

Policy for Communications, Drama and Film Department support of non-course-related work

Introduction

Historically, Drama students have been very involved in Guild performance-related societies and have been able to take part in their own non-assessed performances. Whilst we have no wish to diminish this, it's important to set down some guidelines to prevent expectations about the resources available being raised too high and to avoid adversely affecting the assessed work of others in the Drama Department.

The societies affected by this include the following: Footlights, EUTCO, Theatre with Teeth, Shakesoc, Opera Soc, Shotgun and any Drama student wishing to put on a performance outside the course.

Please remember that the spaces and facilities are here primarily to support your academic studies.

Space for Rehearsals

We are happy to allow spare evening rehearsal space to be used (Monday – Friday 6pm – 9pm during term-time) for Guild-related rehearsals **ONLY where a currently registered Communications/Drama/Film student is a member of the group**, and can take responsibility for the security of the building, and the tidiness of the room after the rehearsal.

Each project (known as an 'event' on Chronos) must be created on the system before you can book. Please email cdftech@exeter.ac.uk to have your event added – please include the name of the show, approximate dates and venue if known.

Bookings for Guild societies must not be made on Chronos until Friday at 5pm. Course-related bookings can be made by department students from 10am on Friday. Any Guild-related bookings made before Friday 5pm will be deleted with no notification.

If a course-related booking clashes with a Guild society rehearsal (even if the Guild rehearsal was booked earlier), the course-related booking will be confirmed. We will endeavour to reallocate the Guild society booking to another space at the same time, but cannot guarantee it. If we cannot re-allocate it we will email the student that made the booking on behalf of the society and let them know it's been cancelled.

End of rehearsal

All groups are expected to return the space to the condition it was in at the start of the booking. All litter and personal items (props, costumes etc.) must be removed. Tables and chairs must be restacked. Any other items (e.g. pianos, mats) which are moved must be replaced in their original location. If any items are not tidied away, the Guild Activities team will be notified.

Weekend Rehearsals

Roborough Studios are available for use at the weekends. The outer door is on a code – see the tech staff at Thornlea if you don't know the code.

Due to safety & security concerns the Alexander Building is usually not open for rehearsals at weekends.

Obviously course-related bookings take priority at the weekends in Roborough.

Health and Safety considerations mean **we cannot allow you to rehearse alone at the weekends**. Group work only is permitted. All members of the group must familiarise themselves with the fire procedures and make use of the SafeZone app (see the University website at <https://www.exeter.ac.uk/departments/campuservices/campussecurity/safezone/>).

Space for Performance

We cannot provide any performance space for non-course related work during terms 1 and 2.

Term 3 has been designated as available for this kind of work, as part of the Term 3 Festival. During this period we can schedule a large number of events.

As term 3 is usually very packed with Communications/Drama/Film student-initiated work, it is unlikely to be possible to allow Guild Societies to use Drama spaces for performances in term 3.

The main reason for not allowing non-course-related performances during terms 1 & 2 is the cost of staffing events, and the disruption to coursework and rehearsal schedules. Remember you are here to work on your course, and the spaces and technical staff are here for the same reason.

Please aim your plans firmly towards Term 3 where we will do everything we can to help.

Space for Filming

We are happy to support use of department spaces for short film production, with the supervision of the technical team. Please contact cdftech@exeter.ac.uk to discuss your project so we can look at options for scheduling the shoot.

Space outside Term Time

Availability of space outside term-time is limited and must be planned well in advance. Use of the space may incur a charge, based on the size of the group and length of the booking. We are happy to support rehearsals for societies going to the Edinburgh Fringe during July at no cost.

Technical Equipment for Performance

Hire of equipment for non-course related activities may incur a charge. The department technical staff will be able to provide a quote. Please understand we reserve the right to refuse any request for equipment if we feel this will disrupt any course-related activities, even if such activities have not yet requested equipment.

Please consider approaching local hire companies such as Stage Engage or Showbitz for items such as staging platforms and radio mics as these are not available from the CDF team.

Costume for Performance

The costume store is available primarily to Drama course-related work. There may be certain times of the year when it's possible to borrow items for other uses, but this is at the discretion of Michelle Yeates, the Wardrobe Technician. We cannot offer a costume hire facility to non-course groups. We may be able to provide small quantities of accessories / items for such events, and a deposit must be paid for any item borrowed for non-course use. In the event of loss or damage, the cost to replace the item will be passed on to the student who withdrew it.

Term Three

Information will be circulated via the Drama term 3 website in due course.

Further Enquiries

Please contact the Communications, Drama & Film technical team at cdftech@exeter.ac.uk

This is a draft document and may be subject to change.

The latest version is available at <https://drama.exeter.ac.uk/currentstudents/>