

The Department of Theater and Performance Studies (TAPS) use of the dance studios in the basement of the AOERC is temporary due to the ongoing reconstruction of our Roble Gym Building. Our Dance Division classes and programs will be housed in these two studios until Roble reopens in the spring of 2016.

AEOEC Studios 111 and 112 are being managed by the Department of Theater & Performance Studies which is dedicated to maximizing the utilization of its spaces (within its means) for the dance community of Stanford University. These studios will be available for online booking to qualified university groups and individuals on an “as available” basis. The Department of Theater & Performance Studies reserves the right to reschedule classes, events and/or activities based upon the needs of its academic activities and programs.

### **General Priorities for use**

1. University and Departmental use as required.
2. TAPS Dance classes, labs, workshops and rehearsals as required to support our academic mission.
3. Stanford Health Improvement Program (HIP) classes (during mealtime hours)
4. TAPS Dance sponsored activities.
5. Recognized Dance clubs of the university.
6. Other university activities which are appropriate for the space and the building.

### **Building Hours**

The building hours vary and are shown on each of the calendar pages and at the buildings front entrance. The building is closed most school holidays. There is no afterhours access to these facilities.

### **Building Occupancy Limit**

All of the individual spaces within the building have their own occupancy limitations and no exceptions may be made to these occupancy limitations.

### **Available Spaces**

- Studio 111 – A 3,419 square foot dance and movement studio. The floor in this space is somewhat cushioned and maintained to support dance activities. A sound system with a ‘mini jack’ interface is provided. The maximum occupancy of this room is 70.
- Studio 112 – A 3,273 square foot dance studio. The floor in this space is cushioned and maintained to support dance activities only. Mirrors are provided along one wall of the room. A sound system with a ‘mini jack’ interface is provided. The maximum occupancy of this room is 66.

## General Policy

Policies listed here may be in addition to University and AOERC building policy.

- **Stanford ID Cards are required for entry to this facility.** All users must check in at the main desk. Please check with the Dance support staff to facilitate guest access.
- All activities within this building must fall within the building hours as posted and all participants must be outside the building by closing time so that the building supervisors may lock up and secure all spaces.
- The Studios within this building are not available for use without an approved reservation. Groups that use these spaces without a reservation shall be denied future access to the space.
- If a space is reserved but not used, effectively blocking other groups, future bookings may be affected.
- In booking a space you must be aware of any groups using the space both before and after your activity. Please make sure that your participants do not intrude on the group scheduled before your activity or extend beyond the time that you have scheduled.
- Generally, as you leave, the space you used must be left clear, clean and ready to use with the rehearsal furniture placed neatly against the perimeter walls.
- If you use the dance Barres, please return them to where you found them before you leave.
- The space you use must be left cleaner than how you found it. After your use, please use the floor dust mops provided.
- Cancellations must be received at least 24 hours in advance in order to let the reserved space go to other groups.
- No banners, posters or materials of any kind may be tacked, pinned or taped onto any of the buildings walls or doors. Appropriate posters, schedules and notices that relate to classes and activities of the Department and Dance activities will be allowed if placed on the portable tack boards. Inappropriately posted materials will be removed.
- When using amplified sound or instruments in this building, you must be respectful of the other scheduled activities in the building.
- The Department of Theater & Performance Studies reserves the right to change booking schedules based upon the need of the University and the Department.

## Booking Procedures

The calendar and the booking procedures are available online at: <http://TAPSCalendar.stanford.edu/>