

Studio Orientation & Etiquette of Use

IMPORTANT NOTE: Do not enter premise if you are not feeling well. Please stay at home to rest. Thank you.

Address: 544A Serangoon Road, Singapore 218166.

Entrance:

Entrance to Ballet51 Dance Studio is behind Bruno's restaurant.



There's a stainless-steel gate with "Ballet51" logo on it.

Open gate and key in the Passcode on the RED door. Wait till you hear the door unlock, then push the RED door to open. Once you enter the stairway, Lock door before you proceed upstairs.

Please keep this Passcode to yourself.

At no time should the Passcode be given to anyone else.

Passcode will change if there is a leak of the Passcode. A Penalty fee or Termination of agreement may or may not be imposed depending on the circumstances.

No Shoe Zone:

Upon Entering our premise, you're in the *Student Lounge* area.

Take off your outside shoes as the whole area is a **No Shoe Zone**.

Hand sanitizers are available at the bar table.

I've hung a "Studio Etiquette" poster in the Student Lounge (*see at end of page*) for a quick reference.

Kindly keep this place in order: Clean & Tidy.

The Student Lounge will be the responsibility of the Hirer to upkeep.

Studio Etiquette

1. **Healthy Living** → means No Smoking in the premise.
2. **Allergies** → For other's sake, keep your pets at home.
3. **Hydration** → **Only Water for personal consumption** is allowed in the Student's Lounge.
Dance Studio is for Dance Only.

No pouring of water on dance mat for whatever reason.

During construction, there is a gap left at the edges to allow air to escape when you land from jumps. If water seeps in, it may cause damage not only to us but the restaurant below. The charges will be borne by the offender.

Strictly No Food in the Whole Premise.

4. **Privacy** → No photo or video taking allowed within the whole premise except with permission sought from Ballet51 Dance Studio.
5. **Dirt-free** → Keep this place dirt free. **Take Off Outside Shoes** once you enter.
6. **Bin it Outside** → If you bring trash In, bring them Out with you.
Bin trash outside (beside our entrance) in the Green Trash bin.
Use the smaller one. If that is full, then use the bigger one. If both are full, find another bin elsewhere to throw. Do not throw it on the floor or on top of the bins.

This section is for the ladies

Sanitary Pad Disposal:

<https://www.wikihow.com/Dispose-of-Sanitary-Pads>

We have provided small plastic bags neatly folded into triangles and placed in the toilet in a container by the wall behind the toilet bowl. Use that to dispose your used pads. Tie it tightly so that smells won't leak out and attract other insects/animals.

DO NOT flush it down the toilet bowl as that WILL choke the toilet. This will inconvenience everybody as we only have 1 toilet. A charge to unchoke the toilet bowl will be borne by the Hirer.

At the end of your booking hour or if the bin is Full, please dispose the contents in this bin Outside. DO NOT put them on top of the bin!



7. **Clean & Tidy** → Please keep this Student Lounge clean and tidy. Before each rental, the place will be swept and mopped.

However, people do bring in dirt from outside and over the course of class time, the floor may feel dirty or dusty. You may then lightly clean the place with a broom & dustpan or mop with the floor wiper. Wipes are provided in the Utility Cupboard (*behind the sink*). Mops and brooms are on the left side of this cupboard.

Inside this Utility cupboard are small plasters for cuts or blisters, toilet rolls, kitchen towel, floor wipes, old newspapers, "Big" plastic bags for rubbish disposal (*like NTUC plastic bags*) as well as "Small" plastic bags for sanitary pads (*labelled as such in different containers. Thank you for Not mixing the 2 plastic bag sizes*).



So, if you messed up or spilled something, you know where to find the supplies to clean it.

This cupboard is for communal usage and supplies, not personal. Do not put your personal things inside or help yourself to them.

8. Lovely to look at, Nice to hold, But if you break it, Consider it SOLD.

→ If you break anything, be honest, own up and make restitution.
Thank you.

Other matters:

9. Proper usage and handling of the ballet barre.

Hold the ballet barre correctly or you'll hurt yourself. These barres are specially designed for Ballet Only to ensure proper holding of the barre in the correct manner.

Do not pull the barre, hoist yourself on top of the barre, hang on the barre or put legs on the barre as that is Not what the ballet barre is intended or designed for.

10. After Class, kindly help to wipe the barre with disinfectant wipes.

If your class, workshop or rehearsal involves rolling on the floor, do mop the dance mat with mop provided in the Student Lounge.

No pouring of water onto dance mat as stipulated in item #3.

11. Please refrain from handling any of the equipment in the Dance Studio other than the sound system, air conditioners and light switches.

Do not rearrange or take down any of our décor be it the flowers, photographs and/or posters on the walls.

12. Stay away from any of the mirrors or glass walls for your own safety. Do wipe down any accidental fingerprints.

13. For safety reasons, do not open windows without permission.

14. This whole venue is CCTV monitored for security reasons. Thank you for not tampering with them.

15. You may use the power socket but only for the purpose of your dance program, classes, workshops or rehearsals. Please do not allow your dancers or participants to charge their personal devices. Do not plug out any of our devices under any circumstances except for fire.

16. Telegram me (8555 2711) if there is anything amiss in the premise like shortage of cleaning supplies, aircon malfunction, leaking tap, etc with a photo or video.

I hope you will grow to love this place as I have and take good care of it.

Thank you and have a pleasant day ahead.
Stay safe!



Studio Etiquette

To Keep costs low, Help us with the following...

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|----------------|---|---|
| Healthy living |  | ⇒ Smoke free zone. |
| Allergies |  | ⇒ Keep pets at home. |
| Hydration |  | ⇒ Only Water for personal consumption in Student Lounge. |
| Privacy |  | ⇒ No Photo or Video taking. <i>(without prior permission)</i> |
| Dirt-free |  | ⇒ Dance Shoes Zone. |
| Bin it outside |  | ⇒ You bring trash, You take away trash. <i>(incl. sanitary pads.)</i> |
| Clean & Tidy |  | ⇒ Happy shared space!
<i>Broom & mop are available.</i> |

