This document covers the following TDPS spaces:

- Dance Studios (Studio 1, Studio 2, Choreography Studio, Preinkert Studio)
- Theatre Studios (Rever, Schoenbaum, Mulitz-Gudelsky)
- Venues (Cafritz Foundation Theatre, Dance Theatre).

The Dance Theatre and Cafritz Foundation Theatre are scheduled collaboratively between the Clarice Management and the TDPS Production Office to ensure programming that is beneficial to students.
General Studio Use Guidelines

The following guidelines apply to any individual or group using a studio or performance space. Failure to abide by these guidelines may result in the user being denied future space requests. Any concerns regarding these policies should be brought to the attention of the TPDS Production Office.

1. Be conscious of and courteous to those using neighboring rooms.
2. All studios have a piano available for use. The piano should be used only as a musical instrument. No one other than authorized personnel is to move a piano in the dance spaces.
3. Each studio has a stereo system. Do not remove the audio cable from the system.
4. Open flame is only allowed in the rehearsal rooms as specified in the TDPS open flame policy.
5. Studio spaces must be left clean after use. All personal items should be removed, trash thrown away, windows and doors closed, piano closed and covered, and sound system and lights turned off. Any items left behind will be taken to Lost and Found in the TDPS Production Office.
6. Personal prop or scenic items may be stored in the rehearsal spaces ONLY with prior approval from the TDPS Production office. Any unapproved items will be taken into Lost and Found.
7. Studios must be clean and vacated by the scheduled end time, in consideration for others using the space.
8. Illegal activities are not allowed in the studios or in the surrounding building.

Studio Access

1. Studio doors are locked at all times. The user of the room is responsible to make sure that all doors and windows are closed upon exiting the room.
2. All TDPS majors and Faculty are granted swipe access to the studios using their University ID card. If your card does not work for a specific studio, please see the TDPS front office.
3. All approved users of the studios will be granted access to the studio. DO NOT GRANT ACCESS TO A USER WHO DOES NOT HAVE PERMISSION. Swipe reports are reviewed and you may be held responsible for unauthorized use of a studio.
4. Official building operating hours are as follows. Clarice – 7:00 am – 11:00 pm / Preinkert – Monday-Friday – 9:00 am – 11:00 pm. Activates may not be scheduled outside these hours and the building’s exterior doors will be locked at all other times.

DANCE Studio Specific Guidelines

1. Street shoes are NOT ALLOWED in the studios. Cubbies are provided outside the rooms for shoe storage.
2. Musical instruments stored in the closet between Studios 1 and 2 are for classroom and approved use only.
3. You may open the windows but you MUST CLOSE THEM when you leave the room.

THEATRE Studio Specific Guidelines

1. Each room is equipped with stock furniture and props. Do not move furniture from room to room. Do not deface or alter the furniture in any way. If any damage is caused to the furniture or props, please report it to the TDPS Production office so that a solution may be found quickly. Additional hand props are available in the cabinet in the hall behind Rever and Schoenbaum rooms.
2. When you are finished in the room, make sure the blinds are OPEN and the lights are OFF COMPLETELY.
Studio Use Priorities

Due to the large number of individuals and groups that make use of the TDPS studio spaces, the following breakdown of ‘priorities’ has been established for the consideration of space requests. Exception to any part of these guidelines may be made only with permission of the Production Office.

Requests for space will be considered in the following order:

- **PRIORITy 1: TDPS Academic Classes**
  - Class meeting times
  - Final project/exam times
    - To request space outside of the posted exam schedule, instructors must contact the TDPS Production Office
  - NOTE: Classes scheduled in the performance spaces (Cafritz, Dance Theatre) may be scheduled in alternate venues to accommodate Main Season technical rehearsals and performances.

- **PRIORITy 2: Rehearsals for Current Semester Main Season Productions**
  - Production needs are scheduled through the Production Manager and managed by the Production Stage Manager.
  - NOTE: If changes are requested after the publication of the established production schedule, priority will be given to the production that opens first.

