

## Conditions of Use

*As the contracted studio user you must ensure that all those who attend your sessions are aware of and abide by the following conditions and rules.*

### Arrival and Departure

The start time of your booking marks the time you enter the studio suite from the courtyard and **the finish time is the time you exit into the courtyard**. This ensures that all space users have sole use of all studio facilities for their scheduled time.

The gate to the mews must be **deadlocked at all times**.

### Conditions

**The contracted studio user will:**

1. Only use the studio for **researching / making their own performance work**; this therefore excludes using the hours for external facilitation of workshops, teaching or therapy work.
2. **No auditions** - call back sessions are possible if pre-arranged with Caroline.
3. Have **sole use of the studio suite**: the studio space and 1<sup>st</sup> floor kitchenette with bathroom.
4. Have use of the ground floor bathroom if they have **access requirements**.
5. Have **access to no other areas** of the property unless agreed in their contract.
6. Take sole **responsibility for valuables** belonging to themselves and their attendees.
7. Ensure that you and your attendees have an **agreement or are covered by the relevant insurance** with respect to your / their practices.
8. Ensure that you and your attendees take all **appropriate precautions** to ensure health and safety in your / their practices.
9. Inform Caroline Salem if they find / cause any **damage to property or equipment**.
10. We advise that you and your colleagues protect yourselves and each other by using Lateral Flow tests, to avoid the possibility of working in the studio while infected with Covid.

### Studio Rules

1. **Shoes must be taken off** on entry into building, as shoes must not be worn anywhere in the studio suite.
2. **Work only in bare feet or socks**. If dance shoes are to be used agreement must be made in advance - no ballet resin must be used.
3. **Shoes must be worn** when walking through the courtyard, whether sitting outside or going to open gate for others.
4. **Remove nail varnish** or wear socks to avoid marking the linoleum / maple floor.
5. **Do not wear** watches, jewelry or clothes with zips, buckles and buttons as above.
6. No **food or drink** allowed in the studio space, apart from water.
7. Do not use the **wall surfaces** as part of your creative practice as the plaster is not robust.
8. The **kitchenette area** should be left as found; the surface wiped and cleared, crockery and cutlery washed-up.
9. **No smoking** anywhere inside the building or in courtyard.
10. Smokers **must locate to the Mews** and dispose of butt ends in black bins.
11. Please do not let **the cat** into the studio.
12. **Cycles** may be left **locked** in the courtyard, **at the owners risk**.
13. Please **open the windows 10 minutes before the end of your session**, to allow for some ventilation in the space before the next booking.