



# Studio Space Terms of Use

Dance Co-operative Birmingham CIC

The Co-op Space exists because Dance Co-operative Birmingham is passionate about artists accessing available and affordable dance studio space. To use the Co-op Space you must first become a member of Dance Co-operative Birmingham and agree to the following terms.

## Definitions

'Artist' - person who uses the space

'Dance Cooperative Birmingham' (or 'DCB', 'us', 'we' or 'our') - liaison between the space and the Artist.

## Artist Responsibilities:

As an Artist using the Co-op space, you are responsible for:

### 1. **Booking.**

- a) Adhering to the booking procedure for booking the space via co-op Space Booking form, respecting your booking times entering/exiting the studio on time and giving a minimum of **48 hrs notice of any cancellations.**
- b) In the event of emergencies, issues with the building, or other venue concerns, **DCB reserves the right to cancel your booking**, and will let you know as soon as possible if this is the case.

### 2. **Rules.** Adhering to the studio rules:

- no shoes on the floor
- keep belongings in the changing area
- no food or drink except water in the space
- no alcohol, drugs, nor smoking indoors.
- Adhering to the Terms & Conditions of using the studio space as set out at the end of this document.

### 3. **Sharing Space:** when using the space at the same time as other Artists, be considerate of each other's needs and communicate with each other clearly. Headphones may be useful in this instance.

4. **Wheelchair users.** Please clean your wheels before using your chair on the dance floor.
5. **Costume shoes.** If using shoes for rehearsals, please request permission from [dancecooperativebirmingham@gmail.com](mailto:dancecooperativebirmingham@gmail.com) first and respect their preferences.

**In order to comply with the Terms & Conditions of the studio space provider, you agree to:**

- Only use the space for agreed activity supplied within your Space Booking form
- Ensure that you do not wear outdoor shoes, heeled shoes or black soled trainers in the studio.
- Dance shoes for disciplines such as tap, salsa, tango are permitted.
- Ensure that you do not take food or drink except bottled water into the studio
- Ensure that you arrive no more than 15 minutes before the start of the session and leave the building by 15 minutes after your session has ended
- Take responsibility for yourself, your safety and ask to see our Risk Assessment should you have any safety concerns
- Ensure that you treat staff and other visitor/studio users with due care and respect at all times
- Ensure that you treat the studio dance floor, the premises and/or its contents with respect and report any damage to DCB
- Not bring anyone under 18 years of age on site or into the studio space (unless in the case of dancers who are parents without child care - please note if you bring your child on site, they must be supervised by you at all times)
- Report any accidents to DCB
- Due to fire regulations, no more than 60 people are allowed at any one time within the studio.
- It is the responsibility of DCB to keep a register of people attending their activity/event, for use in the case of evacuation therefore you must sign in/out on the form at reception using the time of arrival/departure on each and every occasion that you enter/exit the building
- Ensure the studio space is returned to its original condition when you leave

DCB have carried out a risk assessment for the activity in the space and will keep this updated and available for co-op members to view.

### **Photography and Filming**

No professional photography or filming is to be undertaken within DHB studio without prior notice. For clarification, please contact the team at [hires@dx.dance](mailto:hires@dx.dance). Signage for the studios can be provided to make clear that photography or filming will be taking place.

Photography and/or filming in the studio space for public distribution (including social media) must not contain swearing or inappropriate language, sexual content, or references to violence – this includes ensuring appropriate music, performance and clothing.

You must ensure that all participants consent and gain signed permission if necessary. For those over 18 years old photography and/or filming is permitted only when you seek verbal permission of all participants.

No electrical equipment is to be brought onto the premises without prior discussion with DCB. Any electrical equipment must be PAT (Portable Appliance Tested).

No props are to be brought onto the premises without prior discussion with DCB. All permitted props will be acknowledged in writing.

DCB reserves the right to refuse access to any member who does not comply with the terms in this agreement.

### **Evacuation in Emergencies**

In the event of a fire or other emergency evacuation procedures will be led by one of the 10 Co-Operative Directors present on-site overseeing your booking.

### **Liability and Insurances**

1. DCB accepts no responsibility for loss or damage to any property of the Member or its guests other than that which may have been caused as a direct result of any negligent or fraudulent act or omission of DCB. It is the responsibility of the Member to ensure that full insurance cover is in place for any items brought to the venue.
2. Furniture and equipment belonging to DCB should not normally be moved or operated by the Member or any delegate attending an event unless authorised to do so by a member of DCB staff.
3. Any damages caused to the building or its contents are the full responsibility of the Member and the repair or replacement will be charged in full. Any loss of business that the damage caused incurs will be charged to the Member in full.
4. You agree to insure any equipment, or personal property brought onto the premises. You also agree to carry appropriate employee and/or public liability insurance.
5. You will not damage any of the decorations, fixtures and fittings or other equipment in the room. You will not remove any decorations, fixtures or fittings or other equipment from the room. In the event that you or your guests damage/remove any part of the room, you will be held liable for all costs incurred by DCB

***Updated: 08/05/25***

***Next review date: 08/05/26***