



September 20, 2019

## **INFORMATION PACKET**

### **MISSION STATEMENT**

Suzie's Studio's purpose is to offer a positive, comfortable and supportive atmosphere for independent dancers and artists to teach what they love. It is our aim that all students and clients leave this space feeling good about themselves as well as having gained high quality instruction in their desired discipline. Suzie's Studio is a community space where we support each other in the fostering of our creativity both in this space and throughout the community.

### **STUDIO USE POLICIES**

#### **1. APPLICATION INTERVIEW & ORIENTATION**

To rent space for your class, practice, rehearsal, you will need to schedule an interview with Suzie [suziestudio@gmail.com](mailto:suziestudio@gmail.com) to check to see if your desired use is compatible with the space. If your use is found to be compatible, she will schedule an orientation to go over the studio policies listed below and make sure that you are able to abide by all requirements of this space. If your use is approved, you will be ready to schedule time in our space.

#### **2. SOUND**

This is a construction and industrial zone and you may hear some noise in the space during the business days. There are also some offices in the building. If you need either complete quiet for your use or if your use involves producing louder than normal music (i.e. live drumming, flamenco or tap shoes, amplified sound system, etc.), please schedule a time after week-day work hours, i.e. after before 9:00 AM or after 5:00 PM Monday - Friday or anytime on the week-ends.

### 3. PARKING

#### **Weekdays 9:00 AM - 5:00 PM**

Suzie's Studio has a total of two parking space reserved in the parking lot, which can accommodate four cars parked back to back.

**Private Lessons:** Please ask your student or client to park behind you so that the other space is available for the teacher using the other studio and his or her client.

**Groups:** If you have more than two cars in your group during this time period, please double up on the two existing parking spaces and use street parking. Between 9-5 on week-days, the other spots are reserved for our neighbors.

Please also be considerate of classes that are on schedule after you. If the space is reserved after your class, please make sure your clients leave the parking lot within the 15 minutes after your time so that the next class may arrive comfortably. If you would like a more relaxed exit, let Suzie know and we can reserve an additional 15 minutes to your reservation time in the space.

**Weekends and weekdays before 9:00 AM and after 5:00 PM** Suzie's Studio clients may use any of the parking spaces in the front parking lot in front of our building. Note that the Vetrinarian Clinic is a separate building and not available to us.

### 4. SCHEDULING

Once you have gone through your orientation, to schedule your class, please email our scheduling email [calendarsuziestudio@gmail.com](mailto:calendarsuziestudio@gmail.com) to put your reservation time on our calendar. Make sure to specify if you would like to reserve the front studio (Studio A), back studio, (Studio B), or the whole space (Studio AB) .

Time slots are given on a 1st come, 1st serve basis. Studio scheduling revisions are done once a day week-days. Be aware that reservations received after 1:00 on Friday may not appear on the calendar until the following Monday. Please email or call in your time several days in advance to make sure you get the time you would like onto the calendar. After receiving confirmation that your reservation has been put on the calendar, **take a moment to double check the calendar on the website to make sure that it is exactly what you wanted.**

Your scheduled time is from the moment you walk into the studio to the time you lock up the studio. If you have a group that needs some time to be in the space before or after your class starts, please ask to begin your time 15 minutes before and/or end 15 minutes after your scheduled hour and calculate the appropriate amount to your rent privacy for their time.

## **5. CANCELTATION POLICIES**

**Weekly classes, weekly lessons, monthly workshops cancelation policy** – 1 month cancelation required. Payment is required for reserved studio space if the cancelation is not made 1 month prior to the last class. In cases of illness or emergencies, please notify us as soon as possible and you may reschedule your normally reserved time to another timeslot during the month for no additional fee.

**Single use cancelation policy** - 1 week in advance cancelation is required. Payment is required for reserved studio space if the cancelation is not made 1 week before your reserved timeslot. In cases of illness or emergencies, please notify us as soon as possible and you may reschedule your normally reserved time to another timeslot during the month for no additional fee.

## **6. TIDINESS**

This is a community dance space and there are usually classes and lessons after your use, so please take a moment to see that you have left the space as clean or cleaner than you have entered it, so the next dancers can enjoy the same peaceful clean atmosphere that you did. There is windex and paper towels in the hall and next to the bureau near for the door for mirror fingerprints and a broom in the hall. If you or students wear costumes with beads, etc. take a moment to check that the floor is free of any costume pieces.

## **7. FLOOR**

Please make sure your group wears appropriate footwear - dance shoes, barefoot, socks to protect the floor from scratches and black skid-marks. If your students only have street shoes, please make sure they wipe them carefully and check them for pebbles. For shoes with nails or that may mark the floor (tap, flamenco, folk dancing, etc.), please roll out the marley floor that is at the back of the studio.

## **8. FOOD AND DRINK**

If you have an all day workshop and your students would like a snack, please eat at the front of the studio by the tables and chairs and make sure to put all trash in the trash bins. Please keep food and drink (except bottled water) out of the dance floor area.

No alcohol or persons under the influence of alcohol or illegal drugs are permitted in this space.

## **9. STUDIO ACCESS**

A key to the studio is in a lock box to the right of the front door. Please remember to return the key when you leave for the next person using the space.

## **10. MUSIC, FANS, HEAT**

Feel free to make use of our sound system and fans if needed. Let us know if you would like the heater programmed a particular temperature for your reserved time. When you leave, please make sure to turn off all lights, music and fans.

## **11. FIRE PREVENTION**

No incense, smoking, or any burning of any items are ever allowed in the space. One fire extinguisher is hanging in the hallway to the bathroom. Another is sitting by the plant near the windows.

## **12. SIGN IN RELEASE OF LIABILITY SHEET**

Each student or member of your group is required to sign in on the sign in release of liability sheet. Leave the sign in sheets in the appropriate folder in the drawer of the front desk.

## **13. PAYMENT**

For weekly appointments and monthly workshops rent is due on the 1st of the month. If you prefer, you may pay several months in advance.

For single use appointments, rent is due at the time the reservation is made. You may put your payment in the wooden rent box in the top drawer of the bureau next to the front door. Please note on your check the dates and times of your reservations. If you pay by cash, please put a sticky noting your name and appointment time, so that we can check off the correct person as paid.

You may also pay by below by PayPal on our website [www.suziestudio.com](http://www.suziestudio.com). Note that payment is separate from reserving the space. If you pay by Paypal, still make sure you email the scheduling email [calendarsuziestudio@gmail.com](mailto:calendarsuziestudio@gmail.com) to make sure that you are on the calendar.

#### 14. LEAVING CHECKLIST

1. Rent in box?
2. Members of group signed liability sheet?
3. Mirrors and floors clean?
4. Music, lights, fans off?
5. Door locked?

It is a pleasure having you as part of this dance and artistic community. Happy Dancing!

Sincerely,

Suzie Hardt  
SUZIE'S STUDIO