

## CHAPEL HOUSE STUDIOS – THERAPY ROOM ETIQUETTE

*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 promotes an environment where individuals feel welcomed.*

**Outdoor Shoes** - Strictly no outdoor shoes permitted beyond the 1<sup>st</sup> floor.

As there is no office reception at Chapel House and because the staircase and first floor is a no shoe zone, we ask that when your clients book their appointments, please explain in advance where they are to find you in the building.

Please also ask them to remove their shoes before going up the stairs - we wish to keep the floors uncontaminated from street muck and grit.

Thank you for helping to keep the environment at Chapel House cared for and maintained for everyone's benefit. It makes a huge difference, removing shoes. *(Some Therapists and regular clients prefer to bring indoor slipper shoes to change into).*

- Strictly no candles, open flames, incense or Moxa permitted on the premises.
- The use of art materials, such as liquid paint, liquid glues, charcoal etc. are not permitted in the rooms.
- Any electrical devices used must have PAT test certificates.
- Please 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 session on time.
- Please use the coasters provided on the furniture to avoid liquid stains from cups on the desk, coffee tables and window sills.
- For obvious reasons, please place oily products, creams and products in the trays provided.

### **When you finish in the Therapy Room for the day:**

- Please leave the room as you found it and replace furniture back, if you have moved it around.
- Please take away any rubbish. Please do not leave any props around the room. Please leave the room in a state that you would be happy to find it in. The rooms are cleaned and checked regularly, but the team can not always get in to clean directly after each person.
- Please leave the Therapy Room door **open** with the door wedge when you finish in the space. This is for security, so we know when the rooms are vacant to clean and so other building users are aware when locking up at night.
- Please ensure windows are securely closed and heaters/ fans are switched off.
- If there is a dehumidifier in the room, please switch it ON to help clear the air.

## **Locking Up**

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, no matter the time of day.

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 room hire.

- Please sign