

Facility Guidelines for Molloy College Manhattan Center

- The exact use of the space must be explained to the employees at the time of booking.
- Please respect the other occupants and keep your voices and electronic devices to a minimum volume when in the hallways and common areas.
- There is to be no rehearsing, vocalizing, or warming up in the hallways, stairwells, or common areas.
- Tap dancing is allowed only in studios 404 and 406.
- Amplification of music, drums, microphones, and electrical equipment are only allowed with prior consent from management.
- The following items are prohibited:
 - Heavy or sharp objects on the dance floors.
 - The use of substances on the dance floor, including but not limited to, rosin, powder, or tape (gaffer's tape and spike tape are permissible with prior management approval).
 - Dragging the ballet barres.
 - Leaning against or propping items against the mirrors.
 - Moving the speakers or reconfiguring the stereo equipment.
 - Use of incense, candles, open flames, glitter, silly string or powder.
 - Food or drinks other than water in studios.
 - Smoking anywhere in or around the building.
 - Moving benches, chairs, or tables from the common areas into a studio.
 - Throwing furniture or other objects, banging on the walls, or stomping on the floors.
 - Propping open stairwell doors.
 - Changing or dressing in the corridors
- All pianos will be treated with care. There is to be no food, drinks, purses, backpacks, etc. placed on pianos.
- Contact the Studios Program team for assistance with moving the piano. The Occupant and guests assume all risk arising out of moving or attempting to move the piano on their own.
- Removing the piano from any studio is prohibited.
- No props or personal materials may be left on the premises after your booked time. Molloy College is not responsible for the loss of personal property under any circumstances.
- The Studios & Facilities Manager reserves the right to reassign any reservation to another studio of equal or greater size.
- Occupants and guests may not have deliveries made to the facility without the prior consent of the Studios & Facilities Manager.
- All occupants and guests must leave sufficient time before the end of their reservation to fold and put back all equipment.
- Leave the studios in the same, or better, condition than they are found. Clean up items that may be left behind such as trash, clothing items, chairs, bags, and water bottles.
- No parties or events with food or drink. If you have any concern about whether or not an aspect of your booking is appropriate for space, just ask.
- Molloy College cannot guarantee silence from adjacent studios during your reservation.
- No excessive noise or yelling that might disturb the work being done in adjacent studios.
- We reserve the right to shut down a booking at any time if you do not follow these policies.