

National Sun Yat-Sen University

Department of Theater Arts

Management Regulations of Rehearsal Room

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- I. Purpose: the regulations are for using and managing the rehearsal rooms of the Department of Theatre Arts.
- II. Description: The regulations apply to room 1013, 2018, 2018-1, 2017, 2019, 3008 and other rehearsal rooms, depending on circumstances.
- III. Instructions:
 - A. Rehearsal rooms are limited to the courses, course exercises, presentations and final performances required by the department. For management and safety considerations, room 3008, 2017 and 2019 experimental theater are separately specified as follows :
 1. Room 3008 is only available for class on weekdays (until 5 pm).
 2. The 2019 experimental theater, except for course teaching, is limited to the dress rehearsal and performances.
 3. The rehearsal rooms for reservation: 1013, 2018, 2018-1, and 3008.
 4. If there are special circumstances, please apply to the department office by the instructor.
 - B. The instructor shall register the rehearsal rooms with the department office. The priority for the use of rehearsal rooms is as follows:
 1. Courses in this department.
 2. Graduation productions, semester productions and large performances.
 3. Course practices and presentations.

- C. Besides courses, the rehearsal rooms are open from Monday to Friday, from 9 am to 10:30 pm, Saturday, Sunday and national holidays are from 9 am to 5 pm. Reserving rehearsal rooms during winter and summer vacations will be handled in accordance with the school's schedule and department office's regulations. Reservation of the above-mentioned time is limited to performances such as large performances, graduation productions and semester production can only be submitted if the room registration is full during the regular time and there are no vacancies. The applicants must fill in the "Rehearsal Room Reservation Form" and the "Rehearsal Room Usage Guarantee" according to the regulations, and submit them to the department after being signed by the instructor to complete the borrowing process.
- D. All performance proposals need to be reviewed by the instructor, and the total reserving hours of rehearsal rooms depend on the scale of the performance. The limit of the total hours of rehearsal rooms for each crew is 120 hours. 1 minute of performance time equates to 1 hour of rehearsal time.

IV. For courses:

- A. All rehearsal room courses (including final performances) that use the rehearsal room shall be registered at the department office first, and the student in charge of the course shall return the borrowing key immediately before the course starts.
- B. After the course teacher has determined the grouping list, the student in charge submits the list to the department office for the management of the rehearsal room reservation.
- C. The department reserve room 2017 and 2019 for the courses at the beginning of the semester. Each course shall have a student to be responsible for the opening and closing of the rehearsal room during the semester, and supervises the completion of the following items after class:
 - 1. Be sure to put the props or equipment in place, and the props shall be placed neatly and not obstructing the passage.
 - 2. Keep the environment clean and take away the garbage.
 - 3. Close all doors and windows, turn off air conditioners, fans, lighting and audio equipment and other power supplies.

V. Rehearsal's usage:

- A. Reserve the rehearsal room by the name of crew and fill in the " Rehearsal Room Usage Guarantee" signed by the instructor and indicate the name of the course or program, as well as the course instructor or the person in charge of the crew, and pay a deposit of 1,000 dollars. If the crew maintains the room

clean and follow the regulations, the deposit will be refunded.

- B. Crews must apply to the department office first before using rehearsal room and complete the reservation after confirmation by the department office. Crews must not alter the registration information of others without authorization. Unauthorized alteration of the information of others or unauthorized users, once verified, will be punished with suspension of the right to use the department's rehearsal room for one semester.
- C. The reservation time is from 3 pm to 5:30 pm on Mondays, Wednesdays and Fridays, and applicants can reserve for the rehearsal time of the next week.
 - 1. The reserving time is in hours, and the daily reserving time is 3 hours as the upper limit, and the total hours per week must not exceed 9 hours.
 - 2. Each crew must use the rehearsal room on time according to the reserving time, and must not give away reserved hours privately.
 - 3. The crew of the rehearsal room is temporarily borrowed during the current week, and the reservation time is limited to 3 hours per week.
 - 4. If the reserved rehearsal room is abandoned or not used with 15 minutes by the crew, the Department Office has the right to open the abandoned rehearsal room for the crews that immediately need it.
- D. During the rehearsal period, the stage director shall coordinate the placement of the scenes and props. If scenes and props are not placed in accordance with the regulations, they will be treated as waste, and the deposit will be confiscated. The confiscated deposit will be kept by the department office to pay for site cleaning fees and wages.
- E. The crew that violates the following rules will stop reserving the rehearsal room for 2 months and confiscate the deposit:
 - 1. Randomly placed props and equipment and did not return; did not maintain the environment clean and took away the garbage; did not close all doors and windows, turn off air conditioners, fans, lighting equipment and other power sources after use.
 - 2. Those who fail to leave on time as required.
 - 3. The crew did not use it after reservation, or failed to cancel it twice at the department office one day before reservation.
- VI. The above unmentioned matters shall be handled in accordance with the instructions of the management staff of the department office.
- VII. These regulations were approved by the Department Affairs Council and authorized by the Head of Department. Modifications shall follow the same procedure.

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.