Mitchell Theater Info Sheet

Space Overview:
Mitchell Theater is a 988 square foot multipurpose space located in the basement of Mitchell Hall. To enter Mitchell Theater, enter Mitchell Hall through the 19th street entrance for 7-Eleven – the theater entrance is on the right immediately after walking in. GWorld access is needed to enter Mitchell Theater.

Space Features:
- Hardwood dance floor
- Floor to ceiling mirrors
- Wall mounted dance bars
- 9 Tables
- 30 chairs
- Bathroom within the space
- Integrated AV system
- Small lounge space
- Ability to covert to black box theater (see below)

How to Book Space:
- View current availability for all CSE spaces online
- After you have confirmed that the space is available at the day and time you wish to use it, submit your reservation request in OrgSync.

Prime Time Reservations Policy:
- In an effort to ensure that as many groups as possible have access to space on campus, our Prime Time Hours Policy will apply in high demand spaces, including Mitchell Theater
- Organizations/departments may not have more than two bookings in high demand spaces between 5pm and 8pm during any given week (Monday through Friday)

In addition to the CSE Reservations policies which apply to this space, the following guidelines also apply to Mitchell Theater:
- Organizations must always have the space reserved through the process outlined above to use Mitchell Theater
- No food or drinks are permitted within the Mitchell Theater space besides water
- If an organization is attempting to make its first reservation within Mitchell Theater, they must do so at least 5 business days in advance of the booking date.
  - Once the reservation request is received, CSE staff will pull a list of officers and admins from OrgSync at the time of the first booking and grant those individuals GWorld access.
  - If members have issues accessing the space after during the first reservation, contact dmarquis@gwu.edu directly with the names of officers/admins that still need access.
- At least one individual with GWorld access should be present during a group’s reservation
- Individuals who are given GWorld access to the space may not share their GWorld cards with group members to gain access
Mitchell Theater Black Box:
During summer 2016 the CSE invested in equipment to turn Mitchell Theater into a black box theater when needed. Student organizations are able to book Mitchell Theater and use it as a performance venue as a result. LED stage lighting, curtains, and chairs (70 maximum) are used to transform the space temporarily for any performance – and are stowed away when not in use so the space can remain a functional studio/rehearsal space.

To request to use Mitchell Theater black box equipment – submit a reservation request (as outlined above); then, when prompted for the nature of the event, select “Performance.” This, combined with a request of Mitchell Theater will trigger questions specific to what equipment you wish to have for the space.

CSE Reservations staff will work with the group to have the space set up with the equipment requested in the manner required for the performance.