

# Department of Dance

# project studio policies

## Scheduling:

The Project Studio is available from 8AM-12PM and 2PM-6PM, Monday through Friday during OSU academic quarters. Weekdays from 12PM-2PM are reserved for daily maintenance and general department needs. Graduate Student Final/Thesis Projects and Undergraduate Honors Projects may request extended hours of use. The Project Studio is closed during Sullivant Theater Productions and Tech Week Theater times. All scheduling will be posted, biweekly, on the calendar located on the entrance door to the studio.

## Policies for using the Project Studio:

- No Food allowed. (Drinks must be kept on the small table in the room.)
- Students must provide advanced notice and submit a request to Michael in writing (email is OK) of additional space use, beyond what has been approved by the Chair.
- Organize and store all of you project related materials in the assigned space.
- Remove all personal items from the room each time you leave the space. Personal items are not to be kept in the Studio.
- Do not remove any equipment from the room.
- Keep the room clean at all times.

**Be creative and work hard!**

*If you have any questions please contact Michael Wall, Project Studio Manager at [wall.134@osu.edu](mailto:wall.134@osu.edu).*

# Department of Dance

## petition for project studio

The Project Studio is a multi-use space for advanced audio/video editing and instruction. It also serves as a recording/mixing area to support the department's production and curricular needs. Department students must request use of the space by filling out this form and attaching a written description of the project needs. Submit the form to Michael Wall via his mailbox in the administrative offices in the basement of Sullivant Hall. When approved, the student will be notified by email with assigned times and days. A set biweekly calendar is posted outside of the Project Studio door. Students must provide advanced notice and submit a request to Michael in writing (email is OK) of additional space use, beyond what has been approved by the Chair. If assistance is needed with any of the equipment in the room, students may contact Michael for help..

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Duration of Project: Start Date \_\_\_\_\_ End Date: \_\_\_\_\_

Estimated # of hours/day or hours/week: \_\_\_\_\_ Preference of days and times: \_\_\_\_\_

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(Final times to be approved by Studio Manager and the Chair)

Approved by:

Michael Wall, Project Studio Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Susan Petry, Chair: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit petition to Michael Wall via his mailbox in the administrative offices in the basement of Sullivant Hall.*