- **PRIORITy 3: Other TDPS Events**
  - TDPS or Clarice Residencies
  - TDPS Second Season rehearsals and performances
  - Tenure-track faculty project rehearsals and performances
  - Faculty Class Prep Time
  - TDPS Sponsored Group Activities
  - Other TDPS Special Events

- **PRIORITy 4: TDPS Faculty or Student Academic and Independent Work**
  - Undergraduate and Graduate Dance and Theatre Students and Dance and Theatre Faculty
  - Non-TDPS majors currently enrolled in a TDPS Class
  - Non-TDPS sponsored projects led by Faculty or Grad students
  - Alumni working on projects involving currently registered TDPS Students

- **PRIORITy 5: Other University and Non-University Activities**
  - Clarice Related Events
  - Appropriate performances or rehearsals by other CAMPUS entities
  - Appropriate performances or rehearsals by NON-CAMPUS entities

NOTE: These events will only be scheduled if they do NOT conflict with regular TDPS activities. For this reason, requests may not be confirmed until TDPS needs have been met.
Reserving Studio Space

TDPS Majors, Faculty, or those currently enrolled in a TDPS class may reserve their own studio space. All other rental inquiries MUST BE directed to TDPSspace@gmail.com.

Reserving Studio Space

1. All main season production rehearsals will be scheduled by the TDPS Production Manager in consultation with the Director or Choreographer at the end of the semester before the performance.
2. Sponsored student organizations will schedule space through the TDPS Production Coordinator.
3. All other space requests may be submitted online through the Virtual Event Management System (EMS), instructions to follow:
   a. Requests should be made AT LEAST 24 HOURS in advance of the requested use time OR by 8 am Friday for Weekend requests.
   b. Virtual EMS is located at www.reservations.claricesmithcenter.umd.edu
   c. In order to reserve a space, you must first create an account. Your account will be approved by the TDPS Production office and you will receive a confirmation email.
   d. Once you have an approved account, you may log on to request space.
   e. Once you have logged on, follow the directions on the virtual site.
   f. You may elect to “browse for space” to see what is available before making an official request.
   g. To request a space, click the “request space” tab.
   h. Enter the date, time and number of participants and click “find space”
   i. Select from the available rooms and enter your personal information and press “submit reservation.”
      “Event Name” should be your name and the purpose for your use of the space (eg: John Doe THET330 Rehearsal)
   j. You will receive an email detailing your pending request and the space will be held for you.
   k. The TDPS Production office will confirm or deny your request and inform you of the final decisions via email. Typically, responses will be confirmed within one business day.
   l. PLEASE NOTE: confirmations cannot be made over the weekend so all Saturday and Sunday requests must be in by the end of business on Thursday.
4. Daily room schedules will be posted each morning on the scheduling boards. Schedules for Friday, Saturday and Sunday will be posted Friday morning.
5. In the event you need rehearsal space after the studio schedules are posted, students and faculty are welcome to sign up for remaining space directly on the room schedule on the board.
   * If you are using a room and have not signed it out and someone arrives to use the room who has signed it out, the person whose name is on the room sheet will be given priority to use the space.

Releasing a Space / Changing your Rehearsal Time

1. All changes and cancelations to space requests may be submitted through Virtual EMS or emailed to TDPSspace@gmail.com. It will be confirmed or denied by the TDPS Production office and you will be notified via email.
2. If you have reserved space and decide after the schedule sheets have been posted that you will not use it, you should release the space by crossing off your name and initializing next to it. Others may then write their name in the vacant space.
3. Under no circumstances should you cross off someone else’s reservation.
## HOURS ALLOTED FOR STUDIO USE

<table>
<thead>
<tr>
<th>School Productions</th>
<th>Time Scheduled</th>
<th>Hours / Week</th>
<th>Rental Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDPS Mainstage</td>
<td>Through Production Manager</td>
<td>24 (Max. 130 total)</td>
<td>N/A</td>
</tr>
<tr>
<td>TDPS Second Season</td>
<td>Through Production Coordinator</td>
<td>20 (Max. 100 total)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Faculty and Graduate students may request space **one semester** at a time. Undergraduate students may request space up to **two weeks** in advance.

