

ATTENTION: RESERVATION POLICIES

Drop-in Hours:

UTR: 9:30-3:00

MW: 12:30-3:00

Reservations will be accepted in person **ONLY** during these hours. Otherwise, you may leave a request in the drop-box on the door. **WRITE THE TIME ON YOUR REQUEST, OR IT WILL BE PROCESSED LAST!**

Requests may also be e-mailed to NACCASH@AUCEGYPT.EDU

The reservation schedule for the current week and the following week is posted on **THEATRE BULLETIN BOARD & ONLINE AT** <http://www.aucegypt.edu/academic/pva.html> (click the link at the bottom of the PVA main page).

THIS WILL BE UPDATED FREQUENTLY AND IS SUBJECT TO FREQUENT CHANGE – please check the available times **BEFORE** coming to reserve to speed up the process for everyone.

ALL requests for **REHEARSAL SPACE** will be processed at the end of the day in the order in which they were received. Reservations must be made, changed, or cancelled **AT LEAST ONE WORKING DAY PRIOR** to the requested reservation time. Otherwise, they **MAY NOT BE ACCEPTED**. This means that if a reservation request is submitted after working hours (8:30 am – 3:30 pm) the day before the requested time, it will not be received until the following morning, and therefore may not be accepted due to time constraints. **PLEASE PLAN ACCORDINGLY.**

ALL requests for **EVENTS SPACE** will be processed on the Thursday of each week. You will receive a response to your request by the following Sunday.