TAPS Department Guidelines for Space Usage

The Department of Theatre Arts and Performance Studies (TAPS) is the intellectual and artistic center at Brown for faculty and students interested in the aesthetic, historical, literary, practical, and theoretical explorations of performance in global perspective - theatre, dance, speech, performance art, and performative "roles" in everyday life.

The TAPS Department maintains and schedules a number of classroom, studio, theatre and shop spaces which are predominantly utilized in support of departmental courses, programs and productions. When scheduling these spaces, priority is given to departmental projects.

I. Open Times & Initiating Requests

• The open hours of Lyman Hall and the John Street Design Studio are as follows:
  - During the academic year: 8AM – midnight
  - During winter/summer break: 8AM – 5PM

• Prior to initiating a request for use of a TAPS Department space, please review these guidelines in their entirety. If you have any questions, please feel free to contact Chris Redihan at chris_redhlan@brown.edu

• To request the use of a TAPS Department space, please email Chris Redihan. In your message, please include the following:

  (** indicates that charges may apply**)

  o The dates and times which you’d like to reserve
  o The room you’d like to reserve
  o A brief explanation of your event (approximate length, content, whether there will be an intermission, estimated attendance, and the sponsoring University Department or entity)
  o Whether your event will be open to the public**
  o Whether any food will be served in the course of your event**
  o Whether your event will need any technical/staff support**
  o How you plan to market your event, if applicable
  o Whether you plan to photo or video your event**
II. TAPS Department Spaces

1) Classroom Spaces (technical capabilities and capacities available on 25Live)
   a) Lyman 005, Lyman 007, & Lyman 211
      • When scheduling time in TAPS classrooms, priority is given to academic classes which
        have assigned meetings in a room. (This includes independent class affiliated work.)
      • If you have a scheduling request for a classroom space, please contact Chris Redihan.

      **Please note that Lyman 211 is not accessible. Please discuss potential implications, especially for
      public events, with Chris.**

2) Studio Spaces
   a) The Ashamu Dance Studio (Lyman 026)
      • When scheduling time in Ashamu, priority is given to classes which meet in the room, as
        well as faculty rehearsal/discretionary time.
      • To reserve Ashamu, please contact Chris Redihan.
      • Please be aware that Ashamu is very heavily programmed. Request early!
      • For questions regarding technical capabilities and capacity of the room, please contact
        Chris.
      • From the first day of classes until the end of shopping period, the space is open
        from 8AM – midnight.
      • At the end of shopping period, Ashamu is open from 8AM - 5PM M-F, and can only be
        entered using swipe access on weekends and during evening hours (after 5PM M-F).
      • If you are a faculty member whose class has evening or weekend meetings in Ashamu
        and your students need swipe access, please send Chris a print out of your roster with
        student ID numbers listed.
      • Faculty and staff receive swipe access to the space upon hire. Concentrators receive
        swipe access to the space once their declaration has been approved.

   b) Strasberg Studio (Faunce 101)
      • When scheduling time in the Strasberg, priority is given to classes which meet in the
        room and require independent study time.
      • During the fall and spring semesters, the Strasberg is signed out via a Googlecalendar
        which Chris administrates. Students are given direct access to the calendar and
        schedule rehearsal time autonomously.
      • Students are asked to limit reservations to two hours at a time.
      • Access to the Strasberg Studio is managed through card swipe. Concentrators, faculty,
        staff and students enrolled in classes with current meetings in the Strasberg are given
        swipe access to the room.
      • If you are a faculty member whose class meets in the Strasberg and your students need
        swipe access, please send Chris a print out of your roster with ID numbers.
      • For questions regarding technical capabilities and capacity of the room, please contact
        Chris Redihan.

      **Please note that the Strasberg is not accessible. Please discuss potential implications, especially
      for public events, with Chris.**
c) **The Cave (Lyman 002)**
- During the academic year, rehearsal time in the Cave for is signed out via a weekly calendar on the door of the space.
- The ability to schedule rehearsal time in the Cave via the door calendar is restricted to students enrolled in classes which have assigned meetings in the room.
- Detailed instructions regarding how to sign out time in the Cave are posted on the door of the space.
- Students are asked to limit reservations to two hours at a time.
- For all other requests to schedule time in the Cave, please contact Chris Redihan.
- From the first day of classes until the end of shopping period, the space is open from 8AM – midnight.
- At the end of shopping period, The Cave is open from 8AM – 5PM M-F, and can only be entered using swipe access on weekends and during evening hours (after 5PM M-F).
- If you are a faculty member whose class has evening or weekend meetings in the Cave and your students need swipe access, please send Chris a print out of your roster with student ID numbers listed.
- Faculty and staff receive swipe access to the space upon hire. Concentrators receive swipe access to the space once their declaration has been approved.
- For questions regarding technical capabilities and capacity of the room, please contact Chris Redihan.

