Guidelines for Dittmann Dance Studio Usage by Non-St. Olaf Users

Rules regarding the use of Dance Studios one, two and three in Dittmann Center, on the campus of St. Olaf College. The use of the dance studios is contingent on space availability. Technical personnel will need to be hired if technical equipment is needed.

To check availability and reserve space please contact:
***The Office of Camps, Conferences and Events* at 507-786-3031 or email conferences@stolaf.edu**

General:

1. No food allowed in the studios.
2. No liquids, other than water in re-sealable bottles, are allowed.
3. **No street shoes** allowed on any of the three studio floors.
4. User agrees to be out of the studio by the agreed time, leaving the space **clean and arranged** as it was found. Return boom box to its designated storage area.
5. Any problems, damage, or issues arising in the studios during the time of your stay must be **immediately communicated** to the technical director; Kyle Carson x3892. Emergency after hour issues may be directed to 24 hour Public Safety dispatch x 3666.
6. Pianos are available in Studios 1 and 2 on a pre-approved basis. Pianos may not be used as props or tables. Moving them for any reason must be coordinated with a St. Olaf representative.
7. The use of any equipment in Studio 3 must be approved by a faculty member.

The Floor:

1. No rosin or any other materials designed to change the surface of the floor may be used.
2. In the event of spill of any kind no soap or grease cutter of any kind may be used on the floor.
3. No tap shoes allowed on any of the hardwood floors. Tap shoes may be used in studio 1 and 3 only if user brings in their own surface, pre-approved by Sheryl Saterstrom. Tap shoes are only allowed in studio 2 and <u>MUST</u> be approved by Sheryl Saterstrom.
4. Any heeled (character, hard soled) shoe must be checked by Anne von Bibra
5. No street shoes.
6. Ballet point shoes only allowed in Studio 2
7. No hardware of any kind may be used to secure anything into the studio floors walls or ceiling.
8. In the event props are used in the studio carpet or like material must be secured to the bottom to avoid any potential damage to the floors. Kyle Carson must approve this detail.
9. Any other props materials or special effects not listed in this document must be discussed with Kyle Carson prior to their use or introduction to the space.

Equipment Use:

1. Sound and lighting system use are not a part of this use agreement.
2. All equipment use must be approved by Kyle Carson.
    a. Dance department approved technical personnel will need to be hired, and financed by non-dance department funding, if technical equipment is needed.
    b. A complete inventory of lighting and sound systems may be obtained from the St. Olaf representative or technical personnel.
    c. The seating system in Studio 1 will not be available for use during rehearsal period.
    d. In the event of a pre-approved performance, instruction in the use of the seating system will be provided.

3. A boom box will be available in each space; MP3, SD card, USB drive, laptop play-back only.

Studio Details:

Studio 1
63' D x 48' W x 19' H
Hard wood floor
Mirrored wall

Studio 2
48' D X 48' W x 19' H
Gray Harlequin dance floor
Mirrored wall

Studio 3
47'10" W x 35' 10" D x 19' H
Hardwood floor
Mirrored wall