

YALE UNIVERSITY – FACULTY OF ARTS AND SCIENCES
Classroom Use Agreement

Production Name: _____

Director/Producer or
 Stage Mgr Name: _____ Phone: _____
 (Please print, 1 student per production)

Student SID: _____ Email Address: _____

Productions must be approved by the Undergraduate Production office and will be allowed to use our classrooms for rehearsals only. Note: that charges may be assessed for custodial services as stated in the *Building Users Guide for Yale University Classrooms*. All undergraduate productions must comply with the regulations in the *Building Use Guide*. **All student productions must be registered with and receive approval from Undergraduate Production.**

Rehearsal dates: _____

of Participants: _____

Will this rehearsal be attended by non-Yale affiliates (circle one)? Yes No

Comments/Special needs: _____

As Director/Producer/Stage Mgr of _____ (name of production), I have read carefully the document *Building Users Guide for Yale University Classrooms* and agree to the guidelines as stated in that document. I understand that as Director/Producer/Stage Manager of this production, I will be held personally responsible for the condition of the rooms that will be assigned for these rehearsals. I/We will ensure that the classroom space is left in class ready condition.

 Signature of Director/Producer/Stage Manager Date Time

Undergraduate Production approval:

 Print name Signature

 Date

Section for Registrar: Event Approved: Yes No

 Signature of Agent Date
 Deposit/Payment collected: Yes No Amount: _____
 If not collected, reason: _____
