.

ALL garbage, wrappers, food, etc. should be picked up and thrown out.

Leave sufficient time to restore the space(s) so you don't hold up the next students' rehearsal.

Respect each other's time.

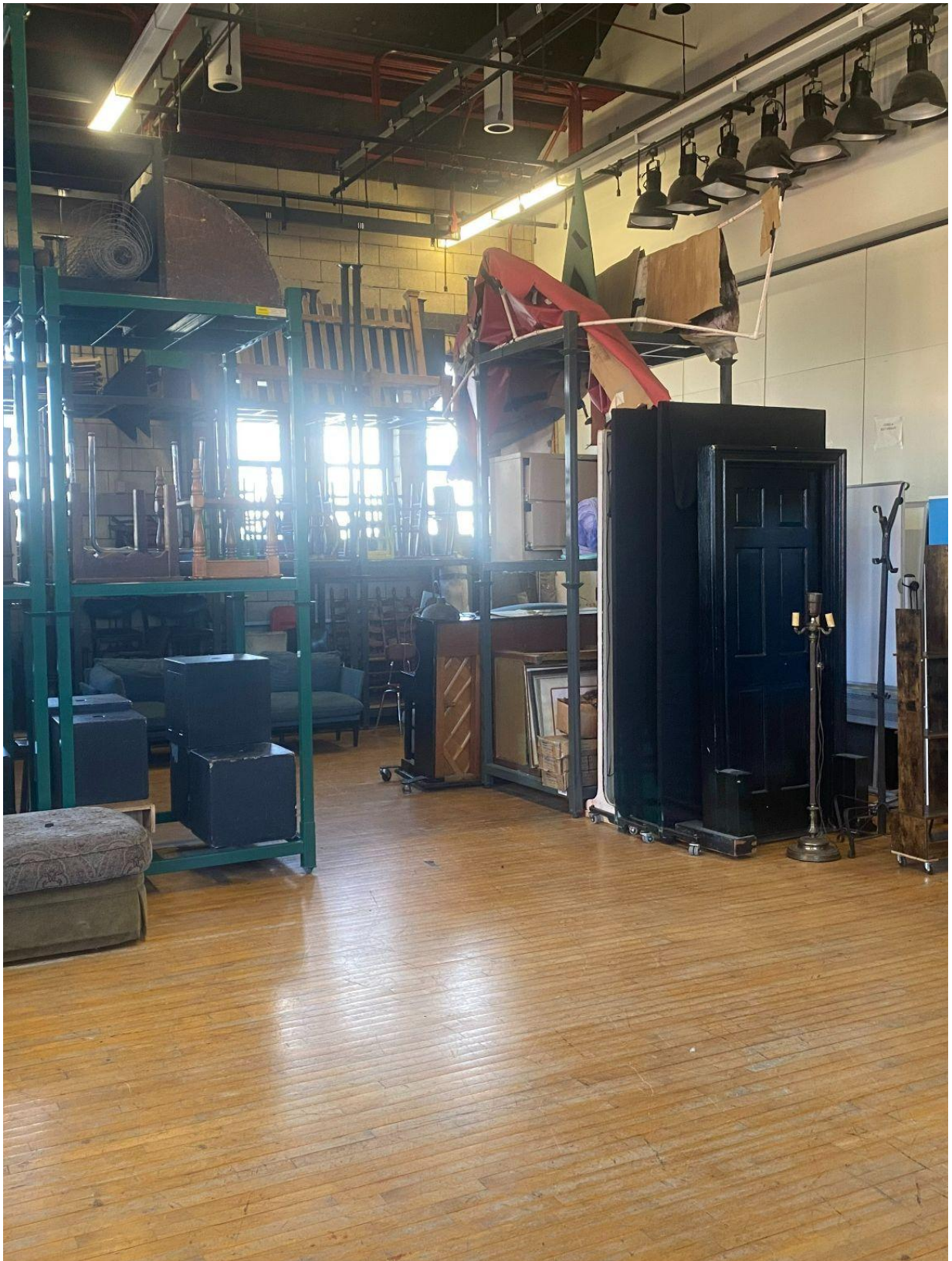
Before leaving, take a photo of the restored space and send it to Tara. (Cell: 347-993-3359). If you neglect to do this, you run the risk of being denied room booking privileges next time. If it is discovered (and it will be) that you sent a photo that was not an actual depiction of your restoration of the room, and the room wasn't restored, you will be denied booking privileges for the remainder of the semester.

