

# The Underbrook

Performance Space at Saybrook College

## **Guidelines for Use**

2016-2017 Season

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# The Underbrook: the basics

## What is the Underbrook?

The Underbrook is Saybrook College's multipurpose performance space, named after the old Underbrook letterpress. It is designed for the use of Saybrook students, and thus only Saybrook students with prominent roles in events may apply to use Underbrook.

## What is the Underbrook used for?

There are three types of events that can be held in the Underbrook: **Major Productions**, **Minor Productions**, and **Rehearsals**.

**Productions**, both major and minor, have in common that they are performed before an audience. Theatrical performances, dance acts, concerts, spectacle shows, art exhibitions, and improv comedy shows are all examples of productions.

**Major productions** are theatrical productions that require an uninterrupted block of time for rehearsal and performance. A major production receives a continuous week (from Sunday to Sunday) of priority Underbrook use. There is a limit of **two** major productions per semester.

**Minor productions** are all other events performed before an audience. Minor productions take place during defined periods of time on one or more days.

**Rehearsals** are not performed before an audience. Besides rehearsals for acts to be performed at some point in the future, events such as musical auditions are classified as rehearsals because there is no audience. Rehearsals take place during defined periods of time over the course of one or more days.

## Applying to the Underbrook.

Use of the Underbrook requires an application to be made by a Saybrook student or faculty member with a prominent role in the proposed event.

**Applications** are available in the Saybrook College Office (SYCO) and on the Saybrook website ([www.saybrookcollege.com](http://www.saybrookcollege.com)). Applications are **submitted** to the SYCO.

**Fees:** All events require a **\$200 security deposit** (in the form of a check written to "Saybrook College") as part of the application. This deposit is only used if damage is discovered after the event takes place. **Productions** require a **\$50 non-refundable user fee**, collected when the applicant receives a key to the Underbrook.

# Underbrook Application Checklist

**PLEASE REVIEW CAREFULLY.** You must submit a complete application for consideration. Write checks to “Saybrook College.”

Applications for the fall semester may be made immediately. Applications for the spring semester may be made **after** October 15.

**All Productions and Rehearsals, both major and minor:**

- Completed *Undergraduate Production Application for the Underbrook*
- \$200 security deposit check

## Questions?

Please read our FAQ on pages 4-5.

For additional questions, contact the  
Saybrook College Office  
[saybrookcollegeoffice@yale.edu](mailto:saybrookcollegeoffice@yale.edu)

# Underbrook Frequently Asked Questions

## **1. Who is eligible to submit applications to use Underbrook?**

Yale College students may submit applications, but Saybrook applicants are preferred and will be given priority. Applicants must play a major role in the production of the performance (e.g., producer, director, actor in a primary role).

## **2. What is the difference between a Production and a Rehearsal?**

A Production is any production to be performed before an audience, including use of Underbrook as an art gallery or exhibition space. Technically, a Production is an event that will include public admission. A Rehearsal is not performed before an audience and does not require any set or lights.

## **3. Are there limitations on the types of Productions accepted for performance at Underbrook?**

Yes. Two major Productions are permitted per semester. There are no specific limitations for minor Productions.

## **4. What is the difference between major and minor Productions?**

A major Production includes priority use of Underbrook for a continuous period of one week, from Sunday to Sunday, and are proposed and accepted through the CPA Application process. Minor Productions are those that are set up and completed within a defined period of hours in one or more days.

## **5. When may I submit an application?**

Applications for dates during the fall semester may be made at the beginning of the semester. Applications for the spring semester are accepted after October 15.

## **6. How are applications evaluated?**

Generally, applications are given priority on a first-come, first-served basis, depending on the availability of Underbrook for the dates and times requested. Decisions for the two major productions each semester are made by the Saybrook College Office and the Underbrook Coordinator through the CPA Application process.

## **7. Which has priority, a Rehearsal or a Production?**

Productions nearly always take precedence over Rehearsals, as the Underbrook is primarily designed as a performance space. Generally, rehearsals are preferentially granted to groups planning a performance in the Underbrook.

## **8. Are there any regularly occurring times when the Underbrook is unavailable?**

Yes. The Saybrook Chamber Orchestra rehearses on Friday afternoons from 1:30 to 6:00 PM, and there may be additional rehearsals or regular Saybrook events during which Underbrook is unavailable.

**9. Having completed a series of Rehearsals, may I request additional dates without re-applying?**

Yes, provided that dates are available and the additional Rehearsals are for the same Production or performance. Send requests to the SY College Office ([saybrookcollegeoffice@yale.edu](mailto:saybrookcollegeoffice@yale.edu)).

**10. What are the fees used for?**

The \$50 usage fee is used to maintain the space and to offset costs associated with normal wear and tear. The \$200 deposit is filed until it has been verified that no damage has been done, at which point the check is destroyed. If damage is found, or if regulations are not followed, some or all of the deposit will be forfeited.

**11. How will I be notified about the acceptance of my application?**

You will receive notification by e-mail regarding the acceptance of your application and the dates that you have been assigned. This e-mail notification constitutes confirmation for your assigned time.