



## **Fair Usage Policy**

### **Dance Co-operative Birmingham CIC**

**Studio space available to Co-operative members using the Option 2 Membership only.**

**We welcome members from all over the UK - when it comes to booking free studio space, West Midlands based artists will be prioritised if/when we have limited availability of space.**

DCB is committed to making as many studio space sessions available as possible alongside our CPD Programme. Our goal is to ensure the studio is used to its full potential and that every artist member has a chance to access the space.

To increase accessibility, we emphasise our **Fair Usage Policy** outlined below.

#### **We Are Operating a Waiting List**

If the session you'd like to book is already taken, you can be placed on a waiting list. Please complete the space booking form and you will be added to the list.

#### **Who can use the studio?**

The studio is available to those that fit the following criteria:

- You're a Co-operative Member on our **Option 2 Membership**
- You are not using the studio for commercial activity (no paid classes etc)
- You are not conducting funded work\*

\*(Please note, it may be possible to consider funded work on a case by case basis - this would require a hire fee.)

#### **What can the space be used for?**

Use of the studio can be used for, but is not limited to:

- rehearsals or practice
- dance research
- devising a dance workshop
- preparing for an audition
- class planning.

You have access to the studio and the equipment in the studio which includes amplified sound and WiFi. Please manage your time and leave the space at the end of your booked session. We also ask as part of using the studio to leave the space as you found it, ready for others to use the space as needed. The changing rooms can be used.

### **What can the space NOT be used for?**

It **cannot** be used for delivering a class or workshop that creates income for the individual member; or training for others; any commercial/paid activity; anything advertised to the public; anything that invites an audience; groups over 6 people, under 18s. You will not have access to any additional furniture or equipment from outside the studio space.

### **How space will be allocated**

By 15th of the month, members can submit a Space Booking form for access to the space during the following month e.g on the 15th May, a member can request space for any time in June.

By 21st of each month, the studio slots will be confirmed with members. Space will be allocated fairly to members who have completed a Space Booking form only. Session durations will be 3 hours during the evening and 2 hours during the day time. Opting to share the studio with another member will increase the likelihood of you gaining access to studio space.

You can still request space if you have already had a session in a month, but additional bookings will only be considered **if** there are no other members requesting the space.

If space is required for longer periods and consecutively, this is considered on a case by case basis. Please contact: [dancecooperativebirmingham@gmail.com](mailto:dancecooperativebirmingham@gmail.com)

Space allocations will be documented to monitor and allow fair use of the studio.

The value of this studio space is £650 per week.

### **Cancelling booking**

Please notify DCB as soon as possible to notify of the cancellation. Repeated cancellations (3 consecutive) and no-shows will be documented and may resort to other members being prioritised, you will be notified if this is the case.

### **Funded/ commercial activity**

This Fair Use Policy applies to un-funded activity for DCB members. If you are applying for funding and wish to use this space as part of your project delivery, please contact [dancecooperativebirmingham@gmail.com](mailto:dancecooperativebirmingham@gmail.com) to discuss rates to be included in budgets.

***Updated: 22/04/25***

***Next review date: 22/04/26***