It is everyone's shared responsibility to keep the spaces neat and clean – we are a community, and we need to respect each other, and our spaces. We've made real strides forward in keeping spaces organized and restored over the last few semesters, and it has made *everyone's rehearsals and classes more productive*, as it is considerate of everyone's time when the rooms are clean and ready to use at the top of each rehearsal and class. Let's keep it up!

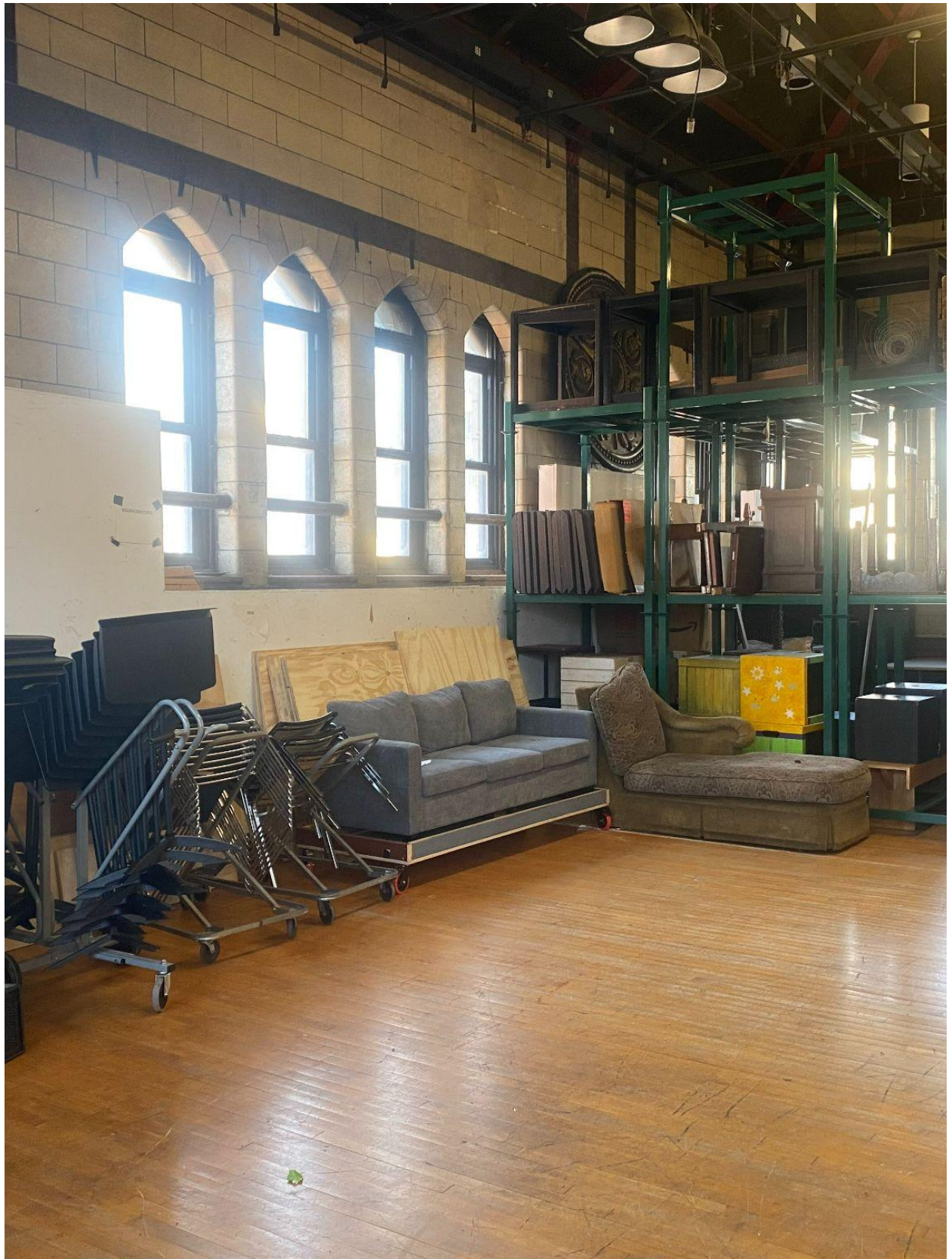
Violations of the rules can cause you to lose your CG rehearsal space privileges for the duration of the semester.

