

Hutchinson Hall Room Reservation Policy

- Hutchinson Hall is held for Academic-related reservations M-F until 6pm. Available rooms can be reserved via the Room Checkout Request form at least 24 hours in advance.
- Room reservations are limited to 2-hour blocks. Reservations can be submitted up to 2 weeks in advance, and individuals can request up to 2 reservations at one time.
- Any unoccupied rooms are welcome to be used on a first-come first-serve basis, however, if someone enters a room stating they have a reservation, the person without a reservation must vacate the room.
- Classrooms and studios are available to general student use 10 minutes prior to the start of a class in that room.
- Hutchinson Hall is locked after 5pm on weekdays and fully locked on Saturday & Sunday. Any reservations occurring outside public hours will require after-hour access. Individuals are responsible for ensuring they have after-hour access prior to their reservation by checking in with the Drama main office or emailing uwdrama@uw.edu.
- Please be respectful and return rooms to the default layout that is posted in each space. Report any facilities issues or evidence of space misuse to uwdrama@uw.edu.

Room Reservation Priority

1. School of Drama Scheduled Courses
2. Drama Production rehearsals, specifically
 1. Mainstage
 2. LAB
 3. Studios
3. Approved Performances for Department-Affiliated RSOs
4. Drama Events & Meetings
5. Current Drama Class Rehearsals
6. Routine Meetings, Rehearsals, etc. for Department-Affiliated RSO