



BROWN
Theatre Arts &
Performance Studies

**DEPARTMENT SPACE
USAGE
GUIDELINES**

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 a global perspective - theatre, dance, speech, performance art, and performative "roles" in everyday life.

The TAPS Department maintains and schedules a number of classrooms, 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.**

Prior to requesting use of any space, please review all guidelines specific to those department areas first. If you have any questions or would like to schedule use of TAPS Department space, please contact the Academic Events & Facilities Manager:

Alex Nurkin

alex_nurkin@brown.edu

401-863-6951

In a continued effort to protect the health and safety of our community, all guidelines surrounding the use of TAPS department spaces will continue to align with Brown University's current COVID-19 requirements. These guidelines are subject to change. For more information and the most up-to-date Brown University guidelines surrounding COVID-19, please visit [Healthy Brown](#).

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BUILDING ACCESS TIMES & REQUESTING SPACE

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

- **Placing a request to use TAPS Department Space:**
When requesting the use of a TAPS Department space, please email the Academic Events and Facilities Manager (alex_nurkin@brown.edu). In your message, please include the following:
 - The dates and times that you would like to reserve
 - The specific room or space that you would like to reserve
 - Reason for your request (if it is related to specific coursework, please note the course associated with your request)
 - Please note if any specific accommodations for access are needed

- **Placing a request to host an “Event” in a TAPS Department Space:**
Please email the Academic Events and Facilities Manager (alex_nurkin@brown.edu) with the following information (** indicates that charges may apply):
 - Dates, times, and the specific space(s) that you are requesting to use.
 - A brief explanation of the event (approximate length, content, whether there will be an intermission, estimated attendance, and the sponsoring University Department or entity)
 - How the event will be promoted or advertised, if applicable
 - Whether the event will be open to the public **
 - Whether any food will be served surrounding the course of the event **
 - Whether the event will require any technical/staff support**
 - Whether you plan to record or photograph your event**

DEPARTMENT SPACES

- **Classroom Spaces:**

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 email the Academic Events and Facilities Manager (alex_nurkin@brown.edu). *Technical capabilities and capacities are available on 25Live

- Lyman 005
- Lyman 007
- Lyman 211 ***not accessible – see below**

Please note that Lyman 211 is **not an accessible space; sole access is via multiple flights of stairs. Please discuss potential implications, especially for public events, with the Academic Events and Facilities Manager.**

- **Studio Spaces:**

- **The Ashamu Dance Studio (Lyman 026)**

Requesting Use:

- Please be aware that **Ashamu is very heavily programmed. Request early as availability is never guaranteed.** To reserve Ashamu, please contact the Academic Events and Facilities Manager (alex_nurkin@brown.edu).
- When scheduling time in Ashamu, priority is given to classes which meet in the room, as well as faculty rehearsal/discretionary time.
- For questions regarding technical capabilities and capacity of the room, please contact the Academic Events and Facilities Manager.

General Schedule & Access:

- 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).
- Swipe Access: If you are a faculty member whose class has evening or weekend meeting times in Ashamu and your students need swipe access, please send the Academic Events and Facilities Manager a printout 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.

- **Strasberg Studio (Faunce 101) – *Currently Not Available***

- General Schedule & Access:

- 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 Google Calendar which the Academic Events and Facilities Manager 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.
 - For questions regarding technical capabilities and capacity of the room, please contact the Academic Events and Facilities Manager.

** Please note that the Strasberg is **not an accessible space; sole access is via multiple flights of stairs.** Please discuss potential implications, especially for public events, with the Academic Events and Facilities Manager.**

- Swipe Access:

- 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 the Academic Events and Facilities Manager a print out of your roster with ID numbers.

- **The Cave (Lyman 002)**

- General Schedule & Access:

- During the academic year, rehearsal time in the Cave for is signed out via a weekly calendar on the door of the space.
 - 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).
 - For requests not related to a course that meets in the Cave, please contact the Academic Events and Facilities Manager.
 - For questions regarding technical capabilities and capacity of the room, please contact the Academic Events and Facilities Manager.

Rehearsal Time:

- 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 that space. Detailed instructions regarding how to sign out time on the calendar are posted on the door.
- Students are asked to limit reservations to two hours at a time.

Swipe Access:

- If you are a faculty member whose class has evening or weekend meetings in the Cave and your students need swipe access, please send the Academic Events and Facilities Manager 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.

- **Meeting Spaces:**

- **The Becker Library (Lyman 212) **not accessible – see below***

General Schedule & Access:

- 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.
- To reserve the Becker Library, or if you have questions regarding technical capabilities and capacity of the room, please contact the Academic Events and Facilities Manager (alex_nurkin@brown.edu).

