

# ALLEN CONSERVATORY OF DANCE STUDIO USE POLICIES 2023-2024

1. Anyone wishing to utilize studio space outside of class times will need to submit a scheduling request. Requests must be texted to [972-467-0712](tel:972-467-0712) at least 24 hours in advance. Text must include the date and time requested as well as a list of all persons who will be on the property during your rental period. Reservation of space is not completed until you receive a confirmation text.
2. Studio time is available in ½ hour and 1 hour blocks.
3. The rental cost for Studio A is \$15 per half hour and \$25 per hour for students and faculty of the Allen Conservatory of Dance. For studio use involving any persons not enrolled at or teaching at ACD, the fee is \$25 per half hour and \$35 per hour.
4. The rental cost for Studio B is \$12 per half hour and \$20 per hour for students and faculty of the Allen Conservatory of Dance. For studio use involving any persons not enrolled at or teaching at ACD, the fee is \$25 per half hour and \$35 per hour.
5. There is no charge to ACD faculty who wish to utilize the studio alone outside of business hours, but you must send a text to 972-467-0712 for permission.
6. You must request permission via email to enter the costume closet outside of regularly scheduled class hours for any reason.
7. Please make sure you have reset the thermostat and turned off all audio/visual equipment and lights when you leave. Remember to double check that you have locked the doors.
8. If you take any photos or videos while in the studio, you must request permission before posting them on any and all social media, whether on your private, personal accounts or any accounts associated with the Allen Conservatory of Dance or the Allen Civic Ballet.
9. Please remember you are only covered under ACD's liability insurance during the times you are teaching classes for the ACD. For all other use, you must secure your own liability insurance.

Thank you – the Management

Signature \_\_\_\_\_