## CHAPEL HOUSE STUDIOS A SPACE TO [MOVE]

We will continue to review and adapt our policies as necessary. Chapel House is committed to providing space to teachers, therapists, their students and clients that promote an environment where individuals feel welcomed.

## **STUDIO ETIQUETTE**

- Strictly no outdoor shoes permitted inside Studio 1. The studios have specialist Harlequin Sprung Floors. Only clean fitness trainers/dance shoes that have not been worn in the street may be used. We wish to keep the floors uncontaminated from street muck and also grit, which can damage the floor surface.

- No food (including chewing gum) or drinks are to be consumed in the studios, with the exception of bottled water for safety, no glass bottles please.
  - No floor marking may be made in the studios. (e.g gaffer tape/masking tape/chalk marking etc.)
    - Strictly no candles, open flames or incense are permitted on the premises.

- The use of art materials, such as paint, glues, charcoal, crayons etc. are not permitted in the rooms.

- The studio is fitted with sound systems (CD, ipod dock, USB port). The Volume of music must not exceed the maximum level indicated on the sound system. It is not permitted to use your own sound system or other electrical items at the Centre, without prior permission and PAT test certificates.

- Please ensure you complete your class on time and vacate the space at the end of your paid booking time. Please do not over run, please respect your allotted time slot and ensure you finish your class on time.

## USING THE STUDIO:

- Please encourage your students to bring their own mats to studio classes. Some yoga props are available, if used; please return them with care and consideration as you found them.
  - The cool/heat unit should be kept on 'warm' at all times during cold weather months and kept on 'cool' during the warm weather months. Do not change the temperature from 19. It is an Air exchange unit (it is situated on the roof). The machine's job is to exchange the studio air for fresh. We have this unit professionally serviced regularly.
  - • Windows can be half opened or fully opened (use the stepladder provided)

## - FINISHING/ EXITING IN THE STUDIO:

- Please ensure windows are securely closed, if open, as you exit the space.
- Each studio user must leave the studio in a clean condition. There is a wide broom in the fire exit (wall mounted). Please sweep any dirt /fluff after your class into the fire exit area and return the broom to the mount.

- Please remove your personal belongings from the studio including props, paperwork and clothing when you finish (including rubbish). If your clients have left lost property please take responsibility for the items and contact them.

- There is a portable dehumidifier in the studio. If you turn it off or roll it to one side during your class, please ensure it is switched back on and returned to the place in the studio you found it.

- Please ensure the lights are switched off when you leave (including the dimmers.) Please close the studio 1 door and ensure it is locked when you finish in the space.

- If when you finish your work at Chapel House there is nobody else working in the building, please switch out the lights in the hallways, lobby and check they are switched out in the toilet rooms. Please unlatch the front door so it locks behind you and chub lock using your key. (All hirers have a key and codes).

- And lastly, please remember your codes and key each time you enter CHS in case it is or gets locked.

- Name: Date: - Adhering to these polices, are conditions of studio hire.

Please sign.