

Space Request Policy for Students During Terms:

Students wanting to request classroom or auditorium spaces in the Barn, CAPA, Dickinson, EAC, Jennings, and VAPA during the fall or spring term must do so via the following space request forms:

For Barn, CAPA, Dickinson, and EAC: find the form [here](#)

For Jennings and VAPA: find the form [here](#)

For the Crossett Library Classroom: find the information [here](#)

Students taking Music courses only: The following rooms in Jennings and VAPA must be requested via the [Booked Scheduler app](#). [Curt Wells](#) is the contact person for access to this app.

DCB Attic: unavailable when performances/classes in Pit or Fireplace are being held

DCB Attic Sound Design Studio: COMING SOON

Jennings 201: Recording/Notation Lab

Jennings 202B: Notation Lab

Jennings 203: E-music Studio

Jennings 249: Recording Studio: unavailable when Sound Recording classes are held

Jennings 315 E-music Lab: unavailable when E-Music classes are held

VAPA P310: Sound Design Studio

CAPA Symposium and CAPA Faculty Lounge are approved through Aila West (awest@bennington.edu)

Information:

Students can sign out music practice rooms (Jennings 226, 308, 309, 310, 311, 329, & 332) on their own via paper on the sign out door. Time limit is two hours per day.

In all other instances, students must have the approval of a Bennington faculty or staff member associated with the event they are requesting space for. This is to ensure that someone on campus is aware that a student sponsored event is taking place.

Students requesting spaces will be asked to provide verification from a faculty or staff member that they have been made aware of the request. Once that approval is received, the appropriate person will do their best to accommodate the space request.

For inquiries outside of terms, please contact [Angel Kwasniak](#) in Buildings and Grounds.