

Building and Space Use Procedures

Accessing the building

If the café is open you will be able to access the space. In the event you need to unlock the back door (Sundays and seasonally when the café is closed) there is a lock box attached to the wall outside to the right of the door.

If you are the last person to leave the building, including the café staff, be sure to lock the door behind you. Otherwise, the café staff will lock up.

***It has occasionally happened that the Blackbird workers left, locking the back door. If this should happen, you will find yourself locked in. There is a spare key located in the Teachers drawer. Unlock the door to go out, lock it again, and return the key to the drawer the next time you are there.

To open lock box

Press “reset”. Then enter the following numbers: “_____” then “open.”
Put your hand on the bottom, as the key falls out from the bottom.

Outside light switch is just inside the door on the left.

The velvet rope should be hooked across and the “closed” sign turned forward when there is no class in session.

Fiddle with the light switches, as there are many of them. Be sure all lights are turned off when you are finished in the space.

The fire escape door should be unlocked when you arrive, and relocked when you leave. Leave the key in the door. The fire escape doors may be opened for fresh air.

Climate Control

The thermostat is located inside the studio on the wall to the left.

To change the temp:

1. Touch the displayed number.
2. Touch the up and down arrows to change the desired temp.
3. Touch the big number again.

The temperature will automatically return to the default setting after an hour.

DO NOT turn the controls to OFF.

Housekeeping

Please help keep the space clean and tidy. If the waste baskets in the studio or bathroom are full, empty them into the kitchen trash. When the kitchen trash can is full, take the bag to the dumpster out back. When recycling containers are full, take to recycling dumpster out back downstairs.

Please sweep the stairs and vacuum the rugs as necessary.

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You will find brooms and other cleaning materials in the closet just to the right of the fire escape and/or in the shower stall. Check under kitchen sink for any needed cleaning supplies and kitchen drawers for trash bags. Please sweep classroom floor as necessary. Some teachers arrive a few minutes early to sweep the studio floor before their class, this is important especially if your students will be lying on the floor.

The Yoga Loft is primarily a volunteer organization; therefore we rely on your help in keeping things clean, organized and well stocked.

Please do not hang anything on the walls. There are bulletin boards available for your flyers, business cards, and other information. You are encouraged to hang flyers about your classes. Please restrict your materials to that which is in keeping with the Yoga Loft and it's mission.

Candles

There are tea lights available for use in the cabinet above the sink, to the left.

There is a candelabra hanging on the wall in the studio. These are in recognition to individuals who have made generous donations to the Yoga Loft. Please light the candles in the holder on the wall in the classroom.

Library Resources

Everyone is welcome to use the Yoga Loft library. We use the honor system and ask that everyone brings the books and videos back to the shelves. Please point out this resource to your students. People are welcome to sit and read in the kitchen or hallway.

You are also welcome to use the computer.

Check the teacher's bulletin board from time to time. We may leave you a note pinned up on the board.

Any problems or questions, please call Becca Pickens, 347-3040, or Alison Brant at 386-4609 (H), 386-3040 (C). It is very important to us that you be comfortable and happy, so please get in touch right away if something needs attention.

Thank you for teaching at the Yoga Loft!