

Towson University Department of Theatre Arts  
Facility Use Policy

USE OF FACILITIES

- Smoking is not permitted on Towson University property. Towson is a smoke-free campus.
- No weapons of any sort may be used in any departmental activity without the express permission of the chair, the technical director and the campus police. All weapons must be used in accordance with the department weapons policy.
- With the exception of water in a container with a lid that closes, food and drink are not permitted in any, classrooms, theatres, or rehearsal spaces.

REHEARSAL SPACE

The department's first priority for rehearsal space is given to our main stage productions, undergraduate student studio projects, and MFA workshop presentations and final projects. Times and places for these rehearsals are scheduled in classrooms and theatre spaces in advance of each semester. Additional classroom rehearsal space for these events may be scheduled through the Department of Theatre Arts main office by emailing [theatre@towson.edu](mailto:theatre@towson.edu).

Students who need rehearsal space for class projects are directed to the rehearsal rooms on the 2nd floor. These rooms have sign-up sheets posted for each week. Students who wish to request the use of classroom space during regular business hours, when available, for other special projects and events involving groups of students may do so by contacting Robyn Quick at [rquick@towson.edu](mailto:rquick@towson.edu).

Faculty members who wish to schedule classrooms for educational or creative activities should also contact Jesse Herche at [jherche@towson.edu](mailto:jherche@towson.edu). Theatre spaces may be scheduled by faculty, as available, through Tony Rosas at [arosas@towson.edu](mailto:arosas@towson.edu).

Outside organizations and other academic departments who wish to request the use of Department of Theatre Arts space may do so through the COFAC Events and Operations Office at [www.towson.edu/facilityreservations](http://www.towson.edu/facilityreservations).