

WMU Department of Dance

Multimedia (MMR) Request Form

Date:	
Department or School:	
Contact Person:	
Phone Number:	
Email:	
Date Requested	Time Requested
Reason for Request:	

Guidelines for the use of the Dalton Center Multimedia Room (MMR) for Spring 2008 Semester.

- The MMR will be used for classes and rehearsals only.
- In order to use the MMR a faculty member from any CFA unit must complete a room request form and submit it to the Department of Dance. This form must be received no less than one month prior to the dates and times requested. This form is on the Department of Dance's website: www.wmich.edu/dance/MMR.
- Theatrical lighting and technical assistance are not available.
- A faculty member must be present at all times when there are students in the MMR.
- Only faculty members may check out a key for the MMR.

Anyone who uses the MMR must sign a facility usage agreement.

Department of Dance: 269-387-5830

Fax Number: 269-387-5820

Email: rosemary.hubek@wmich.edu

WMU Department of Dance

FACILITY USAGE

In an effort to maintain our dance facilities, a number of rules and practices should be uppermost in the minds of those who are using studios, classrooms, locker rooms, etc. These rules are in no way meant to inconvenience students or staff. Respectful adherence to these rules better assures a secure, well-functioning, organized environment for the work that needs to be done.

Rules are:

1. Students using studios A and B must enter and exit through the clean foot corridor.
2. Every effort must be made to keep dirt and hallway finishes off the studio floors. Therefore, studio shoes should be worn only in the studio and MMR, and not in the locker room, hallways, or clean foot corridor. No bare feet in the hallways. A separate pair of dance shoes should be set aside for use in rehearsals outside of the Dalton dance studios.
3. Studio hallway doors are not to be used for exits and entrances except for faculty egress or for public performances.
4. Locker security is the individual's responsibility. Check and recheck that lock is secure and door is completely latched at top and bottom. Use your assigned locker only.
5. Eating and drinking are to be confined to areas designated for such. No food, beverages (other than water in a sealed container), gum, etc. are allowed in any studio or MMR.
6. Dressing and other personal preparations for classes should be done in the dressing room.
7. **The Dalton Center is a smoke-free building.** Enforcement of this policy is through the Department of Public Safety, Division of Environmental Health.

Hundreds of persons use the dance facilities. Each person should take the responsibility to keep the physical and aesthetic environment pleasant for all current and future personnel. Don't be reluctant to remind others who might have a moment of forgetfulness. Please report facility maintenance needs to the Department Office Coordinator.

I agree to follow the facilities usage policy of the Department of Dance

Name

Date

Dance Department Chair

Date

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