

TAPS Room Reservations *Guidelines & Policies*

Reserving a Room

1. Check availability of the desired room at rooms.uchicago.edu
+ *Sign in using your Cnet and password*
2. Email request to Brian Maschka, TAPS Production Manager
+ bmaschka@uchicago.edu
+ *State who you are, which class or RSO the reservation is for, and the desired time/space*
+ *Include ChicagoID from the back of your UCID (8 digits, 1 letter)*
3. Brian will confirm your space reservation via email
4. Doors coded to be open for you at time of your event/rehearsal
+ *If you have trouble getting into the space, check with front security desk (773.834.7445)*

Available Spaces

The following spaces in Logan and Bartlett are available for reservation through TAPS.

Reservation priority for each space is listed in descending order. Any questions regarding space prioritization can be directed to Brian Maschka

Theater East & Theater West

-
*Reserved exclusively
for technical rehearsals
and performances*

Logan 501: Performance Lab

-
1. TAPS Classes
 2. UT Rehearsals
 3. Coursework Rehearsals
 4. Other, as available

Logan 028 & Logan 603

-
1. TAPS classes
 2. UT rehearsals
 3. Non-UT rehearsals
 4. Other, as available

Logan 701: Dance Lab

-
1. TAPS classes
 2. Coursework rehearsals
 3. Le Vorris & Vox
 4. Dance rehearsals
 5. Other, as available

Bartlett Arts Rehearsal Space

-
1. TAPS Classes
 2. Dance rehearsals
- No availability after
7pm on weekdays*