Mitchell Theater Registration, Reservation, and Policies

Mitchell Registration:
Any organization that wishes to use the Mitchell Theater, must register members of their org with the CSE so they can be given GWorld access. The Theater is controlled by GWorld access to ensure that the space can be accessed only for those who have registered and reserved the space. Organizations that register for use of the Mitchell Theater will have GWorld access granted to up to five members listed in the Online Student Org Portal through the CSE:

- Administrative contact
- Financial Contacts
- Three schedulers

Submit an email requesting to register for use of the Mitchell Theater and verify the names, positions, and GWIDs of the students from your org who meet these criteria to reservemitchelltheater@gmail.com. To ensure that your org will be able to make easy and quick reservations throughout the semester, please submit this information at the beginning of each semester.

How to make a reservation:

1. View the Mitchell Theater calendar for availability
2. Fill out the Reserve Mitchell Theater google form (at least 2 business days before reservation time)
   a. Complete all information requested on the form to include - org name, date, time, purpose, and individual with GWorld access who will be present during the reserved time
3. You will receive a confirmation from the reservemitchelltheater@gmail.com email address when your reservation has been accepted

Guidelines for Mitchell:
We expect organizations, and their members, to follow the guidelines outlined below. Failure to do so will result in your organization losing the privilege to use the Mitchell Theater rehearsal space.

1. You must have the space reserved in order to use it
2. Individuals who are given GWorld access to the space may not share their GWorld cards with group members or others to gain access
3. At least one individual with GWorld access must be present during a group’s reservation
4. No food or drink are allowed on the wood floor and they must be kept and consumed on the carpeted areas at all times.
5. Your organization is responsible for setting up the room to fit your needs and for putting the room back to an open space with all furniture in the storage room
6. Your organization must place all trash in the provided trash receptacles
7. Your organization must mop the entire hardwood space with the provided dust mop
8. Alcohol and smoking are prohibited in the space at all times
9. Organizations should contact GWPD if there are any concerns about individuals accessing the space or other significant issues in the space that require an immediate response
10. If you see something is broken or damaged please email reservemitchelltheater@gmail.com immediately so we can work to resolve the issue
11. Organizations and members must abide by all University and CSE policies