STUDENT REHEARSAL SPACE POLICIES
2014-2015

The Ailey School is happy to provide students with free rehearsal space for approved projects.

Please see below for guidelines.

**What space may be requested for:** FREE Student rehearsal space may ONLY be requested for rehearsals that relate to composition/performance coursework in The Ailey School. Use the **ANY OTHER INFORMATION WE SHOULD KNOW** field to indicate which performance/assignment you are requesting space for (you must do this for each request that you submit). Each student is allotted a certain number of hours per semester based on their class (see page 3 for breakdown). **Please budget your time and keep track of your own hours so that you stay within your allotment.** The Ailey School will be tracking each student’s usage. Space may only be requested for performances in the current semester. FREE Space may NOT be requested for rehearsals for projects outside The Ailey School, including audition rehearsing and videotaping.

**Requesting space for outside projects:** Submit a regular rental request for the general public at AileyRentals.com, and indicate what the request is for and that you are an Ailey School student. You will be billed at the Ailey Family Rate of $25/hour. Make sure you notify your faculty advisor of all outside projects and auditions.

**When space may be requested:** Students may request space up to 2 weeks in advance. For example, on 9/12, we are able to book space up to 9/26. **The Ailey School may take as long as 48 hours to respond to your request** (although usually will respond within 24 hours), so please plan accordingly. **If you submit a request less than 48 hours prior to the requested date, we may not respond in time.**

The Ailey School Rental hours are 11:00am – 4:30pm, Monday – Friday, requests that are put in over the weekend will be addressed Monday or Tuesday morning.

**Some things to keep in mind when requesting dates/times:**

- Space should only be requested Monday – Friday, 1:00-1:30pm or 8:00pm-10:30pm. **Please make a note if earlier space is desired. There is generally not daytime space, but students will be notified if this earlier space is available.**

- No space is available prior to 5pm on Saturdays. Space

- Typically space is available on Sunday between 10:00am and 7:00pm. It is possible that on certain days the building will be open later than 7:30; however this will be assessed on a week to week basis, depending on rentals and events.

- We always endeavor to get you as close to your requested reservation as possible. However, we often have to offer alternative time slots to fit your requests around existing classes and rentals.

**Cancellations by Students:** In order to **CANCEL** a reservation, you must contact The School via e-mail a minimum of **24 hours prior** to the scheduled reservation. For Saturday/Sunday/Monday reservations, please make sure to contact
The Ailey School by **12:00pm the Friday** before. There is **NO** email communication on weekends, after business hours or during School breaks.

**NO SHOW POLICY:**

- If you cancel via e-mail less than 24 hours prior to your reservation or do not show up for your rehearsal, you will be penalized.

- The first time this happens, the hours **WILL** be counted in your allotment for the semester, and you will be on probation for the remainder of the semester.

- If this should happen a second time, you may lose the privilege of free rehearsal space at Ailey for that semester. Should you need to rehearse here in the building for required assignments, you will be charged the Ailey Family Rate of $25.00/hour through the Rentals department.

**CANCELLATIONS BY THE AILEY SCHOOL/RENTALS:** The Ailey School reserves the right to cancel student rehearsal space at anytime due to internal Ailey needs or last minute rentals. In the event of a cancellation, The Ailey School will contact you via e-mail and/or phone. We only cancel rehearsals if absolutely necessary. If your rehearsal is cancelled by The School or Rentals, it will **NOT** be counted toward your allotted hours.

*IF for some reason you do not see your rehearsal on the printed schedule,* always check in with the security desk. They have the most updated version of the schedule on their computer. If you received a confirmation e-mail from The Ailey School representative and are not on Security's schedule, please contact The School via e-mail (lwhittaker@alvinailey.org). If this situation comes up after 6pm on weekdays or on the weekend, the studio manager will do their best to accommodate you at that time if space is available. The miscommunication will be resolved with the School representative during the following business day.

The process for requesting space is as follows:

1. Submit the online rental request at theaileyschool.edu. 
   (Under the Students/Current Students tab, scroll down to Request Studio Space link, http://www.alvinailey.org/ailey-school-student-space#.)

2. The Ailey School representative will contact you via e-mail with the available dates and times from your request. We will always endeavor to get you as close to your requested time as the schedule permits. All of the dates listed in the e-mail will be entered into the schedule prior to the e-mail being sent, unless indicated otherwise.

3. You must respond to the e-mail confirming that you want to keep all of the dates listed. If you will not use any of the dates, indicate this in your confirmation e-mail. If you do not respond, all of the dates **will remain** in the schedule and you will be held accountable if you do not use the space. This will count toward your total allotted hours.

4. The studio manager will come to the studio during your rehearsal to check that you are there. If you are not there, they will notify The School, and the above No-Show policy will take effect. If the studio manager does not come to your studio, it is your responsibility to find them and have them mark you present for the rehearsal. In order to **CANCEL** a reservation, you must contact the School via e-mail a minimum of 24 hours prior to the

Continued →
scheduled reservation. For Saturday/Sunday/Monday reservations, please make your best effort to contact The School by 12:00pm the Friday before.

**Rehearsing during Vacation:** The School is closed during Christmas Break, Spring Break, Summer Break and on several single day holidays throughout the year.

**Studio Etiquette:** It goes without saying that students are held to the highest standard of behavior while rehearsing in the building. A few things to keep in mind:

- If a class or rental is running over into your rehearsal time, **DO NOT WALK INTO THE STUDIO.** Contact the studio manager (x9002, then security will get call them over radio) and have them address the situation.

- If you have trouble with the sound system, contact the studio manager. Under no circumstances should you pull the system out of the cabinet and start disconnecting wires.

- There is no food or drink (except water), glass bottles or chewing gum allowed in any studios.

**B.F.A. Program Students**

Students in the B.F.A. program are entitled to a certain number of hours per semester based on their year in order to complete rehearsals forcomp class projects and performances.

- Sophomore: **24 hours maximum** per semester
- Junior: **24 hours maximum** per semester
- Senior: **36 hours maximum** per semester

**Certificate, Independent Study and Scholarship Program Students**

Students in these programs are eligible for student rehearsal space hours based on their enrollment in Composition class, or by their participation in Global Harmony performances.

- Global Harmony: **24 hours maximum** during the Fall and Spring semester
- Certificate Composition Class: **16 hours maximum** per semester

If you need space for another purpose outside of those outlined above, please submit a regular request (aileyrnts.com) and indicate what you need space for in the **ANY OTHER INFORMATION WE SHOULD KNOWFIELD**.

Always indicate in the **ANY OTHER INFORMATION WE SHOULD KNOWFIELD** what you are rehearsing for and that you are an Ailey School student.