



## STUDIO BOOKING REGULATIONS SOSE 2021

<b>BA Home Studio</b>	<b>US 3 &amp; US 10 &amp; US 11</b>
<b>maC Home Studio</b>	<b>US 12 &amp; ZIN (Zinnowitzer Str. 11) *,**</b>
<b>SODA Home Studio</b>	<b>US 8 &amp; US 9 &amp; SEM 2</b>

\* MAC students have access to Studio 12 in specific moments of the year. Please consult your teacher about it.

\*\* During the period without lectures, STUDIO 12 is not available.

Following the COVID 19 safety measurements.  
The **Studio Booking rules** for the lecture period (Vorlesungszeit):

In case of a curfew, the closing time will be based on the specified curfew time set for Berlin. Meaning you would leave the Campus grounds 30 minutes prior to that set curfew time (i.e. curfew 9pm, means 8:30pm leaving HZT premises):

**For BA students:** Studio use times: Monday to Saturday, 8:00am - 10:00pm / Sunday, 8:00am - 8:00pm.

**For SODA students:** Studio use times: Monday to Saturday, 8:00am - 10:00pm / Sunday, 8:00am - 8:00pm.

**For MAC students:** Studio use times: Monday to Saturday, 12:30pm - 10:00pm / Sunday, 8:00am - 8:00pm.

**BA students can book a studio for only one person and, if needed, a mentor. Exceptions might be made in other programs for exam preparation.**

- You can only book your own program's Home Studios.
- For each booking/rehearsal, the student is responsible to have all persons present in the studio fill out the documentation-list, with the full names and contact details and signature. You will find the forms on top of the letterbox in the Foyer before studio 10. And the filled-out forms please put inside of the letterbox after each rehearsal.

- HZT-External collaborators/guests can't be attending a student rehearsal in Sommersemester 2021. Mentors and other cooperation partners who have been contracted to the HZT should be named in the studio reservation.

**Every ASIMUT booking by a student needs to be made in the following format:**

STUDIENGANG (BA / maC / SODA) - Full Name of the Student (+ Full Name mentor  
- only with HZT contract)

Due to Corona restrictions no HZT Alumni and no guests, friends, visitors can enter the Studios.

If you have questions about studio booking, please send an email to:  
[studio\\_booking@hzt-berlin.de](mailto:studio_booking@hzt-berlin.de)

### **General Usage Rules**

1. Do not eat in the studio
2. Take only bottles that you can close into the studio. No cups, or glasses
3. Leave the studio clean. Take out your trash before you leave.
4. Take care of the floor
5. Turn off the lights before you leave
6. Turn off the speaker, sound system before you leave
7. Take care that the emergency route is free
8. The heaters/ radiators shouldn't be covered by curtains
9. Take care of the sound volume! -> see "sound volume regulations"

### **COVID 19 - Safety Rules**

1. No staying around in the foyers (in order to prevent groups forming).
2. Please wear mouth-nose-masks in the foyer.
3. During talks (without movement) etc. a minimum distance of 1.5 m must be maintained.
4. During dance a minimum distance of 6 m must be maintained.
5. Between two studio bookings 20 minutes of room ventilation is obligatory. And will be calculated by Studio Booking SHK at the time of making the booking.
6. Please note: upstairs in the changing rooms only 2 persons at a time are allowed.

### **Maximal booking capacity**

#### **During Lecture Period:**

- BA 1 students can book up to 4 hrs per week
- BA 2 students can book up to 8 hrs per week
- BA 3 students can book up to 8 hrs per week
- SODA 1 students can book up to 12 hrs per week
- SODA 2 students can book up to 16 hrs per week

### **Outside the Lecture Period:**

- BA 1 students can book up to 4 hrs per week
- BA 2 students can book up to 8 hrs per week
- BA 3 students can book up to 12 hrs per week
- SODA 1 students can book up to 12 hrs per week
- SODA 2 students can book up to 16 hrs per week

Exceptions are communicated for specific periods and year-groups.

### **Cancellation/Delay**

If you need to cancel a booking less than 7 days in advance please write an email to SODA students, BA students or MAC students depending on your study year. Delete the booking from the calendar always when you have the opportunity.

If you need to cancel a booking more than 7 days in advance, it is not necessary to write an email to all students and all alumni. Please delete it from the calendar.

Please be aware: when you are delayed more than 15 minutes for your studio-booking other students are allowed to take over your booking and space.

If you made a booking during the lunch break please be aware that teachers of an afternoon workshop might use this time to prepare themselves for the class.

### **Technical maintenance**

In every studio technical maintenance can take place during lunch.