

Q: How do I check out a room?

A: Make an appointment with Jay Sheehan or visit him during office hours. Hours are MW 10-11 or by appointment. You can check room availability with him. If Jay is not available, you can check the room availability schedule with the graduate assistant between the hours of noon and 4pm in the drama office

Check the room and time you want. If the room is occupied, it will have a colored box indicating that the room is occupied .

If the time frame is blank, then the room is available.

Once you have decided on a room, download a room request slip on the SDSU School of TTF web site. Fill it out and email to Jay Sheehan or pin it to Jay's door at room 201-A (Outside corner office).

YOU MUST CHECK BACK WITH JAY TO SEE IF YOU HAVE THE ROOM. DO NOT ASSUME THAT YOU HAVE THE ROOM JUST BECAUSE YOU FILLED OUT THE FORM!! E-Mail is the best way to confirm!

- Please note: There is a “bumping order”. Departmental shows will always take precedent. See Jay if you have any questions on where you are in the bumping order.

You need to request a room 48 hours in advance of your needs. Weekend room reservations need to be discussed in person with Jay.