SCA STUDENT SPACE BOOKINGS POLICIES & PROCEDURES

The School for the Contemporary Arts at Goldcorp Centre for the Arts has extended the privilege of booking space to students enrolled in CA classes at Simon Fraser University. The intent of allowing students to book spaces is to further develop their artistic and academic skills through rehearsal, practice and auditions directly related to CA coursework. Students found in violation of any of these policies and procedures can and will have their space booking privileges revoked by the School.

BOOKINGS
1) Only SFU students currently enrolled in CA courses may request to book spaces; **DO NOT** make bookings involving externals (non-SFU students).
2) Space booking requests **MUST** be made at least **2 working days* in advance** of when the space is wanted; **same day bookings are not permitted** (weekend bookings must be made by Thursday at the very latest).
3) Space bookings will only be made up to 2 weeks in advance†
4) Provide your student id number every time you request a space.
5) **4th floor** space bookings only are made:
   • by email to Julie at ca@sfu.ca or;
   • in person in GCA 2860 (SCA Main office) during designated space booking hours‡
   • if neither of the above options work, please email ca@sfu.ca to set up an appointment to make your space booking(s).
6) **3rd floor** film editing space bookings are made:
   • by email to Corbin, csaleken@sfu.ca or;
   • in person in GCA 3920 (film lock-up room).
7) Students are generally not permitted to book any other spaces that those listed above.
   • if a performance venue is wanted for a course/program related production or event please contact Ben Rogalsky, brogalsk@sfu.ca;
   • if any other space is wanted for any other reason (non-course related, non-student, other spaces) please contact Kristen, sca_manager@sfu.ca.

USE OF SPACE
1) Please respect the space and return everything in the space to the way it is supposed to be:
   • Do not remove chairs, tables, equipment, instruments, music stands, speakers, etc.
   • **NEVER** move instruments, especially pianos, even a few inches
   • Put tables and chairs (if applicable) back into the regular set-up for that space
   • Dispose of any garbage and clean-up after yourself
   • Aim to leave the space cleaner, tidier and nicer than when you got there
   • If anything is damaged, broken, excessively dirty, or you have any other concerns about the space please email Julie, ca@sfu.ca
2) Dance Studio Rules (GCA 4525, 4650 & 4750)
   - no outdoor shoes are permitted
   - no dance shoes with screws (i.e. tap shoes) are permitted
   - no rosin is to be used
   - no food or drink is permitted except for water in secured plastic or metal containers (no glass)
   - props, tables or chairs that could damage the floors are not permitted

IMPORTANT NOTES:
* Working days are Monday to Friday, excluding holidays and University closures
† Exceptions to the 2 week in advance rule may be made with faculty/management permission (i.e. graduate students, directed studies, Directing Projects, BlackBox, production rehearsals)
‡ In person designated space booking hours for 4th floor spaces may change without much notice; the current hours are: Mondays 9:30 am - 12:30 pm and Tuesdays/Thursdays 1:30 - 4:00 pm. Booking requests can be made by email at any time to ca@sfu.ca (at least 2 working days in advance).

PLEASE PLAN AHEAD – The SCA staff are mainly here to assist students, faculty and other staff. We all strive to provide excellent service and enjoy helping out the SCA students. However, each staff member has a very demanding workload and are not able to respond to last minute requests. For example, a space request made on a Friday for a Saturday, Sunday or Monday can often not be responded to until Monday or Tuesday (2 working days). We understand that urgent situations may arise but for the most part these requests can and should be made well in advance (you can book up to two weeks in advance). We appreciate you taking the time the plan ahead and have your space request details (day, time, preferred room) sorted out at the time of making the request. Please provide as much detail as possible in your request.

AVAILABILITY & PRIORITY – Priority is given to courses, directly related course activities and performances, Directed Studies work and approved Graduate Student project work. Generally, students are limited to requesting up to two 2-3 hours of time per week. Exceptions are made based on availability and the type of project/coursework being done (eg. Filming often requires a longer duration but over a shorter period). During busy times of the semester we will not be able to accommodate all requests but will work with the student to find a solution. The SCA staff strives to be fair and uses their best judgement to ensure everyone gets access to spaces.

If you have any concerns, questions or comments on these rules and guidelines please email sca_manager@sfu.ca