

Date Submitted _____

REQUEST FOR USE OF CROWELL DANCE STUDIO

*During the Academic Year the Dance Program cannot make available studio space for general rehearsals for non-duke affiliated individuals or groups except in special circumstances.

Crowell is one of the main instructional and rehearsal space for the faculty and students of the Duke University Dance Program, and is heavily used during the academic year for these purposes. While we wish to accommodate and support other dancers and dance groups when possible, the needs of the Dance Program must take priority.

A dance floor surface is very fragile, and easily damaged; therefore, we can permit only those who are willing to comply with the following rules to request the use of Crowell:

- 1) All requests for use of the Crowell studio must be in writing, using this form, and must be submitted to Christina Eller, Duke Dance Program, 106 Bivins Building, at least 10 days prior to the date of requested usage. For questions, call 660-3354.
2) Absolutely NO STREET SHOES may be worn in Crowell. Only Dance Shoes (Ballet Slippers, Jazz shoes) which have NEVER been used as street shoes, are permitted. No sneakers, tap shoes, step dancing shoes, or street shoes.
3) No food or drink is to be eaten or brought onto the main floor of Crowell. Please clean up after yourselves.
4) NO SMOKING IN CROWELL. Ashes can burn holes in the floor surface.
5) The piano is locked, and not for general use except as previously arranged as part of this agreement.
6) After use of Crowell, you are responsible for:
Closing all windows Replacing anything you (re)moved
Turning off all lights Cleaning up any litter

FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS WILL RESULT IN DENIAL OF FUTURE USE OF THE CROWELL STUDIO.

-----Write your request here and turn in entire form-----

Name of Organization (if applicable): _____

Duke Affiliate: Yes No How is use of space related to Duke activities?: _____

Contact Person: _____ Phone: _____

Address: _____ Email address: _____

Date(s)/Time(s) Requested: _____

Purpose of requested usage: _____

Your signature, indicating compliance with above rules: _____

Office Use Only

Approved Denied By: _____

Notified on: _____ By: _____