

LAAH/PERF Room Reservation Policy

Updated June 30, 2017

Observe these parameters for reserving space in the PERF controlled spaces in the Liberal Arts and Arts & Humanities Building.

- Guests/students must be affiliated with Texas A&M University (College Station) to get access to PERF spaces
- Spaces must be used for Texas A&M University recognized activities that support arts and/or scholarship
- Spaces may be reserved through a Google form: <http://tx.ag/PERFreservations>. PERF Staff will confirm within 48 hours. If your request is urgent, please call the main office at 979-845-3355.
- The space that is reserved must have card-swipe access
 - Card swipe access will be authorized for PERF faculty, staff, GAT's and PERF majors/minors for class activities as authorized by instructors.
 - Guests must have written support/sponsorship from a PERF faculty member to be granted card swipe access.
 - Students who are not PERF majors or minors must provide written authorization from a PERF faculty member to have card swipe access to spaces. Non-PERF students must be
 1. In a PERF class that requires them to use PERF spaces in LAAH as part of the class work.
 2. In a recognized student activity advised by a PERF faculty member and using the PERF space for a legitimate student activity connected with the organization. The group's advisor must supervise the activity or be on-site during the time students are using the space.
- The computer labs
 - Cannot be reserved by entities outside of the College of Liberal Arts
 - Shall be scheduled for entities outside of PERF for limited (one-time, non-recurring) use
- Space shall not be reserved outside of building access times (7am-10pm)
- Some rooms may have guidelines associated with their use (see next page)
 - Black Box
 - Conference Room
 - LAAH 110 and 120
- All spaces must be reserved at least one week in advance of their use
- Use of space will be granted based upon the following priority:
 1. PERF affiliated faculty, staff, GAT or student (major/minor)
 2. College of Liberal Arts
 3. Other University Entities

For information about reserving space, contact PERF staff at perf@tamu.edu.

General guidelines for LAAH spaces:

- Building Hours are 7am to 10pm. You must be cleaned up and out of the building by 10pm, unless prior arrangements have been made with Faculty/Staff. After 10pm, the outside doors lock.
- Technical requirements for an event must be arranged during your reservation. All technical needs (lighting, sound, setup, breakdown, furniture, props) must be expressly requested in reservation forms.
- All doors must remain closed. Do not prop doors open, even momentarily.
- Do not reconfigure hardware or software in any space without Perf Faculty/Staff supervision.
- At the end of an event, return the space to its original condition.
- Treat the Black Box, 110 and 120 equipment with care and consideration for others.
- Alcohol and tobacco are prohibited in all spaces at all times.
- No open flames, confetti, or the like.

Black Box:

- No alcohol or tobacco products allowed.
- Food is only permitted when it is being used within a performance and must be approved by PERF Faculty/ Staff.
- Water is permitted in the space, but must be in a re-sealable, spill-proof container.
- Do not rearrange furniture or equipment without prior consent of PERF Faculty/ Staff.
- Green room and dressing room available upon request but must be cleaned and returned to its original condition after use.
- Remove all trash (including programs and handouts) after each performance. Place trash from the Black Box in LAAH trash cans.
- The Black Box must be swept after each performance. Light board, sound board and all house & work lights must be turned off before leaving the space. Check with PERF Faculty/Staff if you need instructions on how to do this.
- Max capacity 70 (audience members)

Green Room:

- No alcohol or tobacco products allowed.
- Food is permitted in green room with prior consent but must be removed at the end of an event or general use.
- Furniture in green room cannot be rearranged or taken out of green room and used in other locations.
- At the end of an event or general use, return the space to its original condition. This space must be kept clean and tidy at all times.

- Personal items in this room should not be considered secure, Dept. of Performance Studies is not liable for theft.
- Max capacity 20

Dressing rooms:

- No alcohol, tobacco products or food allowed.
- Water is permitted in the space, but must be in a re-sealable, spill-proof container.
- Makeup cabinets are locked and can be used only with prior consent of PERF Costume Faculty/ Staff.
- At the end of an event, return the space to its original condition.
- Max capacity 10 per dressing room

LAAH 110 & 120:

- No alcohol, tobacco products or food allowed.
- Water is permitted in the space, but must be in a re-sealable, spill-proof container.
- Furniture in rooms cannot be taken out of rooms and used in other locations.
- Do not take tables or chairs for any other location in the building and use them in the space.
- Do not reconfigure hardware or software in any space without Perf Faculty/Staff supervision.
- At the end of an event, return the space to its original condition--chairs stacked, unit set pieces in the corners or in the storage space between the rooms.
- Classrooms are used daily and must be swept after each use. All lights must be turned off before leaving the space. Brooms and dustpans are available in the storage space between the rooms.
- Items in shared storage can be used in either room and should be returned at the end of each use.
- Max capacity 30 per space