<table>
<thead>
<tr>
<th>Students</th>
<th>Project/Class</th>
<th>Free Hours per Week</th>
<th>Rental Rate for Add'l Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDPS Student</td>
<td>Non-Majors taking TDPS performance classes</td>
<td>2 per enrolled performance class</td>
<td>$15/hour</td>
</tr>
<tr>
<td></td>
<td>Undergrad Majors working on class projects</td>
<td>4</td>
<td>$15/hour</td>
</tr>
<tr>
<td></td>
<td>Graduate Students working on class projects</td>
<td>6</td>
<td>$15/hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Groups</th>
<th>Who’s Involved</th>
<th>Free Hours per Week</th>
<th>Rental Rate for Add'l Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored</td>
<td>DCX, Kreativity, UTAS, The Muses</td>
<td>10</td>
<td>$15/hour</td>
</tr>
<tr>
<td>Non Sponsored</td>
<td>Membership is <strong>over 51%</strong> TDPS majors</td>
<td>3</td>
<td>$15-$20/hour</td>
</tr>
<tr>
<td></td>
<td>Membership is <strong>under 51%</strong> TDPS majors</td>
<td>0</td>
<td>$15-$20/hour</td>
</tr>
<tr>
<td></td>
<td>Membership does not involve TDPS majors</td>
<td>0</td>
<td><strong>$25-$35/hour</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty/Graduate / Alumni</th>
<th>Who’s Involved</th>
<th>Free Hours per Week</th>
<th>Rental Rate for Add'l Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure-track Faculty Projects</td>
<td>Tenure-track Faculty</td>
<td>15</td>
<td>$15/hour</td>
</tr>
<tr>
<td>Non-sponsored projects led by TDPS Faculty or Graduate students</td>
<td>DOES involve currently enrolled TDPS students</td>
<td>10</td>
<td>$15/hour</td>
</tr>
<tr>
<td></td>
<td>DOES NOT involve currently enrolled TDPS students</td>
<td>3</td>
<td>$15/hour</td>
</tr>
<tr>
<td>Alumni projects</td>
<td>TDPS Alumni (as creators or members)</td>
<td><strong>First 3 Hours per Semester</strong></td>
<td>$15/hour</td>
</tr>
</tbody>
</table>

*Additional rental rates and policies for non-TDPS use listed at the end of this document*
RENTAL POLICIES
NON-TDPS USERS

1. Any rental inquiries for the Cafritz Foundation Theatre or Dance Theatre should be directed to The Clarice scheduling office at rentals-theclarice@umd.edu.
2. Rental inquiries for the Dance and Theatre Studios should be directed through the TDPS Production office at TDPSspace@gmail.com and must be under Rental Agreement before use of the space.
3. Studio space is extremely limited during the Fall and Spring semesters and first priority is always given to School classes, productions and rehearsals as listed above.
4. Any damage done to a departmental space or property during a rental will be charged to the user.
5. Unless otherwise noted, studio space rentals are “Four Wall” rentals; no technical support or additional services will be provided.
6. Public performances are not allowed unless cleared by the TDPS Production office.
7. Certificate of Insurance may be required for certain types of rentals and additional fees may apply.

*Full Rental Policies are laid out in the Rental Agreement received before reservation is confirmed.

ADDITIONAL RENTAL RATES

<table>
<thead>
<tr>
<th>Studio Rental Rates</th>
<th></th>
</tr>
</thead>
</table>
| Currently registered TDPS Majors and Alumni | $15.00 / hour weekday & weekend  
| | $20.00 / hour weekday evenings (Mon – Thurs after 5 pm) |
| UMD Campus and Alumni | $25.00 / hour weekday & weekend  
| | $35.00 / hour weekday evenings (Mon – Thurs after 5 pm) |
| Non-UMD Users | $50.00 / hour weekday & weekend  
| | $40.00 / hour weekday evenings (Mon – Thurs after 5 pm) |

<table>
<thead>
<tr>
<th>Additional Equipment Rental</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Steinway Upright Piano</td>
<td>$50.00 / day</td>
</tr>
<tr>
<td>Steinway Baby Grand Piano (plus tuning, if needed)</td>
<td>$75.00 / day</td>
</tr>
<tr>
<td>Audio Cart</td>
<td>$15.00 / day</td>
</tr>
<tr>
<td>Video Cart</td>
<td>$15.00 / day</td>
</tr>
<tr>
<td>Table</td>
<td>$10.00 / day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Coordinator</td>
<td>$34.00 / hour</td>
</tr>
<tr>
<td>Student Coordinator</td>
<td>$14.00 / hour</td>
</tr>
</tbody>
</table>