

Annexe 3: “usage of the infrastructures of the TROIS C-L” of the internal order regulations (IOR) of the TROIS C-L of the 11 March 2009 (in accordance with article 17. of the IOR)

1. Field of application

1.1. The present annexe 3, which is part of the internal order regulations of the TROIS C-L, is also applicable for the Administration Council, the personnel in place as well as for all the visitors of the TROIS C-L and has to be signed by all the people using the TROIS C-L locations. It is posted up in the rooms of TROIS C-L.

1.1 The choreographers/artists are responsible for the visitors they introduce to the centre. Consequently, the other parties using the common areas (participants of workshops etc.) are asked to acknowledge this and to conform, otherwise the directorate has the right to refuse access to the centre.

2. Legal status

2.1. The Luxembourg Centre for Creative Choreography (in short TROIS C-L) is a non-profit association, covenanted by the Ministry of Culture.

2.2. Its headquarters is established at the address of the before mentioned Ministry.

3. Structures

3.1. Besides the Administration Council, the working structures include the Executive Bureau, emanating from the Administration Council, charged with the surveillance of the daily operations of the centre. The Executive Bureau is composed of the president, the vice-president, a secretary, a treasurer and one or two members.

3.2. The daily operation of the centre is ensured by the Management, which is put in place by the Administrative Council, and which is composed of the artistic director and an administrative director. The work is coordinated by a coordination platform in which the Executive Bureau and the Management are represented.

4. Usage of common areas

4.1. The dance studio as well as the kitchen, the changing rooms et the restrooms are part of the common areas of the location that is occupied by the TROIS C-L.

4.2. Every person using the location is consenting to respect the cleanliness of the place (dishes, changing rooms, ...) to separate and take away the garbage. This includes the ashtrays outside the location. The choreographer/artist has to put the location back into its original state.

- 4.3. If necessary, a clean up has to be done by the user of the location or he will be forwarded the bill.
- 4.4. The kitchen material (dishes, napkins, etc.) belongs to the TROIS C-L and must not be damaged or taken away. If necessary, the user has to reimburse the value of the damaged or taken objects to the TROIS C-L.
- 4.5. Drinks and food (coffee, tea, water, etc.) are NOT made available by the TROIS C-L. The drinks and food in the kitchen belong to the staff of the TROIS C-L and are not for the users of the studio.
- 4.6. The TROIS C-L has got a inventory of all its technical and other equipment. In case equipment has disappeared, the TROIS C-L is using this inventory and holding the user of the location accountable for their group.
- 4.7. Every user of the location has to take away their stage props and their personal belongings (clothes, food, technical equipment, ...) during the month following the usage of the dance studio. If necessary, the TROIS C-L reserves itself the right to remove those belongings, in which case the user of the location will be charged with the ensuing costs.
- 4.8. The TROIS C-L makes available a locker with key for the stocking of the choreographer/artist's belongings.

5. Office openings

- 5.1. The administration is open Monday to Friday, from 9am to 6pm except (holidays, exceptional closures) when posted otherwise on the entry door and online on www.danse.lu. All steps to be undertaken for the reservation of the dance studio (reservation form, handing over of keys, etc.) and every other request for information have to be made exclusively during those opening hours of the TROIS C-L office.
- 5.2. Access to the offices is strictly prohibited if the location is not occupied by at least one member of the administration.

6. Parking space

- 6.1. The parking lot called "TROIS C-L" is above all reserved for the administration. The latter has the right to ask the drivers any moment to remove their car if parked there.
- 6.2. Apart from the administration, the remaining places are to the sole benefit of the choreographer/dancer who have reserved the studio to work on a production or to hold their classes.

- 6.3. Besides these cases, no other space in the court can be used to park cars if preliminary authorisation of the management has not been requested.
- 6.4. The limitation of the parking lots has to be scrupulously respected, if not, the directorate has the right to permanently prohibit access to the location for the owner of the implicated car.

7. Reservation and cancelling of the reservation of the dance studio

- 7.1. Every reservation of the studio has to be the object of a reservation demand at the administration or by e-mail via danse@danse.lu
- 7.2. Every person or “extraordinary” manifestation not included in the reservation demand has to be brought to the attention of the TROIS C-L beforehand.
- 7.3. For the residences of the choreographers benefiting of a co-production by the TROIS C-L, no automatic reservation of the dance studio will be done by the TROIS C-L. The choreographer himself has to take the initiative for a reservation of the studio at the available time slots.
- 7.4. The cancellation of a reservation has to be done, at the latest 3 weeks in advance for the reservations made for up to 3 weeks; at the latest 5 working days in advance for reservations that are shorter than 3 weeks.
- 7.5. The choreographers/artists who do not respect the deadlines of cancellation have to pay a fine of 10€ per hour for the usage of the room and all the actual reservations at that moment. This amount has to be paid immediately or it will be deduced from the budget that the TROIS C-L has made available to the artist in the case of a co-production.
- 7.6. The TROIS C-L intends to cancel reservations, depending on its own needs as well as in urgent cases, in accordance with the choreographer/artist concerned.

8. Rates

- 8.1. The rates applicable to all types of reservations fall under the following category:
 - 1st category: TROIS C-L activities
 - TROIS C-L productions
 - TROIS C-L life-long programme activities
 - 2nd category: TROIS C-L Partner organisations and accredited artists.
 - Accredited artists working on non TROIS C-L- programs
 - TROIS C-L- National or international partners wishing to reserve the studio for their proper use, outside a collaboration with TROIS C-L
 - 3rd category: External requests.

- The reservation of the studio is open to all after a simple request at the Directorate of TROIS C-L stating the precise reason of the reservation and in case the request is accepted.

8.2 The rates applicable for the reservation of the dance-studio are the following.

- 1st category : free of charge
- 2nd category: 10€ / hour
- 3rd category: 20€ / hour

Every broached hour will be charged for.

8.3. The rates applicable for the reservation of dance carpets are the following:

1st category : free of charge
 2nd and 3rd categories : 10€ per carpet per week

8.4 Each request for the reservation of technical equipment is subject to an estimate. Any hiring of equipment will be carefully analysed when handed out and handed back.

The user will be charged for any damaged equipment.

The TROIS C-L administration manages the use of the Studio. Thus it can refuse any request of reservation.

8.5 For none of these categories the TROIS C-L can be made responsible for any bodily or material prejudice or damage caused by participants during workshops, lectures or any other functions which the studio has been rented for.

9. Keys: hand-out and hand-in.

9.1. TROIS C-L hand out one key only for the main entrance of the Centre and one key only for the parking space. For the hand-out and hand-in of the keys a register has to be signed.

9.2. The choreographer/artist who rented the dance-studio is alone responsible for the key. He is not allowed to give away or lend this key to anybody without informing the Management.

9.3. Access will be immediately banned for anybody reproducing the keys to TROIS C-L premises.

9.4. The choreographer/artist is requested to hand-in the key personally to the TROIS C-L team during the week following the use of the dance studio.

10. Priority Rules

10.1. It is strictly forbidden to consume drugs or alcohol and to smoke in the TROIS C-L locations.

No exception to this rule will be made.

10.2. The disrespect of the rules will immediately entail the exclusion and ban the access to the Centre. This ban can only be reconsidered after an explicit request made by the person concerned.

10.3. Any user or visitor is requested to behave in a way so as not to molest any other users of the Centre or any inhabitants of this building.

Adopted by the Executive Bureau of TROIS C-L

11th March 2009