

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

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

Studio Rental Guidelines:

WHAT SPACE MAY BE REQUESTED:

- FREE Student rehearsal space may ONLY be requested for rehearsals that relate to composition/performance coursework in The Ailey School. Use the corresponding drop box to indicate your program and which performance/assignment you are requesting space for. Each student is allotted a certain number of hours per semester based on their program (see page 4 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 excluding Global Harmony. FREE Space may NOT be requested for rehearsals for projects outside The Ailey School, including audition rehearsing and recording of personal projects*. You may NOT reserve studio space for another Ailey student or outside guest.

**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.*

STUDIO SPACE AVAILABILITY:

- **Monday - Friday; 1:00pm-1:30pm or 7:00pm-10:30pm**
- **Saturday; 5:00pm – 8:00pm.** *This time may vary depending on the end time of the last Ailey Extension class.*
- **Sunday; 9:00am and 5:00pm.** *It is possible on certain weeks there will be available space until 6:30; however this is depending on rental events and will be assessed on a weekly basis.*
- We will always endeavor to get 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.

WHEN SPACE CAN BE REQUESTED:

- Students may request space up to 2 weeks in advance. For example, on 9/12, students 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.

AILEY SCHOOL RENTAL OFFICE HOURS:

- 11:00am – 4:30pm, Monday – Friday
- Requests that are put in over the weekend will be addressed Monday or Tuesday morning.

CANCELLATION BY STUDENTS:

- In order to **CANCEL** a reservation, you must contact Kaitlyn Moise via e-mail at kmoise@alvinailey.org a minimum of **24 hours prior** to the scheduled reservation. For Saturday/Sunday/Monday reservations, please make sure to contact Kaitlyn Moise 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 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 will lose the privilege of free rehearsal space at The Ailey School for the semester. Should you need to rehearse for required assignments, you will be charged the Ailey Family Rate of \$25.00/hour through the Rentals department. AileyRentals.com

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 Kaitlyn Moise via e-mail at kmoise@alvinailey.org. If this situation comes up after 6pm on weekdays or over 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 Kaitlyn during the following business day.***

PROCESS FOR REQUESTING A SPACE:

1. Submit the online rental request at theaileyschool.edu.
 - Students & Parents
 - ❖ Professional Division Resources
 - Current Students
 - Studio Reservation
2. An 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. Any unused hours due to not confirming your reservation will count toward your total allotted hours.

RESERVATIONS DURING HOLIDAYS:

- The School is closed during Christmas Break, Spring Break, and Summer Break; and on several single day holidays throughout the year. Free student studio reservations will not be permitted during those times. For studio reservations during holidays, please submit an online request through the rentals department at Aileyrentals.com

STUDIO RULES:

- It goes without saying that students are held to the highest standard of behavior while rehearsing in the building.
- If a class or rental is running over into your rehearsal time, **DO NOT WALK INTO THE STUDIO**. Contact the studio manager and have them address the situation.
 - To contact Studio Manager dial extension 9006 to reach security; security will page them over radio.
- If you have trouble with the sound system, contact the Studio Manager. Under no circumstances should you start disconnecting wires.
- There is NO food or drink, glass bottles, or chewing gum allowed in any studios. WATER ONLY.

BFA PROGRAM STUDENTS:

- Students in the BFA program are entitled to a certain number of hours per semester based on their year in order to complete rehearsals for comp class projects and performances.

- Sophomore: **24** hours maximum per semester
- Junior: **24** hours maximum per semester
- Senior: **36** hours maximum per semester
- Independent Study in Choreography: **30** hours maximum during the Fall and Spring 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
 - 2nd Year Certificate Composition Class: **16** hours maximum per semester
- **Unused hours DO NOT roll over from the previous semester. If you are in other projects, hours CANNOT pull or borrowed.**