

ACTF BUILDING ACCESS INFORMATION AND BUILDING USE POLICY

for Students and Community Users of the Asper Centre for Theatre and Film (ACTF)

PART I: BUILDING INFORMATION

Regular building hours for the ACTF are 8 am – 5:30 pm Monday – Friday, excluding holidays. The building is locked at all other times.

- All students registered in at least one course in the Department of Theatre and Film are eligible to receive access to the ACTF outside of regular building hours. You must present your student ID card to the Department office in Room 3T03 and we can program it with ACTF building access. There is no charge. (Note: replacement cost for lost Student ID cards is \$25.00.) Your card may carry access to several different campus buildings; please advise us if you have access to Duckworth, a residence, etc. prior to updating your ACTF access.
- Renters and other building users may also obtain Access Cards; contact the Department office in 3T03 (204-786-9955; theatre@uwinnipeg.ca) for details.
- Cards will provide access to the ACTF from 8am to 10pm daily (except statutory holidays when the University is closed). This is intended to give you safe and secure access to the ACTF for the purposes of rehearsal or lab assignment work associated with your classes. (*Rehearsal rooms must be booked in advance; see separate Room Booking Instructions link for details.*)
- **Each access card carries an audit trail which will identify YOU and so you are responsible for its use. You MUST NOT share your card or loan it to others, and you MUST report a lost, stolen, or damaged card to Melinda immediately so that the card may be deactivated. All users must follow these protocols; violation of these terms of use will mean that you may be held responsible for the actions of others!**
- Cards will automatically expire at the end of April each year. Should you require access beyond that date, please contact the Department office.
- Operate your card by holding it lightly against the sensors ("hot spots") mounted beside the Main Ramp Door, the Balmoral Street Door, and the Colony Ramp Door ("Firefighter Entrance") of the ACTF.

Note: You must pass your card across the sensor once daily even if the doors are unlocked. This keeps your card updated, which is necessary to allow you into any locked classrooms (film, design and costume labs, and any studios after 5:30 pm) to which you have been given access, and maintains the integrity of the system. If you fail to "update" your card in this way, it will stop working until you next present it to a "hot spot".

- The Manitoba Hall doors into the main campus (both sets) across from the ACTF are open from 7:00 am - 8:00 pm daily should you need to go across to the main campus.
- If you enter the ACTF via the Balmoral door please note that you must proceed downstairs to the concourse; there is no through route into the building if you go upstairs.
- **No entry to the ACTF will be permitted outside regular opening hours without your card, i.e. Security will not open the door upon request.** The exception is those who have rehearsal space booked who do not have an access card, in which case the person or group must report to Security (located at the base of the escalator in Centennial Hall) and show the duty guard the Booking Confirmation (hard copy or electronic). If part of a group, the person with the confirmation is responsible for meeting and admitting group members who do not have an access card. Please make sure you have the cell phone number of the person with the booking confirmation should you get separated; Security will not admit you if you do not have the confirmation. **Students are encouraged to get and bring their cards to avoid this disruptive and time-consuming practice.**

DO NOT BANG on the doors in an attempt to persuade others to let you in!

DO NOT open the doors for strangers who do not belong in the building!

DO NOT prop doors open!

If you have any questions or concerns, please visit the Theatre/Film Office, Room 3T03.

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PART II: BUILDING USE POLICY

- **Those using Department of Theatre and Film facilities are required to carry their Access Cards/Booking Confirmations with them AT ALL TIMES (hard or electronic copy).** Security Guards may challenge your presence in our rooms at any time and your Access Card or Booking Confirmation is your authorization to be in the room/building. If you do not have it with you, the Guard may evict you. Also, if you arrive to rehearse and someone else is using the room, your Booking Confirmation will clearly define who is entitled to be there.
- **Outdoor footwear is NOT PERMITTED in studios 0T09, 0T10, 0T19, 2T05, 2T15.** Users are invited to bring indoor shoes or slippers, or wear bare feet or socks. This is to ensure the integrity of our sprung floors and to keep the rooms as clean as possible for subsequent users. We ask that rehearsal rooms be treated in the same manner.
- **Rooms are to be restored to a clean and tidy condition AFTER EACH USE.** Rooms do not belong to you; others use them as well. As you finish, please make sure you move all furniture to the perimeter of the room and make sure to take all our personal belongings with you when you leave.
- **Props and costumes left in rehearsal rooms are left at your own risk.** We cannot be responsible for them. If they are not removed immediately after your rehearsal, they will be discarded.
- **Please do not bring in furniture;** we do not have room.
- **We do not provide storage;** be prepared to remove any items you bring in following each rehearsal.
- **UNDER NO CIRCUMSTANCES ARE ANY UNIVERSITY PROPS OR FURNISHINGS (including mime boxes and mats) TO BE REMOVED FROM ANY OF THE ROOMS AT ANY TIME!**
- **DO NOT prop open any outside doors to the ACTF at any time.** If members of your group need access after the building is locked they can obtain access cards or you can arrange to meet them at the door to let them in.
- **DO NOT let others into the building.** Strict security measures must be adhered to for the safety of the people in the building and the maintenance of expensive equipment.
- **DO NOT bang on any external doors** in an attempt to get someone to let you in.
- **DO NOT take food or drink into studios or rehearsal rooms.** Exception: water. If you need to eat, please use the lounge on the concourse level and clean up after yourself.
- **The Media Labs (0T12 and 0T14) MUST BE KEPT LOCKED AT ALL TIMES. NEVER leave the room without closing/locking the door behind you,** even if you are only leaving for a moment. Only students in film classes requiring use of the room are entitled to access and YOU MUST have an access card to complete your film course work.
- Building Access is available to UW students on your student card at no cost. If your bookings are outside of normal building hours (8 am - 5:30 pm weekdays) and if you choose not to obtain a card, you must check in with Security and produce your Booking Confirmation slip (hard or electronic copy) upon arrival for EACH rehearsal. Once Security has verified your confirmation, come back to the main (ramp) door and press the buzzer for admission to the building.
- Our building houses a popular public rental facility. If you encounter guests attending a production in our space, please defer to them and treat them with respect.
- Always control noise levels.
- Use of departmental space outside of class time is a privilege extended to our students and other theatre/film practitioners in the community. Abuse and/or disrespect of the rooms may result in denial of this privilege or restricting available space, which disadvantages you and many others.

Our rooms are used extensively by many groups; please be considerate of other users and members of the Department responsible for their upkeep.