

Process for Reserving the Black Box

1. Check the calendar online for space availability at:

<http://communication.unt.edu/research/black-box> or

<https://www.facebook.com/UNTCommBlackBox>

2. Fill out the online form that correlates with your UNT affiliation (i.e. Performance Studies student, student/outside organization)

3. Submit the form to blackboxunt@gmail.com and wait for electronic approval.

4. Review all Rules and Policies.

5. On the day of or business day before your reservation you must sign in at the Department of Communication Studies front office, located at GAB 309. You also must return back to the Comm office after you are finished to sign out of the blackbox once an office staff member has checked the space.

6. Be sure to have any relevant dues available at the time you sign your reservation form.

***All business day reservations must be made at least 24 hours in advance. Any weekend reservations must be made at least 48 hours in advance.**

Black Box Theater Rules:

1. Respect the space.
2. Do not drag boxes, flats, etc. on the black box floor.
3. No eating or drinking allowed at any time.
4. Leave the space better than you found it (pick up after yourself.) You must sweep and take out the trash before you leave.
5. Failure to adhere to aforementioned rules will result in complete loss of space privileges.

Reservation Policy

1. A deposit is required for any use of the Black Box. This is for key replacement and or maintenance.
 - a. COMM Students: \$10 deposit (\$20 for weekends)
 - b. NON-COMM Students: \$50 deposit
2. You must sign the reservation request form and submit your deposit before your reserved time.
3. A key must be reserved if using the space overnight or for the weekend.
 - a. If you have an after hours reservation, you must pick up the key by 5:00 pm of the day of your request and return it by 9:00 am of the next business day.
 - b. If you have a weekend reservation, you must pick up the key by 5:00 pm of that Friday and return it by 9:00 am of the following Monday.