3) **Meeting Spaces**
   a) **The Becker Library (Lyman 212)**
      o The Becker Library is the primary space for departmental meetings and interviews. If it is not in use for a departmental function, the space is open and available for use as a study space during building open hours.
      o To reserve the Becker Library, or if you have questions regarding technical capabilities and capacity of the room, please contact Chris Redihan.

      **Please note that Lyman 212 is not accessible. Please discuss potential implications, especially for public events, with Chris.**

4) **Theatre Spaces**
   a) **The Leeds & Stuart Theatres**
      o When scheduling time in Leeds and Stuart, priority is given to the S&B season and its cycle of build, tech, performance and strike.
      o If you have a scheduling request which involves one of the theatres, please contact Chris and copy in Barbara Reo (barbara_reo@brown.edu).

5) **John Street Design Studio**
   a) Please contact Alex Haynes (alexander_haynes@brown.edu) for any scheduling requests which involve John Street.
   b) Specifications of the John Street Studio are available on the “Facilities” page of the TAPS Department page of Brown University’s website.

6) **Miscellaneous TAPS Department Spaces**
   a) Miscellaneous spaces include dressing rooms, green rooms, breezeways and lobbies
b) Please contact Chris Redihan to inquire regarding the use of these spaces, or any other departmental space which is not listed.

III. TAPS Space Usage Guidelines

a. If your space use request is approved, please confirm your final schedule with Chris. A determination will be made at that point regarding the best way to provide access to the space you’ve reserved. (Keys or card swipe access.)

b. Please leave all spaces clean.

c. Please leave all spaces in the setup they were in when you arrived. (Please restore all tables and chairs to their original configuration if you move them!)

d. Please do not remove tables, chairs or furniture from their spaces without checking in with Chris first.

e. Unless you have made arrangements with Chris for appropriate custodial support (which must be engaged at least two weeks prior to your event), no food or drinks other than water are allowed in TAPS spaces.

i. If you have made arrangements to have food in a TAPS space, please keep food trash contained in covered cans. (Please don’t feed the mice!)

f. Speakers and lights in departmental spaces cannot be moved without advance approval from Chris.

g. Nothing can be hung from the ceiling of any classroom or the grid of any studio or classroom space without advance approval from Chris.

h. Electric kettles, hotplates, and any other appliances which are potential fire hazards are strictly prohibited in TAPS spaces.

i. If any participants in your rehearsal or event are not Brown or RISD students, please have them fill out a liability waiver and submit to Chris.

j. Please refrain from accessing your space outside your scheduled times. Using keys or card swipe access you have acquired through TAPS to make use of any departmental space outside your scheduled time is strictly prohibited.

k. Please ensure that all classroom technology (media racks, sound systems, lights) are turned off at the end of the night.

l. Please also lock your space as instructed by Chris.

m. TAPS spaces cannot be used for storage due to the widespread and varied scheduling demands of the Department. Please make alternative storage plans for any props, furniture or materials which are part of your activities in TAPS departmental spaces. Any materials found in TAPS spaces during daily cleaning will be disposed of.

n. The TAPS Department would like to make sure that our spaces are safe, tidy and in good repair for everyone who uses them.

As such, any evidence of potentially dangerous or damaging activity during usage will necessitate an incident report from Chris to the TAPS Chair and the responsible party for your usage.

Revocation of permission to use departmental space may occur in the case of:

i. Damage or unauthorized access to a departmental space because a space is left unlocked or open after your scheduled time.

   1. (Ex: Leaving a door or window propped open, failure to lock the door of your room.)
ii. Drug or alcohol use in a departmental space.
iii. Failure to properly clean up, restore furniture, or shut down technology.
iv. Blockage of space egresses, or any other condition which is a potential fire hazard.
v. Use of departmentally issued keys or swipe access to acquire unauthorized (i.e., unscheduled, or after hours) space access.
   1. (Ex: Students using swipe access for a class to gain access to a space after hours to have a party.)
vi. Failure to correct any other violation of the guidelines listed above which has been brought to your attention by a TAPS staff member.

