

Dance Studio - Terms of Agreement

Revised 9-2-21

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 or Irish step shoes; only dance slippers and jazz shoes 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. No personal items may be stored in the studio closets. The closets are for Dance Department equipment and supplies only.
9. HVAC system set to "auto" will switch from "heat" to "cool".
10. Shut the door to the studio when finished.
11. Report problems with equipment or facilities or send special requests to: Lori Dawson, lddawson.

Students enrolled in Dance Department Classes

- Capstone & Choreo students MAY ONLY use their immediate approval rights to reserve space for their Capstone & Choreo course needs
- If you need to reserve the Dance Theater, contact Lori
- **Event Name = "class name-your name"; Event Type = "Course Related"**

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

- 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"**