

BRIGHTON DANCE STUDIO

Facility Usage Policy

As of 9/30/2007

Ownership

The Brighton Dance Studio (BDS) @ 2115 Commonwealth Avenue will be overseen by the Robsham Theater Arts Center (RTAC), reporting to the VP for Student Affairs. The “startup phase,” defined as the academic year 2007-2008, will be supervised by the Arts Space Task Force (ASTF).

Managed by: RTAC staff, with Associate Director Shep Barnett as contact

Scheduled by: Shep Barnett, in consultation with ODS Student Programs Assistant, Sharon Blumenstock

Purpose

This dance studio was designed to address the growing need for appropriate dance rehearsal space on BC’s campus. *The main purpose of the space is to serve the rehearsal needs of student dance groups on campus – performance clubs and organizations that are recognized by the Student Affairs division.* This space will provide an enhanced rehearsal facility – to prevent injuries, enhance the rehearsal process, and improve the quality of the students’ experiences. This will also reduce the demand on overbooked campus classrooms in the evenings and on weekends and eliminate some of the unauthorized use of hallways and other unapproved spaces on campus.

A secondary purpose of the space is to serve the needs of academic dance classes and programs. Some of the pressure on Robsham Theater Arts Center space can be relieved by moving some dance and/or movement classes and/or dance rehearsals from Robsham to the Brighton Studio. There is also the possibility that some departmental programming that involves dance or movement and cannot take place in the RTAC due to space constraints could be scheduled in the BDS facility.

Usage Policy

- The Brighton Gym has been renovated and redefined as the Brighton Dance Studio (BDS). This space is designed for dance and thus, will be used exclusively by groups, classes, or workshops which REQUIRE a proper dance studio and its characteristics for the activity. The space is not to be used for meetings, lectures, or classes that will not make use of the studio’s resources – a wood floor, mirrors, and/or stereo system.
- Under no circumstances will this space be used for athletic activities or other non-dance activities.
- The BDS will have no storage available for any of its users outside of rehearsal time.
- No public events or performances may take place in the space. Only Boston College students and faculty/staff are permitted to use the space within the confines of official Boston College activities.

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- A maximum of 98 persons can be in the building at one time. A violation of this policy will jeopardize the future use of this space for the Boston College community.
- Only groups or classes that have been pre-approved by Shep Barnet (RTAC) can reserve or use the space. A representative of the group must sign the Facility Usage Contract BEFORE access will be granted to the space.
- The hours for booking the facility are the following:
 - Sat-Sun Noon-Midnight
 - Mon-Fri 9:00 AM – Midnight
- The space will be reserved with the following schedule:
 - Mon-Thurs 9:00 AM – 6:30 PM Theater department classes will be pre-arranged each semester and time slots booked for dance and movement classes.
 - Mon-Thurs 6:30PM-midnight Reserved for ODSD-registered dance organizations.
 - Fri 9:00 AM - midnight Theater department classes will be pre-arranged each semester and time slots booked for dance and movement classes.
 - Sat-Sun Noon-midnight Reserved for ODSD-registered dance organizations.

Scheduling Procedures

At the beginning of each semester groups wishing to use the BDS will contact Shep Barnett with their needs. The needs will be assessed and rehearsal times will be allocated. The protocol for assigning space will be based on the number of members participating in the organization's productions; larger groups getting priority.

Dance Instructors and/or group leaders/choreographers will be granted access to the space on their ID cards in the same way that access to residence halls is managed. These leaders are responsible for the access to the space during the assigned time slot.

IMPORTANT NOTE

For the first academic year in which the Brighton Dance Studio will be in use, defined as the academic year 2007-2008, priority scheduling will be given to groups that have a year-long commitment. This facility will be in a test phase, and significant attention will be paid to its uses, needs, and results. Leaders of these groups will have a great deal of responsibility to work closely with the RTAC and the ASTF to use the facility properly and to provide feedback on the space.

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FACILITY USAGE CONTRACT

The BDS is for the rehearsal of student dance and movement groups that have been properly registered through the Office of the Dean for Student Development. All groups using the BDS must observe the following rules and regulations. Violations of this contract may result in the group being denied the privilege of using the BDS in the future.

1. The BDS is booked through Sheppard Barnett, Associate Director, Robsham Theater Arts Center.
2. The BDS is open daily until midnight. Any group using the facility past midnight will be considered in breach of this contract and trespassing.
3. The BDS is a smoke free building.
4. The use of illegal drugs and any alcohol is strictly forbidden in the BDS.
5. Only Boston College students and faculty/staff are permitted to use the space within the confines of official Boston College activities.
6. To cancel a rehearsal, please notify Sheppard Barnett at least 48 hours prior to the scheduled rehearsal time, so that the space can be reassigned.
7. If a user group has booked the BDS they agree to be responsible for the space. Unofficial reallocation of the space to another group and/or trading of time slots is not permitted.
8. A maximum of 98 persons can be in the building at one time. A violation of this policy will jeopardize the future use of this space for the Boston College community.
9. Users of the space may not engage in sporting activities while using the space – basketball, volleyball, or any other organized athletic activity.
10. No eating or drink of any kind (except water) can be consumed in the dance space.
11. All doors and windows to the facility must remain closed while in use. (This is in consideration of neighbors and the sound level emanating from the studio.)
12. Every group that is using the BDS is responsible for cleaning up after their rehearsal. Failure to do so will be construed as a breach of this contract. If a group comes to a rehearsal in the BDS and finds that it has been left in an unacceptable manner, it is the group's responsibility to contact Shep Barnett (barnetsh@bc.edu) ASAP to report this. The last group that used the space will be held responsible.
13. Painting of props, banners or scenery pieces is not allowed.
14. It is the responsibility of the user group to appoint one person who will have responsibility for key, card, or other means of locking and securing the building. If a user group finds the building unlocked please notify Shep Barnett ASAP. The last previous user group will be held responsible.
15. User groups are responsible for any damage to the facility or to the equipment.
16. Groups using the facility must obey all BC parking policies on the Brighton Campus.
17. Group leaders must emphasize to their group members the importance of safety in getting to and from the BDS. Group leaders must review the attached safety guidelines with all group members before using the space.

The undersigned is a duly authorized representative of our club or organization and hereby accepts the terms of the agreement herein.

Organization _____
Name _____ Date _____