

UNIVERSITY OF SHEFFIELD DRAMA STUDIO

CONDITIONS OF USE FOR REHEARSAL STUDIOS 1 & 3

- Cancellations must be received by 5:00pm of the working day preceding the booking; otherwise the hire charge will still apply.
- A member of staff must supervise undergraduate curriculum work. Supervisors must have 'Out of Hours' training for evening and weekend studio use.
- Risk assessments must be provided to theatre management for any activities that may increase the risk of an accident.
- Any accidents or damages must be reported to the theatre management as soon as possible.
- Access to the fire exit and fire extinguisher must be kept clear at all times.
- Any electrical equipment brought into the rehearsal studios must be suitably checked and tested.
- Under no circumstances must chairs and tables be used for standing on.
- Do not remove any furniture from the rehearsal studios.
- Chairs and tables must be returned to their positions against the wall when a session is complete.
- The rehearsal studios must be left in a clean and tidy state and rubbish put in the bin provided.
- All items brought into the rehearsal studios for the booking must be removed afterwards unless prior arrangements have been made with the theatre management.
- A charge of £25 will be levied if Drama Studio staff have to clear up after a booking.
- Use only PVC electrical tape to mark out the floor and remove it after the last rehearsal.
- Switch off lights and close all windows when finished with the rehearsal rooms.
- Bicycles are not permitted in the rehearsal studios.