

Dance Studio Rules and Regulations

The Center for Art and Dance studios are wonderful and we love our space very much and want as many people as possible to use the space. In order to make sure that the studios remain beautiful and that all who want to use the space can use the space the following policies must be followed:

The studio space chart for the week gets posted on Tuesday afternoon for the following week.

If you want to sign out space week to week then please sign out space on the studio space chart (around the corner on the bulletin board between studio 2 and studio 3) please make sure to include your **Name AND Email AND/OR Phone number AND the name of your organization** if applicable. If you do not include an email or phone number along with your name and the name of your organization if applicable you will not be allowed to use the space.

If you want to sign out space in advance then you need to visit the Dance Department website page on Dance Studio Reservations.

Students and organizations (including the total of all of the students that have signed out space for that organization) can sign out a maximum of:

- 1.5 hours during the week
- 2 hours on weekends

If you are found to sign out the space more than this then you will be bumped from the space chart.

If you need the space for a longer period of time then you need to make arrangements prior to rehearsing with Dance Department Chair Heather Klopchin at klopchin@stolaf.edu.

****Very occasionally there are mistakes made or special events and the space chart may be double booked. If this happens then the following priority list will be used to determine who uses the space and you may**

be bumped out of the space if a group or person with higher priority is scheduled.**

Priority for Studio Space:

1. Dance Faculty
2. Dance Department Guest Artists
3. Dance Majors
4. Dance students from St. Olaf Dance Department classes
5. Veselica or Companydance members
6. Dance groups and clubs
7. Academic classes from St. Olaf and extra curricular organizations

Shoes

If you intend on wearing shoes other than ballet slippers or jazz shoes then these shoes must be approved before you can use the space. To get your shoes approved email Dance Department Chair Heather Klopchin at klopchin@stolaf.edu. No street shoes allowed.

No food or drink in the studios other than sealed water bottles

Ballet barres and tables are for proper use only. No sitting on barres or tables.

The Dance Department does not provide mp3 cords for the sound systems in the dance studios. It is your responsibility to bring an mp3 cord if you intend to use the sound system.

Studio Clean Up:

Please take a few minutes near the end of your rehearsal/event to return the studio to its original, clean condition, including boom boxes, barres, window shades, your clothing items, etc.