



# Policy: Team studio usage

*Draft*

Version	1
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Approved on	
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## Purpose

This policy establishes guidelines for studio usage by teachers and team members and project development at Dragonfly Dance. It offers fair access, maintains professional standards, and supports both individual creative endeavors and studio sustainability.

## Scope

This policy applies to all Dragonfly Dance teachers and team members requesting studio usage beyond scheduled classes, including class preparation, showcase/intensive preparation, and personal projects.

## Rationale

As demand for the studio from our programs and external hirers has grown, we need to formalise procedures for studio usage. Even when the studio appears empty, undocumented and unauthorised usage impacts our professional standards, insurance coverage and risk, operating costs, security protocols, professional boundaries, and business sustainability requirements.

## Definitions

Complimentary time	Studio access provided without charge
Project	Any organised dance activity beyond regular classes
Teacher rate	Discounted hire rate (25% off standard rate, non-discounted rate)
Unauthorised usage	Any studio use without prior approval
Regular classes	Scheduled Dragonfly Dance programs
Showcase preparation	Choreographic time for studio showcase pieces
Intensive preparation	Preparation for Adult Dance Intensive programs

# Policy summary

## Access principles

- All studio use must be documented
- Prior booking and approval is required
- Purpose of use must be stated
- Professional conduct is expected

## Class preparation time

- Each teacher may have 30 minutes complimentary studio time per teaching hour each week.
- Teachers must book the studio through the standard booking channel.
- Teachers can make a recurring booking for the same time each week or book on an as needs basis
- If the studio is not going to be used when there is a booking or recurring booking, the teacher must cancel the booking

## Dragonfly Dance events

- If teachers need additional studio time to be involved in events such as the Student Showcase and Dance Intensives, they may have additional studio time, to be negotiated on an as needs basis.
- Teachers must book through the standard booking channel

## Studio hire rates for teachers

Hire rates for additional hire outside of preparation for classes and Dragonfly Dance events are as follows:

- Teachers may have a 25% discount on our standard hire rates (this discount cannot be combined with other discounts (off-peak, non-commercial, long-term use etc)
- Teachers may request additional complimentary access for projects and other use by completing a project request, which will be reviewed against the criteria outlined in this policy

## Additional complimentary access

Dragonfly Dance wants to support our teaches in their professional and creative development, and may offer complimentary or more discounted rates under certain conditions:

- Professional development, such as technique practice, fulfilling requirements of training courses that will enhance the teachers' ability to fulfil their role at Dragonfly Dance
- Choreographic projects, such as choreographic developments, choreographing and rehearsing for a performance

To access complimentary or more discounted hire rates, the team member must submit a project outline using the Studio Use Project Request form (to be developed) to provide information about:

- Project description and timeline
- Expected studio hours
- Revenue model
- Participant information
- Alignment with Dragonfly Dance values and objective

Submissions will be considered against the following criteria:

- Contribution to our vision, mission, and purpose
- Alignment with our values and objectives
- Potential for limiting revenue from external hires or classes
- Whether the teacher is earning revenue from the project
- Potential conflicts with our operations
- Potential to support our goals and objectives, such as attracting and retaining members

Examples of complimentary hire eligibility:

- Community-based performances without participant fees
- Projects bringing external exposure to the studio
- Collaborative projects benefiting the studio community
- Professional development projects without revenue

Examples of paid hire scenarios:

- Revenue-generating projects
- Projects involving paid participation
- Projects that may compete with studio offerings

E. Studio Access Rates

- Standard Teacher Rate: 25% discount off regular hire
- Complimentary Access: Based on project evaluation
- Regular Hire Rate: As per studio hire agreement

## Responsibilities

Studio Owner:

- Policy review and updates
- Priority access to studio facilities
- Exemption from formal booking requirements
- Override authority for bookings
- Final approval of project requests

Studio Booking Officer

- Process and record all studio bookings
- Maintain booking system accuracy
- Communicate availability
- Monitor usage compliance
- Initial screening of project requests

Teachers:

- Submit formal requests for projects and additional studio time
- Adhere to booking procedures
- Maintain studio condition during use

- Report any issues or concerns
- Book all studio usage in advance

## Summary of procedure

### Booking a studio

- Complete the Studio Use by Teachers online form (TO BE DEVELOPED – LINK WILL BE PROVIDED)
- Studio Booking Officer will review the request and respond
- If approved, the Studio Booking Officer will make the booking in our online booking system
- The Studio Booking Officer will send the teacher a copy of the hire terms and conditions and induction procedure, which must be read and acknowledged by the teacher
- If a hire fee is required:
  - the Studio Booking Officer will sent an invoice or quote
  - the hire will be confirmed once the invoice is paid

### Cancelling a booking

If a teacher has booked a studio and is not going to use it, they must cancel the booking by sending an email to the Studio Booking Officer at [support@dragonflydance.com.au](mailto:support@dragonflydance.com.au). If the cancellation is made through personal communication, it must be at a time when the Studio Booking Officer is at their desk and able to process and document the cancellation immediately. If a fee has been paid or is due for the hire, the same cancellation terms apply as in our studio hire terms and conditions.

## Review, amendments, and related policies

### Review Process

This policy will be reviewed annually to assess its effectiveness and compliance with legal requirements.

### Amendments

Changes to this policy may be made by management as necessary, with members notified of any significant updates.

### Related Documents

Studio Hire Policy  
Studio Hire Procedure  
Studio Hire Terms and Conditions  
Studio Hire Induction Document