IV. Emergency Protocols

a. If you’re locked out of the building, need to report stolen property, or require non emergency support for any reason during your time in Lyman Hall, the campus Department of Public Safety can be reached on their non emergency line at 401 863 - 3322.

b. If you encounter suspicious persons or require emergency assistance of any kind during your time in Lyman Hall, the campus Department of Public Safety can be reached on their emergency line at 401 863 - 4111. This is also the number to call in case of a medical emergency. A DPS dispatcher will answer your call and dispatch Brown EMS (medical assistance) if necessary.

c. If a Facilities issue which is not an emergency (minor temperature control issues, custodial requests for more toilet paper or paper towels in a restroom, a burnt out lightbulb, etc) presents itself in a TAPS space during your usage, please contact Chris via email.

d. If a Facilities issue which is an emergency (a burst pipe, flooded bathroom, etc), or if a non emergency Facilities issue presents itself outside normal business hours (M-F, 8:30AM – 4:30PM), please contact Facilities Service Response at 401 863 7800.
TAPS Department Space Scheduling Principles

1) Classes / Departmental Productions (S&B)
   a. First priority in scheduling departmental space is given to departmental classes and productions.
   b. Faculty serve as responsible parties for their classes and all course related meetings. The S&B board and the Production Director serve as responsible parties for S&B productions.

2) Lab Hours/Studio Time
   a. Next priority in scheduling departmental space is given to students completing lab/studio hours for departmental classes. When reserving departmental space, students should contact Chris, and indicate which departmental course the time is for. Students should copy their instructor on all course related scheduling communications.
   b. Students are responsible for following the TAPS space guidelines when completing lab or studio hours. If an issue arises from space usage, the instructor will be contacted. In case of a violation of the TAPS space guidelines, the Chair will determine if disciplinary action is merited.

3) Co-Curricular Activities
   a. Next priority in scheduling departmental space is given to co-curricular activities, which are separate from academic courses, but serve to complement or supplement a particular course of study.
   b. The instructor who organizes a co-curricular activity is the responsible party for all participants’ adherence to the TAPS space guidelines.

4) Research
   a. Next priority in scheduling departmental space is given to faculty research which is not associated with a particular departmental course offering.
   b. The instructor who requests research time is the responsible party for all participants’ adherence to the TAPS space guidelines.

5) Departmental projects (capstones, senior thesis projects)/Independent projects by concentrators and graduate students
   a. Next priority is given to departmental concentrators’ projects which have a faculty advisor and some structure of assessment/requirement of a culminating presentation or performance.
      i. The faculty member who serves as an advisor and the concentrator share joint responsibility for all participants’ adherence to the TAPS space guidelines.
   b. Equal priority is given to independent, autonomous work by departmental concentrators and graduate students without faculty oversight.
      i. The concentrator or graduate student undertaking this work will be the responsible party for all participants’ adherence to the TAPS space guidelines.

6) Non departmental programming and classes
   a. Next priority is given to student groups (non S&B, scheduled by Student Activities and the Scheduler) and non departmental classes, which are scheduled through 25Live and the Scheduler, with Chris’ approval.
      i. SAO is the responsible party for all non S&B student groups’ adherence to the TAPS space guidelines.
      ii. The instructor of a non departmental course in a TAPS space is the responsible party for all participants’ adherence to the TAPS space guidelines.

7) Community outreach
   a. Final priority is given to community outreach activities. All community outreach activities must have a sponsoring faculty member within the TAPS Department, who serves as the responsible party for all participants’ adherence to the TAPS space guidelines.
1. All TAPS Dept. events and space requests must be scheduled by the Events & Facilities Manager (EM).

2. Every effort will be made to avoid double-booking TAPS Dept-related events. In any case, not more than two events may be scheduled on any one day.

3. During the busiest periods, especially during Family Weekend and at ends of semesters, some double-booking may be allowed as long as no participant has to be in two places at once and the necessary logistics can be provided. If an event is not course-related it may not be scheduled after Thanksgiving in the fall semester, or after Spring Break in the spring semester.

5. Non-TAPS events or rehearsals cannot be scheduled in TAPS spaces against TAPS events.

6. The scheduling meeting each year will take place in March. The primary purpose of this meeting is to schedule events in Stuart, Leeds, Ashamu, Salomon, Granoff, and other non-TAPS Dept. spaces.

**LOGISTICS**

1. The allocation of Event Assistants (EAs) will be determined by the EM, except when a Teaching Assistant (TA) is engaged by faculty to support an event. In this case, roles & responsibilities for the TA will be made explicit in writing and shared with the EM before the student is hired.

2. Events taking place in TAPS Dept. spaces (Leeds, Ashamu, etc.) that have been booked at least 3 weeks in advance of the event will be given priority in the allocation of resources.

3. Any TAPS Dept. events that are booked less than 3 weeks in advance may not receive the requested support and equipment.

4. It is understood that the Granoff Center will be able to supply most of the equipment and support needed to events taking place there. In cases of double-booking where additional equipment and support may need to be provided by the TAPS Dept., the allocation of resources will be determined by the EM.

**AY20 Deadlines**

Event scheduling deadlines for AY20 will be as follows:
August 1 for fall semester events, October 1 for spring semester events.