

The Memorial Hall building is scheduled by the University Registrar's office as governed by University policy and not available to outside groups or individuals. Many spaces within this building are controlled and operated by the Department of Theater & Performance Studies (TAPS). The TAPS department's spaces within the Memorial Hall building are available for online booking for Department of Theater & Performance Studies activities and to qualified university groups only on an "as available" basis. Application for use of this space must be made far in advance to the designated facility coordinator. The Department of Theater & Performance Studies reserves the right to reschedule events and/or activities based upon the needs of its academic activities and programs.

General Priorities for use

1. University and Departmental use as required.
2. TAPS classes, labs and workshops as required to support our academic mission.
3. TAPS Departmental production final rehearsals and performances.
4. Stanford Events and Stanford Live activities as appropriate for the space.
5. TAPS Departmental production rehearsals.
6. TAPS and Dance sponsored activities or groups with supervision.
7. Other university activities that are appropriate for the space and the other ongoing activities.

Building Hours

The building spaces are generally open week days between 9am and 7pm. The building is closed most school holidays. All after hours, weekend or holiday use of this building must be arranged for in advance, scheduled on the calendar and may require direct supervision by staff which would be subject to a fee.

Holiday use of this building is prohibited unless arranged for in advance and a faculty or staff member is to be present the entire time of occupancy.

Building Occupancy Limit

Each space within this building has a specific occupancy limit due to issues relating to fire and public safety. There will be no exceptions made to this occupancy limitation. Any group that fails to observe this limit will be denied future access to these facilities.

Available Spaces

Stanford Wireless Internet connectivity is available throughout this building for those that are qualified.

- Seminar Room 125 – A 450 square foot seminar room for as many as 30 individuals. A chalk board and projection system area available. This room is also utilized for small receptions.
- Acting Classroom 129 – A 560 square foot carpeted room dedicated to acting classes, workshops and small production rehearsals. There is a general selection of rehearsal furniture that can be found in this space to facilitate the intended activities
- Design Studio 126 – A 430 square foot classroom with white board, bulletin boards, a projection screen, projection system and work tables for 8 - 12 individuals.
- Prosser Studio Theater – A 1,370 square foot black box Studio Theater with a seating capacity of 30 to 55, based upon the current seating configuration. Theatrical lighting and sound systems are available along with reconfigurable audience platforms. This space is utilized for acting classes, rehearsals and departmental productions. A general selection of rehearsal furniture is available to facilitate the intended activities in this space. It should be noted that the use of this space conflicts with the main stage and that when there are activities scheduled on the main stage the use of the Prosser Studio will be restricted.
- Room 204 – A 550 square foot carpeted room dedicated to supporting the classes and production activities of the Prosser Studio Theater. This space will not be available when the Prosser Studio is active.
- The Pigott Theater – This Theater is where the majority of our major productions are staged as well as occasional large lecture classes. Seating is available for 194. The stage area covers 1,380 square feet behind a 28 foot wide proscenium. Theatrical lighting, curtains and sound systems are installed here as well as a projection system. Activities supporting our major productions have priority here. It should be noted that the use of this space conflicts with the main stage and that when there are activities scheduled on the main stage the use of the Pigott Theater is not permitted.
- Memorial Auditorium – This large theater space is where the University stages many of its larger events and where Stanford Live produces Dance. Seating is available for up to 1711. The stage area covers 4,870 square feet behind a 40 foot wide proscenium. Theatrical lighting, rigging, curtains and sound systems are installed. This space is sometimes utilized for Department of Theater & Performance Studies activities but is typically not available outside of normal operating hours unless supervised. It should be noted that the use of this space conflicts with both our Pigott Theater and our Prosser Studio and that when there are activities scheduled on the main stage, the use of adjoining TAPS spaces will be restricted.
- The Green Room – A 560 square foot room directly adjacent the main stage and the Pigott stage. This space is utilized for small meetings and receptions as well as providing support

space to the scheduled activities of both stages. When there are activities scheduled on the main stage, this space will not be available.

Note: The main auditorium seating area and lobby spaces are typically not available for TAPS activities and costs are incurred when used.

General Policy

Policies listed here may be in addition to University policy

- Violation of policy may be cause for loss of building privileges.
- There shall be no open flame within this building at any time unless a specific permit has been obtained. Permits, which have many very specific requirements and conditions, will be facilitated by the department's Technical Director.
- Any decorations or theatrical type sets or materials brought into this building shall be constructed with flame resistant materials or be treated with an approved flame retardant chemical.
- A building supervisor will be present for all department sponsored activities and will act as our representative to insure that activities are safe, properly scheduled and that policy is followed.
- The spaces within this building are not available for use without an approved reservation. Groups that use these spaces without a reservation shall be denied future access to the space.
- If a space is reserved but not used, effectively blocking other groups, future bookings may be affected.
- In booking a space you must be aware of any groups using the space both before and after your activity. Please make sure that your participants do not intrude on the group scheduled before your activity or extend beyond the time that you have scheduled
- If you use rehearsal furniture, please return each piece to where you found it before you leave.
- Generally, as you leave, the space you used must be left clear, clean and ready to use with the rehearsal furniture placed neatly against the perimeter walls.
- Cancellations must be received at least 24 hours in advance in order to let the reserved space go to other groups.
- At the conclusion of an event where food is served, it is the responsibility of the person that booked the event to make sure that the space has been left clean and that all food has been properly disposed of. All food and disposable serving containers shall be sealed in plastic bags and placed in the dumpster outside the loading dock. Food is not to be left inside the building past the initial serving.

- Receptions and work sessions or classes that provide food and or drink are never permitted within any theater space.
- Our arrangement with the custodial contractor is to provide only basic services to support our programmatic need. Special events, productions or receptions require special services that the sponsor or booking group must pay for.
- The sponsor for a special event is directly responsible for all direct costs incurred to support the event including, but not limited to, custodial, technical costs and supervision. All details relating to how the building will be used for the special event must be agreed to in advance. The Technical Director is the department's representative for these discussions.
- No banners, posters or materials of any kind may be tacked, pinned or taped onto any of the buildings walls, seats, windows or doors. Appropriate posters, schedules and notices that relate to classes and activities of the department, Dance and TAPS clubs and performing arts based activities will be allowed if placed on existing tack boards. Inappropriately posted materials will be removed at the sponsor's expense.
- When using amplified sound or loud instruments in this building, you must be respectful of the other scheduled activities in the building.
- The Department of Theater & Performance Studies reserves the right to change booking schedules based upon the need of the University and the Department.

Booking Procedures

The calendar is available online at: <http://TAPSCalendar.stanford.edu/>

For further booking information on TAPS spaces, please write to: TAPSCalendar@stanford.edu