

## **Dance Studio - Terms of Agreement** - *Revised 4-23-22*

1. When entering requests, follow the "Scheduling Studios" EMS instructions on the Dance Dept. web site under "Student Information".
2. **Students utilizing the studios** must follow all health and safety guidelines provided by the College and the Dance department.
3. No food or beverages permitted; water bottles with caps permitted
4. **No street shoes inside the studios** – leave them in the hallway bins. No tap, Irish step or other hard soled shoes; only dance slippers, jazz shoes and clean, soft-soled, non-marring sneakers are permitted.
5. No incense, perfume or candles or flames are permitted.
6. **No tape may be placed on the floor, walls or ballet barres.**
7. **Pianos** are strictly off limits.
8. Keeping HVAC system set to "auto" will switch from "heat" to "cool".
9. Shut the door to the studio when finished.
10. Report problems with equipment or facilities or send special requests to:  
Lori Dawson, lddawson.

### **Students enrolled in Dance Department Classes**

- Given ID card access to studios automatically
- Limit requests to ONLY the amount of time you need
- Cancel requests that are not needed
- Coda II & Choreo II students MAY ONLY use the Dance Center Student EMS template to reserve space for their Coda & Choreo course needs
- **Event Name = "class name-your name"; Event Type = "Course Related"**
- **Group = Student**

### **Clubs and Students Requesting Space for Non-Dance Dept. Classes**

- **Must arrange to be given ID card access to studios**
- Dance Dept. student requests/needs are filled first; Student Clubs can be bumped out of studio space at any time for Dance Department needs
- **Requests need to be submitted weekly**
- May request no more than 2 hours for one evening per week
- May request one weekend day for no more than 2 hours at a time
- **Event Name = "club name" OR "Outside Class Name-Your name"**
- **Group = Club Name or Student (if for non-dance dept. class)**