

DEPARTMENT OF DRAMA
FACULTY USE OF SPACE FOR CREATIVE RESEARCH POLICY

Approver	Department of Drama Chair
Scope	This policy applies to Drama Department faculty and long-term CAST members engaged in creative research

Overview

The purpose of this policy is to ensure there is balanced, equitable and safe use of available working space within the Department of Drama for faculty creative research. It will lay out the rationale for the policy, the Department's space utilization priorities and timelines for those priorities, the criteria used to critique space usage applications, the application procedures, conditions, and faculty members' responsibilities when using the spaces.

Rationale

The Drama Department has a limited amount of dedicated space and a very limited number of resources to service those spaces; therefore its challenge is balancing the use of its spaces to ensure that all of its needs are met: teaching, creative research and revenue generation from rentals (used to maintain the spaces and fund the capital needs of the Department).

Policy

The Department of Drama encourages faculty creative research year-round and supports research within its facilities. Applications for the use of space are made to the Chair of the Department **by January 25th** for the upcoming summer. After January 25th, unscheduled dates will be released for rentals. Faculty are welcome to apply for any space with the exception of the Timms Centre Mainstage; requests for non-traditional classroom/performance spaces will be vetted by the Production Manager and the Chair. The Space Booking Grid is attached to this policy as part of it.

The Department's space utilization priorities are:

1. Classes, independent student projects and theses during all four terms of the year
2. Faculty members engaging in creative research
3. Rentals

The Department's timelines for space utilization priorities are:

Outside of classes:

1. Independent undergrad student projects (507 & 577 practical projects) for three weeks after classes end in April
2. Independent grad student projects (677 & 777 practical projects and thesis projects) for three weeks after classes end in April and during the month of May
3. Faculty creative research for four weeks after the independent undergrad student projects (normally the month of May)
4. Rentals during June, July and August (working around the creative research needs of StageLab)

When reviewing applications, the following criteria will be taken into consideration:

- should the work generate revenue (e.g. ticket sales, workshop fees, etc.), the faculty member will be charged a facility rental fee (donations solicited at the event will be directed to the Drama Department's Student Emergency Fund)
- the appropriateness of the space for the proposed activity
- the need for additional resources to undertake the proposed activity
- the amount of time or length of booking requested
- the maintaining of fair relationships with the local arts community by limiting the use of free space when faculty are working with outside organizations
- the prioritizing of full-time faculty members over contract instructors
- the anticipated loss of revenue to the Department (if applicable)

Procedure

To apply, faculty must:

- complete the Application for Faculty Use of Space for Creative Research Form
- include the following attachments: 1) a brief description of the project and 2) a thorough list of all resource needs including AV equipment, tables/chairs, catering, set/props/costumes/lights/audio, or any other kind of support requested from the Department
- submit the application to the Chair by January 25th
- know that regardless of the time of year, ALL creative research space requests must be submitted by using the **Application for Faculty Use of Space for Creative Research Form**

Conditions:

- The Chair will vet conflicting requests through the Office Coordinator, Timms Events Coordinator, Production Manager, and faculty members concerned.
- Should the Events Coordinator receive an external request for a rental during the research period worthy of consideration due to its public relations benefit to the Department or its revenue potential, he/she may approach the Chair to seek approval of the booking in advance of the January 25th deadline. The Chair will consult with as many faculty members as necessary before making a decision.
- During the fall and winter terms, faculty may book space for creative research if it is not being used for classes, class projects or rehearsals, or a previously booked rental. Space may be booked after consulting with the Office Coordinator on the sign-up sheets posted every Monday morning. Faculty must follow the same procedures and are subject to the same time restrictions as students when booking space. Under special circumstances, exceptional requests for longer or advance bookings may be made to the Chair.
- **If the cancellation of a creative research booking occurs, the faculty member MUST notify the Office Coordinator or the Events Coordinator as soon as possible** so that the space can be released for use by others. Repeat late cancellations may negatively affect future applications for space usage.

When booking space for creative research, faculty members will:

- ensure that all individuals involved in the project adhere to the conditions outlined in the Guidelines section of the Application Form
- leave spaces in good condition and will be charged costs if clean up is required
- provide adequately trained technicians if they are using Department equipment - the Production Manager must approve in writing all technical support staff engaged by faculty members
- provide adequately trained front of house staff when spaces are being used for performances open to the public – the Theatre Administrator/Timms Event Coordinator must approve in writing all FOH staff engaged by faculty members

Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Creative research	<ul style="list-style-type: none">➤ contribution to performance in the form of acting, choreography, stage managing, directing, coaching, or dramaturgy➤ contribution to the design of a production➤ creation of a theatrical event➤ exploration in the use or development of equipment➤ pure research designed to further technical, theoretical, or creative understanding of theatre in any discipline
Faculty members	includes CAST or contract instructors who are currently engaged by the Department, have worked with the Department for more than three consecutive years, and normally teach two or more HCE per year

Policy updated: July 2015

Approved by Drama Council: August 2015

Drama Common Drive/Drama Admin Policies/Faculty Use of Space