

University of Minnesota Dance Space Policy 2008 – 09

Dance studios and classrooms in the Barbara Barker Center for Dance and People’s Center are reserved for use as laboratory space by currently employed Dance Program faculty and staff and currently registered Dance major students. Persons or organizations outside the Dance Program (University- or non-University-affiliated) are prohibited from using studio or classroom spaces without the expressed permission of the Director of Dance. Dance courses, University Dance Theatre rehearsals and official dance program events **always** take priority for studio use and may override other reservations with no prior notice. Questions regarding this policy may be directed to the Director of Dance, 612-624-5060, umdance@umn.edu.

Dance Studio Rules

(Barker Center Studios 100, 200, 300 and People’s Center Gym)

1. You may use a studio if (a) you are a student or instructor in a course scheduled in the studio, (b) you’ve made a reservation and received confirmation in the online classroom scheduling system or (c) you are performing in, staffing or attending a public performance or event.
2. No smoking, eating or drinking (water is okay).
3. No street or hard-sole shoes (allowed in Studio 100 seating area only).
4. Return all furniture and equipment to original configurations.
5. If you are in the studio after staff or security monitor leaves you must close/lock the door and turn off the lights. Do not prop doors open for others to use after you.
6. Report any problems (facility, access, space conflicts, etc.) to the Program Specialist.
7. If you cannot use your space you must cancel it, even if after the fact.

Maximum capacity:

Studio 100	Studio 200	Studio 300	Room 301	PC Gym
105	30	30	30	50

Hours

Space requests may be made **only** during days and times when the Barker Center is open (faculty and staff with keys are exempt from this rule).

Fall/Spring

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open Hours	9 a.m. – 7 p.m.	8 a.m. – 9 p.m.	8 a.m. – 9 p.m.	8 a.m. – 9 p.m.	8 a.m. – 9 p.m.	8 a.m. – 9 p.m.	9 a.m. – 5 p.m.

Winter/Summer/Finals

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open Hours	Closed	8 a.m. – 4:30 p.m.	8 a.m. – 4:30 p.m.	8 a.m. – 4:30 p.m.	8 a.m. – 4:30 p.m.	8 a.m. – 4:30 p.m.	Closed

The Barker Center is closed on University Holidays.

Instructions for making a space request

1. Visit <http://www.classroom.umn.edu>.
2. Select "Departmental Classroom Schedule Viewer" from the left menu.
3. Select "Dance" from the left menu.
4. Select the date, time and studio or classroom you wish to request.
5. Log in with your University of Minnesota internet ID and password.
6. Complete and submit the web form. Under "sponsoring organization" select Dance (or whatever organization you are with). If you have a special request or instructions enter this in the "comments" section – only the scheduler may view comments.
7. You will receive an email confirmation within 2 business days of your request. You may use your requested space only after you receive confirmation.
8. Make requests at least 2 business days (48 hours) in advance
9. To cancel or change a request, email crar0009@umn.edu.
10. Direct all questions or concerns to Jessica Crary at 612-624-1581 or crar0009@umn.edu.

Priority for Studio Use

Priority/group	Max amount Fall / Spring	Max amount Summer/Winter/ Finals	Reservation guideline
1. Dance courses, events, UDT	As scheduled	As scheduled	Top priority
2. Dance core faculty	3 hours per day; 9 hours per week	30 hours per week	Requests are scheduled by the first of the month prior to the date(s) of the request.
3. Dance major students in composition or senior seminar	2 hours per day; 6 hours per week	10 hours per week	Requests may be made up to three weeks but no less than 48 hours in advance.
4. Dance affiliate faculty, all Theatre Arts faculty and all departmental staff	2 hours per day; 4 hours per week	15 hours per week	Requests are scheduled by the 15 th of the month prior to the date(s) of the request.
5. Dance majors	2 hours per day; 4 hours per week	10 hours per week	Requests may be made up to three weeks but no less than 48 hours in advance.
6. Non-dance program University of Minnesota students	2 hours per week	2 hours per week	Requests may be made 48 hours in advance.
7. All other non-dance program people or organizations	Limited use subject to director approval.	Limited use subject to director approval.	Subject to director approval; rental fees apply. For non-University entities, a License Agreement must be signed.