

## DANCE STUDIO REQUEST FOR SPACE FORM

Name/Choreographer: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Reason for rehearsal: \_\_\_\_\_

Number of People at Rehearsal: \_\_\_\_\_

Name of non-Eastern people at rehearsal: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Is this a regular practice?    YES \_\_\_\_\_    NO \_\_\_\_\_

Day of Week Needed: \_\_\_\_\_

Time Needed: \_\_\_\_\_

\*\*\* THIS IS **NOT** A GUARANTEE THAT YOU WILL GET THIS TIME \*\*\*

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### *ACADEMIC USE OF DANCE STUDIO (Gym 3)*

Students are to be barefoot or in socks as they enter the dance studio. Street shoes are not to be carried into the room. They are to be placed on shoe shelves located outside of the studio. Shoe shelves must be returned to the inside of the studio at the end of the teaching day.

Upon entry into the studio, please lock the key back in the lock box. ***Make sure the combination lock is secure and not able to be reopened.*** Never leave the key lying around in the studio. It is imperative that the key is not left unattended.

The studio should never be left unattended. The door should be locked at all times, unless classes or rehearsals are being held. Make sure the door is pulled shut so that it fully locks.

Students or teachers are not to bring any coffee or tea containers, juice bottles or food into the studio. Only plastic or stainless steel water bottles may be brought in. There is also a drinking fountain in the corner of the studio.

A sound system is available for use. The main power switch must be turned off when leaving the studio.

***I have read the above policy and agree to adhere to it.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date