

## **Yoga Loft Building Procedures (for 107½ Main St.):**

**Getting in to the building:** Usually you will find the back door unlocked. Should you need to unlock it yourself, look for the lock box attached to the wall on the right. Press “reset”. Then enter the code. Put your hand under the lock box and press “open”; the key should fall into your hand. NOTE: If you did not receive the code at the time of your building orientation – or have forgotten it – please, call **Rebecca Pickens, (315) 347-3040** (organization contact person) *or* **Alison McGinn, (315) 386-3040** (program contact person).

Be sure to use the **outside light** if necessary. The switch is just inside the door on the left.

The **velvet rope** will usually be closed. Just unclip it and open it by clipping it to the other end.

When going up the stairs, you will see the **sign on the table** that says: “Yoga Loft Closed”. Turn it around to say “Yoga Loft Open” so your students will feel welcome.

When your class has all arrived, take the **easel** and place it at the top of the stairs. Switch the **sign** to say “Class in Session” to prevent any disturbance during your class.

Have people leave their **shoes** along the wall under the bench. **Coats** may be stored in the coat closet on the right before the classroom. All the closets have lights inside; look around for the switch.

Please go around and familiarize yourself with all the **light switches**. There are so many! In the classroom, there is only one light that has a **dimmer switch**: the light with the overhead fan.

The switch for the **fan** is the black switch below the thermostat. Switch it on and adjust the speed of the fan with the rheostat, the big round black thing. Wait a moment, there is a delay before the fan comes on. **Be sure to switch the fan off with the switch when you are done.**

Note: the fan sometimes works and sometimes doesn't.

### **Climate Control**

The thermostat is inside the classroom, just to the left of the door. It is on a program that turns the heat up during the day and down at night. Just bump it up to the temperature you like by [?? degrees] and give it a while to reach that level. It does **automatically go back down after an hour**, so there is no need to lower the setting when you leave at night.

The **CD player** is available for all, and you may feel free to leave CDs on the shelf below. The manual to use the CD player is under the CD table. In case of a problem with the player, a backup small CD player is in the classroom closet (on the right).

### **Registration forms:**

There is a clipboard with forms above the little “mailbox” drawers. Please have students fill out forms. It is especially important that new students fill them out. The form obtains their email and mailing address so we can add them to our mailing list. We also suggest that you have each student fill out one student **waiver**. This is for your legal protection, especially for those teachers who do not carry liability insurance.

There is a **basket marked “completed registration forms”**. Leave the forms here, they will be picked up by the Administrative Consultant, Rebecca Pickens, and added to the mailing list.

**Bookkeeping forms:** In the drawer marked “Teachers” at the bottom, you will find a sheet that you can use to do your bookkeeping when you are ready to make a payment to the YL. The policy is that you give 30% of your students’ fees to the YL for administrative costs, rent, and supplies. Should you have a student who has NOT paid for a class for a pre-arranged reason, you will not give any money to the YL for them. If you have any questions regarding record keeping and payment, please call **Rebecca Pickens, (315) 347-3040** and she will figure them out with you.

We are hearing from students that it can be hard to **hear the teacher** in this space. Remember to check in and be sure your students can hear you; esp. when the AC or heat is running.

There is a **drawer marked “Teachers”** in which you will find the notebook called **“Building notes”**. Please make note here of any **supply needs, things that need to be fixed, or anything having to do with the space** so that our staff can take care of it.

#### **Housekeeping:**

Please empty the **bathroom and classroom wastebaskets** into the kitchen trash every day. When the **kitchen trash can** is full, take the bag out to the dumpster out back. We have a volunteer board member doing a thorough cleaning for us once a month. But we do need teachers and Private Practitioners to do the **daily sweeping of the classroom and the hall** to have the place look good.

**Recycling:** when containers are full, take to recycling dumpster out back downstairs.

The **fire escape doors** may be opened for fresh air, and the little balcony is a nice place too. The fire escape door should be unlocked when you arrive, and **relocked when you leave. Leave the key in the door.**

**Filtered water** is available in the kitchen. Please encourage your students to purchase a YL water bottle (display and money box in kitchen), and fill it up with water from the sink.

You will find **brooms and swiffers** in the closet just to the right of the fire escape. Please clean the **hallway and bathroom floors daily**, and **shake out rugs**. Sweep classroom floor as necessary. Check under kitchen sink for any needed **cleaning supplies** and kitchen drawers for **trash bags**. **Sweep the stairs**. Use the wet swiffer in the bathroom and kitchen when necessary. You will find a **“dustbuster”** plugged into the wall near the bench. This is handy to clean the **shelves with plants** on them, and catch dustbunnies running around the classroom. Replace carefully in its holder.

In keeping with the beauty of the building, we have decided to **keep the walls clear of papers and tape**. If someone wants to leave information, they can put **brochures and business cards on the top of the bookshelf** with the others. Anything attached to the walls will be removed.

There is a supply of **tea lights** in the cabinet above the sink, to the left. Matches are there too. Feel free to use as many as you like including the hanging multi-candle holder on the wall between the windows.

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.

If anyone is in the building downstairs, you won't need to **lock the outside door**. If you are the very last one leaving, please lock it up, again using the lockbox outside.

Please clear any **rescheduling**, such as make-up classes, with Sarah. The scheduling is pretty full, so if you have said you will not be there on a certain day, something else is likely to have been scheduled for that time. Don't assume that the time will still be open.

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 **Rebecca Pickens, (315) 347-3040**. It's 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!