

TAPS | CALENDAR USE/SPACE REQUEST

SPACE REQUEST POLICIES

- All of TAPS spaces may be booked through the TAPSCal web calendar (<https://tapscal.stanford.edu>).
- Memorial Auditorium, Pigott Theater and Roble Studio Theater are subject to additional booking requirements and will require conversation with the TAPS Production Manager to complete a booking.
- The Nitery is managed by a student board. Information about scheduling the Nitery can be found on the TAPS website under About/Experimental Nitery Studio.
- This service is only for rehearsals.
- All public events must fill out the Rental Request Form on the TAPS website under Resources/Space Usage.
- Please note that our spaces are highly sought-after. Guidelines for prioritizing the use of spaces can be found on the website under General Space Use Policies.
- For rehearsals of student performing arts group there are additional prioritizing guidelines.
 - Groups that are paying TAPS for performance space during the current or upcoming quarter are given the opportunity to request rehearsal space for the entire quarter during the first week of classes.
 - After that and for groups not paying TAPS for performance space, requests can be made every Thursday for the following Monday through Sunday for both Roble Gymnasium and Memorial Hall. Weekly requests should not be made until after business hours on Wednesday afternoons and will be processed by end of business each Thursday.

How to Request a Space:

SIGN IN

- TAPS Calendar is linked to Stanford's WebAuth login and you can sign in with your SUNET ID or if you are already logged into other Stanford applications it will automatically log you in.

REQUEST SPACE

- After signing in
- Click on "MANAGE" at the top right of the page.
- On the new page click on "Create an Event"
- Enter the following – UNLESS THESE FIELDS ARE COMPLETED YOUR EVENT WILL BE DENIED
 - Name of Event
 - Summary
 - Date – default is TODAY – double check
 - Start Time
 - End Time
 - Do not select Private for a student event. If you select Private your event will be approved and then deleted.
 - Categories – if you represent a student group please select ASSU
 - Locations – you must choose one and only one from the list
 - Contact – minimum required are name and email
 - Participation – how many people do you expect to participate in your event
- Click PUBLISH

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- If you have not made any errors and your event does not conflict with any previously scheduled activities you will receive an email letting you know that your request has been submitted.

Staff will review your submission and either approve or deny your request at which time you will receive an additional email with that information.

Once an entry is made you cannot change it directly. Email the Calendar Manager at tapscalender@stanford.edu requesting a change or cancellation. Please be specific regarding which calendar and event you want to change.

Additional Tips and Hints

REQUESTING SPACE

- Use the “Summary” box to provide the administrator with additional information about your request such as
 - Flexibility on time/range of time
 - Flexibility on space and priority of requests
- If you select multiple spaces in the Locations section your event will be denied.

SEARCH

- Use “SEARCH” to filter events by
 - START DATE and/or END DATE
 - KEYWORD
 - CATEGORY: type of event, campus organization, etc
 - LOCATION: Where in TAPS facilities is the event located
- “Select Multiple” in both CATEGORY and LOCATION to do a more complex search.
- Include the CATEGORY “Academic Calendar” to see the weeks of the quarter, first day of classes, and holidays.
- Searches are additive so if you search for one space and then search for a second space both will appear on the calendar unless you CLEAR between searches.
- Use keywords to search for specific show related events. Use quotations around keywords to limit the number of returns on your search.