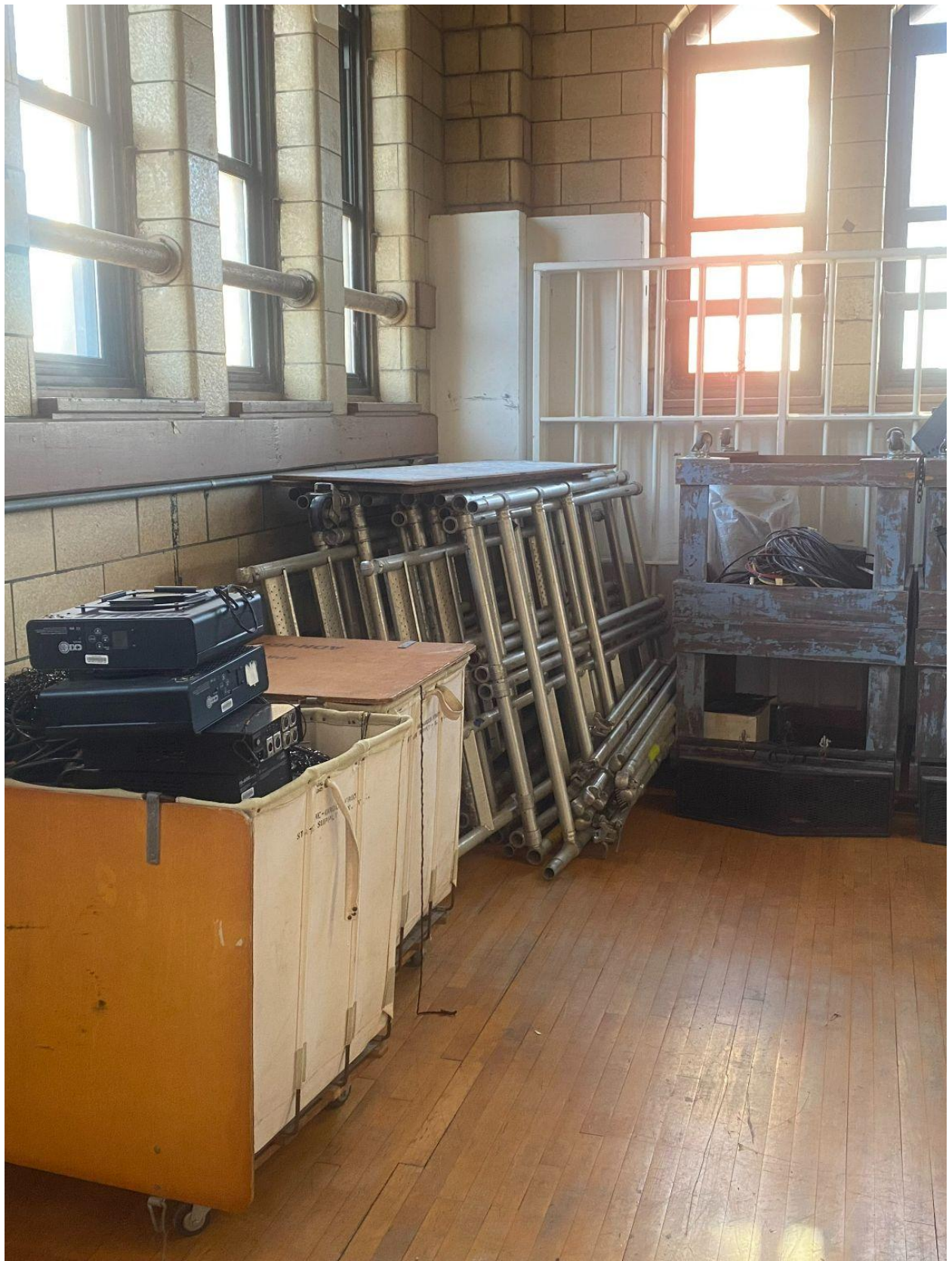
Pictures of how to restore below

CG 319











CG 318









CG 310



