

ROOM 100 & THE BARBER THEATRE

BY SIGNING YOUR NAME IN ANY ONE OF THE SPOTS ON THE SIGN-UP SHEETS, YOU AGREE TO ABIDE BY ALL OF THE CONDITIONS BELOW. THE THEATRE DEPARTMENT RESERVES THE RIGHT TO TAKE AWAY THE PRIVILEGE OF REHEARSAL SPACE WITH ANY INFRACTION

The Rules (Both Spaces):

1. Only students in a THEATRE DEPARTMENT CLASS may reserve the space. If you are not a theatre student and would like to reserve the space, please email Karli Henderson (kahenderson@davidson.edu).
2. Rehearsal spaces close at 12:00 am
3. Limit rehearsals to 1 ½ hours per day. Preference is given to classroom projects. (Note: Mainstage and 2nd Stage series will book rehearsals well in advance.)
4. Reserve space no more than one week before use.
5. Clean up after yourself.
6. No food or drink allowed spaces—only bottled water.
7. Be respectful of others who have reserved the space and leave the room promptly when your time is up; be sure to leave sufficient cleanup time.

Rules for Room 100 and Room 100A

1. Return Room 100A to the condition it was found in. (Put cubes, furniture, and props back in their proper places)
2. Close and lock all windows and turn off lights. Put all black chairs back against mirrored wall.
3. DO NOT use any show props for class rehearsals or projects.
4. DO NOT store class rehearsal/project props on Show prop shelves.
5. Label ALL props/personal items that you store in Room 100A. Do not use labeled props for class projects/rehearsals.
6. Remove any personal items that you have brought into Room 100A within 24 hours of your final use of these items for a class

presentation. Anything left behind will either be discarded or claimed by the Theatre Department.

Rules for The Barber

1. Following each rehearsal in The Barber, turn out lights, close all doors, and turn on the Ghost Light.
2. DO NOT use red audience chairs for any reason. You may use the hard backed chairs in the dressing room or the red chairs in Room 100A.
3. Unless you are using the room with a Theatre Department staff member, **DO NOT under any circumstances use the booth, the balcony, or the catwalks.**
4. DO NOT use any equipment in The Barber Theatre without explicit permission from Chip Davis ([chdavis@davidson.edu](mailto:chdavis@ davidson.edu)) or Kaylin Gess (kagess@davidson.edu). This includes lighting/sound equipment, cables, adapters, and scene shop/lighting tools.

Email kahenderson@davidson.edu with questions or concerns