Department of Drama

**Application for Faculty Use of Space for Creative Research**

Applicant: Office Phone:

Email: Cell Phone:

Space requested: 1st choice: 2nd choice:

Dates required:

Times required:

Project Title:

**Application Procedure**

Complete and sign this form.

Attach your proposal which must include:

* The project title
* A brief description of the project
* A complete and 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

**Use of Space Guidelines**

The applicant agrees that they are ultimately accountable to manage their project to reduce the likelihood of incidents related to harm of people, the venue and its equipment. Tasks may be delegated, but ultimate authority rests with the applicant to ensure that those involved with any aspect of the project are reasonably competent to do so.

The applicant agrees to abide by department directives including: Venue Guidelines, Department Resource Guidelines, Working Hours Policies, Department of Drama Health and Safety Policy, UofA Working Alone Policy, and Administrative Info for Department Productions.

Specifically, the applicant is expected to:

* Organize the creative and physical requirements for the project. *Note: the department will not provide any element or staff support other than the equipment that pre-exists within the specific room booked unless it is approved with this application.*
* Inform the Department of any changes to your schedule, including the cancellation of times/days.
* Ensure that those working on your project are given clear direction so as not to compromise your project or other activity within the department.
* Ensure that the space is returned to its found state at the end of the booking.
* Control the project to ensure the safety of its members, the public, as well as the rest of the university, its clients, and assets.

Applicant Signature: Date: