

Appendix 1

Provisional rules for the use of the CN D studios in Pantin

Access to the CN D and the studios

- Keys providing access to the studio will be handed over to the Occupier by the CN D reception staff in exchange for an identity document and the completed attendance sheet.
- No Occupier other than those mentioned at the time of the reservation of the studio will be accepted on the premises of the CN D (check-in by name at the entrance).
- To go to the upper floors, the Occupier must prioritise using the central staircase of the CN D.
- The studios must be locked at the end of each time slot. The keys must be returned to the CN D reception desk.
- The Occupier shall ensure that they do not cause any noise pollution, as all the studio doors will remain open.
- The Occupier must limit their presence in the common areas such as the landings in front of the studios.
- Any request to modify or cancel the reservation must be sent to the address studios@cnd.fr as early as possible and, at the latest, 48 hours before the planned date of availability. This is in order to allow other users to benefit from the workspaces.

Specific health rules applicable until further notice

- Physical distance should be respected in the building, as well as in the studios where practice permits.
- A reminder of the safety protocols to be respected is posted in the circulation areas.
- Hydro-alcoholic gel dispensers are available in the circulation areas.
- Studios are ventilated between uses.
- The changing rooms and showers are accessible: each participant must arrive and leave in their clothes and leave their shoes outside the studio.
- Anyone with alarming symptoms (severe fatigue, headache, soreness, cough, chest pain, respiratory discomfort, loss of taste or smell, unexplained diarrhea, redness, frostbite) shall not proceed to CN D and shall consult a physician without delay.
- If symptoms occur:
 - during the occupation of the studio: immediately inform security by calling +33 (0)1 41 83 27 20 or 32 26 (from the telephone installed in each studio)
 - within 15 days of using the studios, please inform the CN D immediately by e-mail at studios@cnd.fr

Standard rules of use

- Dance shoes or bare feet are mandatory and street shoes are not allowed in the studios.
- No eating inside the studios.
- No bicycles or animals allowed (except in the case of a guide dog for the visually impaired).
- No smoking in the entire building.
- Windows and doors must be locked in case of absence (the CN D declines all responsibility in case of theft or loss).
- If you forget your bags or clothes in the studios, they will be collected in the evening, stored and then thrown away after 15 days. (Information at the CN D reception).
- In the event of a long-term release, the Occupant will ensure that the studio is locked and that his personal and valuable belongings are brought with him.

Technical matters and equipment

- Requests for simple material and technical equipment (tables, chairs, microphones, video projector, paperboard, dance bars, video or sound recording, etc.) should be sent to us as early as possible and no later than 48 hours before the date of your visit. We will try to respond in consultation with the technical and general services.
- The Occupier must ensure that the equipment (sound and/or video desk) and the lights (except for the coloured neon which is part of the building's night lighting) are switched off when they leave.
- Each studio has a mobile sound and video control desk, the key to which is included on the same key ring as the key to the studio.
- This equipment is placed under the responsibility of the Occupier, who undertakes to comply with its terms of use and to inform the CN D's technical service in the event of a malfunction.
- The Occupier must obtain prior agreement from the person in charge of planning for any materials to be brought in and/or deposited by the Occupier.
- The nature of these materials must comply with the safety standards in force in buildings receiving the public (French ERP standards).
- The nature of these materials must comply with the safety standards in force in the ERP (Etablissement Recevant du Public).
- As the CN D does not have storage space, it declines all responsibility in the event of loss, damage or theft.

Security

- It is strictly forbidden to lock yourself in the studios (fire safety).
- It is recommended to consult the evacuation plans in case of fire. The security guard can provide further information on these plans.
- The emergency exits must be free of obstruction.
- CN D applies the security rules dictated by the French government Vigipirate plan. Depending on the alert level in effect (Vigilance or Attack Alert), the Occupier will be asked to comply as closely as possible with the security rules communicated to them.
- In the event of injury or security-related issues, the Occupier must first contact the security officer:
 - 32 26 (from the telephone installed in each studio)
 - or 01 41 83 27 20 (from an outside telephone line)
- If the security guard cannot be reached, the Occupier must call the fire brigade from the telephone installed in the studio by dialling 18 and then inform the reception of the fire brigade's arrival.

Image capture

- Any images captured (video, still photography, etc.) of the Occupier's work in the studios is only authorised under restrictive conditions, namely: purely internal use by the Occupier (viewing of work in progress, etc.) or for the purpose of promoting the concerned project (pitching the project to programmers, etc.).
- In the above-mentioned cases, the Occupier must mention the CN D on the media (photographs, videos) resulting from these shots.
- Any commercial use of the said images is strictly forbidden, except with the prior written consent of the CN D.