** Please note that Lyman 212 **not an accessible space; sole access is via multiple flights of stairs.** Please discuss potential implications, especially for public events, with the Academic Events and Facilities Manager.**

- **Theatre Spaces**

- **The Leeds & Stuart Theatres**

General Schedule & Access:

- When scheduling time in Leeds and Stuart, priority is given to the Sock & Buskin season and its cycle of build, tech, performance, and strike.
- If you have a scheduling request which involves one of the theatres, please contact the Academic Events and Facilities Manager (alex_nurkin@brown.edu) and copy in Barbara Reo (barbara_reo@brown.edu).

- **Workshop Space**

- **John Street Design Studio**

John Street is a 15,000 square foot **building** that includes a wood/metal shop, drafting tables, painting spaces, and open workshop/meeting areas. Specifications and more information on John Street Studio can be found [here](#).

- General Schedule & Access:

- Please contact Alex Haynes, Technical Director – John Street Studio (alexander_haynes@brown.edu).

- **Misc. TAPS Department Space**

- General Schedule & Access:

- Miscellaneous spaces include dressing rooms, green rooms, breezeways, and lobbies
 - Please contact the Academic Events and Facilities Manager (alex_nurkin@brown.edu) to inquire regarding the use of these spaces, or any other departmental space that is not listed.

SPACE USAGE GUIDELINES

- If your space use request is approved, please confirm your final schedule with the Academic Events and Facilities Manager (alex_nurkin@brown.edu). 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 if necessary)
- Please leave all spaces clean.
- 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!)
- Please do not remove tables, chairs, or furniture from their spaces without checking in with the Academic Events and Facilities Manager first.
- Unless you have made arrangements with the Academic Events and Facilities Manager 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.
- 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!)
- Speakers and lights in departmental spaces cannot be moved or operated without advance approval from the Academic Events and Facilities Manager.
- Nothing can be hung from the ceiling of any classroom or the grid of any studio or classroom space without advance approval from the Academic Events and Facilities Manager.
- Electric kettles, hotplates, and any other appliances which are potential fire hazards are strictly prohibited in TAPS spaces.
- If any participants in your rehearsal or event are not Brown or RISD students, please inform the Academic Events & Facilities Manager for further instruction. If permitted, outside guests may have to submit further documentation to adhere to [COVID policies](#) and for liability purposes.
- 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. Additionally, propping doors to allow access for other guests is strictly prohibited.
- Please ensure that all classroom technology (media racks, sound systems, lights) are turned off at the end of the night.
- Please lock your space as instructed by the Academic Events and Facilities Manager.
- 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.
- **NOTICE:** 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 the Academic Events and Facilities Manager to the TAPS Chair and the responsible party for your usage.

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

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

Emergency Protocols

- 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 (DPS) can be reached on their **non-emergency line at 401-863-3322**.
- If you require **emergency** assistance from Brown's Department of Public Safety (DPS) can be reached on their **emergency line at 401-863-4111**. A DPS dispatcher can also dispatch Brown EMS (medical assistance) if necessary.
- 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 the Academic Events and Facilities Manager via email.
- 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, 8:30 AM – 4:30 PM), please contact **Facilities Service Response at 401-863-7800**.

Emergency Contact Information:

Brown Dept Public Safety (DPS) – **NON EMERGENCY: 401-863-3322**

Brown Dept Public Safety (DPS) – **EMERGENCY: 401-863-4111**

Facilities Service Response - **EMERGENCY - 401-863-7800**

Facilities Needs – **NON EMERGENCY** – alex_nurkin@brown.edu

COVID-19 GUIDELINES

In a continued effort to protect the health and safety of our community, all guidelines surrounding the use of TAPS department spaces will continue to align with Brown University's current COVID-19 requirements. These guidelines are subject to change. For more information and the most up-to-date Brown University guidelines surrounding COVID-19, please visit [Healthy Brown](#).

In an effort to reduce the risk of transmission of the COVID-19 virus, the following steps must be taken in order to use any space within the Brown University Theatre Arts & Performance Studies Department:

- **Masking:**

For continued guidance on mask wearing, please refer to: [Brown's COVID-19 Campus Safety Policy](#)

- **Vaccination Requirements:**

Guidelines for [Brown University Vaccination Requirements](#) should be considered at all times when engaging in group work and while utilizing TAPS Department space. Additionally, more information can be found on Brown's website details [requirements for any visitors to Brown's Campus](#). Please note that for any guests engaging directly in performance or movement work with student groups should complete a vaccine attestation before any involvement (the Academic Events & Facilitates Manager can assist with this).

*If you are uncertain on what is permitted or required of members of a group requesting to use TAPS Department space, please reach out directly to the Academic Events & Facilitates Manager (alex_nurkin@brown.edu).

- **Additional Precautions:**

We encourage all participants and guests to be mindful of various ways that can help reduce the risk of transmission including:

- Social Distancing
- Mask Wearing (covering both nose and mouth)
- Good Hygiene (including regularly washing hands)
- Evaluating potential symptoms and staying home or away from others if necessary
- Getting tested regularly

Additional information about [COVID Testing & Contact Tracing](#) is available. All other [Frequently Asked Questions](#) can also be found on the Healthy Brown Site.