

## **Equipment and Facilities**

Students are expected to demonstrate pride in the School of Dance by maintaining the cleanliness of studios, classrooms, and lounges. While it is often necessary to eat in the building, students are expected to clean up after themselves. Smoking is not permitted in the building in compliance with the Utah Indoor Clean Air Act. Eating is not permitted in the studios, the theatre, or the theatre lobby. Only water is allowed in the studio spaces.

Students may check out a locker of their choice at the beginning of the academic year by placing their own combination lock on an available locker. Once they have chosen a locker, they then report their locker number and combination to the School of Dance secretary. Students should be sure that all valuables are locked in their lockers in order to prevent theft. Students are required to vacate lockers at the end of spring semester. Any remaining locks will be removed and locker contents donated to charity.

### Care of Facilities

**Street shoes:** Students may not wear street shoes in the studios. They should be left in a locker or outside the classroom.

**Studio Floors:** NO rosin is allowed on the studio floors. Stretching should occur around the perimeter of the room, no bare backs on the floor and no stretching of legs against the walls.

**Lights, Windows, and Doors:** The windows in the studios have been permanently sealed. Doors and windows need to be closed so the air conditioning/heating can work efficiently. The instructors teaching the last studio classes of the day will be responsible for turning off all lights. Choreographers using studio space in the evenings or on weekends will be responsible for turning off lights and closing the doors completely. It is important to visually check to make sure the lights are completely off.

**Walls:** No notes may be posted on the wooden walls in the lobby area. Bulletin boards are available for notices.

**Bulletin Boards:** Bulletin Boards should be used for posting notices. Please see Sara Francis, our Executive Secretary, regarding any posting desires.

**Water:** Students should help conserve resources by turning off water faucets completely. Students are asked to report any water leaking immediately to the Executive Secretary, Room 108.

### Building Hours

The outside doors will be open from 8:30 AM to 5:30 PM, Monday through Friday. At all other times, students may use ID cards for access to the building at the north entrance

### Security

The security system allows only students, faculty or staff to gain access into the building or studios after hours. If you have any problems with your Ucard and the security system

please consult with Sara Francis in the main office. The security system magnetically seals all the studio doors and the outside doors. **Do not prop open any outside or studio doors** under any circumstances. Students must use their University ID cards for access into studios after hours. Blinds have been installed in each studio.

These are to be left down and closed after dark. Students must never allow strangers to have access to the building. Alarms are installed in each studio and in the dressing rooms. Pushing an alarm brings an immediate response from security and from campus police. Use these alarms if you feel you are in imminent danger.

For personal safety, students should never work in the building alone late in the evening nor walk around campus at night unescorted. An escort service is available by calling 585-COPS (2677).

Please report anyone behaving in a stalking, suspicious or unsavory manner immediately to a security guard, department staff or faculty member. Please also report anyone abusing this building. Emergency numbers are located next to the courtesy phones.

Campus Security at ext. 581-8669 University Police at ext. 585-COPS (2677)

### Reserving Studio Space

Ballet majors may reserve rehearsal space only for purposes pertaining to the Ballet Program curriculum and performances. To reserve a studio email Sara Francis in advance with preferred studio, date, and time. A confirmation email will be sent, and a schedule calendar will be posted on the bulletin board by studio 40. Faculty members are also expected to reserve spaces outside of regular class meeting times. During performances in the Hayes Christensen Theatre several of the studios may be reserved for warm-up class and preparing during the performance. Please plan ahead if you have a recurring rehearsal time that may conflict.

Please check with the Department Executive Secretary or Scheduling Assistant for limitations on reservations per week. Student choreographers should plan their work in advance as much as possible in order to be able to work with efficiency during the rehearsal periods. If you find you need less time, please let the Executive Secretary know so she can schedule someone else to use the space.

Anyone desiring to use studio space for reasons other than Ballet Showcase or choreography assignments for Ballet classes must request and receive permission from the Ballet Program Coordinator and complete a rental agreement. Space is rented to persons not affiliated with the School of Dance or for student choreographers working on non-departmental productions such as for a private school performance. Liability insurance is required for all rentals.

Priority for studio reservations are as follows:

- School of Dance and Ballet Productions (Utah Ballet)
- Student Choreographed Ballet Productions (Showcase, Senior Performances)
- Other School of Dance events
- Outside events

**CANCELLATIONS:** Student choreographers must give 24-hour notice if they cannot use the space they have scheduled.

**EXTRA REHEARSAL SPACE:** Space open due to cancellations will be handled on a first come, first served basis.