

教室使用規則

[STUDIO RULES]

本規則旨在確保 Diamond Heart Dance Studio 能夠維持安全、整潔、有秩序且不受干擾之營運環境。[The purpose of these rules is to ensure the safe, clean, orderly, and uninterrupted operation of Diamond Heart Dance Studio.]

使用本工作室即表示所有承租方、授課教師、學生、參與者及訪客均同意並應遵守以下規定。[By using the Studio, all renters, instructors, students, participants, and guests agree to comply with the following rules.]

1. 進入及使用工作室 [Entry and Use of the Studio]

工作室僅得於已事先預約或經工作室管理方核准之時段內使用。[The Studio may only be used during a previously reserved time or at a time approved by Studio management.]

承租方或授課教師僅得於其所預約之 [The Renter or Instructor may use only the]:

- 教室 [room]
- 日期 [date]
- 時段 [time]
- 使用時間 [and duration]

內使用相關空間。[that have been reserved.]

預約時段包含場地準備、課程或活動進行、整理及離開教室所需之全部時間。[The reserved period includes all time required for preparation, the class or event itself, cleanup, and leaving the Studio.]

遲到不會自動延長預約使用時間。[Late arrival does not automatically extend the reserved time.]

如需超過原預約時段使用教室，須事先取得工作室同意。[Use of the Studio beyond the reserved period is permitted only with prior approval from Studio management.]

2. 其他教室及區域之使用 [Access to Other Rooms and Areas]

承租方、授課教師及其訪客僅得使用其已預約或由工作室指定之空間。[Renters, instructors, and their guests may use only the spaces reserved or assigned to them.]

A 教室及 B 教室可能由不同人同時使用，因此未經允許，不得進入、使用或干擾另一教室。[Room A and Room B may be used independently by different users. Entering, using, or disturbing another room without permission is not allowed.]

工作人員區域、儲藏空間、技術區域或其他未開放予一般使用者之空間，僅得經許可後進入。
[Staff areas, storage spaces, technical areas, or other spaces not designated for general use may only be entered with permission.]

3. 學員、參與者及訪客 [Participants and Guests]

授課教師或承租方應對其帶入工作室之以下人員負責 [The Instructor or Renter is responsible for all persons they bring into the Studio, including]:

- 學生 [students]
- 參與者 [participants]
- 訪客 [guests]
- 助手 [assistants]
- 其他相關人員 [and other persons]

授課教師或承租方應確保上述人員亦遵守本教室使用規則。[The Instructor or Renter must ensure that all such persons comply with these Studio Rules.]

參與者僅得因該次課程或活動之需要而於工作室內停留。[Participants may remain in the Studio only in connection with the relevant class or event.]

4. 鞋類使用及地板保護 [Footwear and Floor Protection]

教室內僅得穿著乾淨且適合室內使用之鞋類。[Only clean footwear suitable for indoor use may be worn in the Studio.]

禁止穿著下列鞋類 [Footwear that is]:

- 明顯髒污 [heavily soiled]
- 潮濕 [wet]
- 沾有泥土 [muddy]
- 鞋跟尖銳或損壞 [equipped with sharp or damaged heels]
- 可能在地板留下痕跡或造成損壞 [or likely to mark or damage the flooring]

[is not permitted.]

穿著於戶外使用後仍明顯髒污之鞋子進入舞蹈教室是不允許的。[Entering the dance area in visibly dirty outdoor footwear is not permitted.]

授課教師或承租方應確保其訪客亦穿著適當鞋類。[The Instructor or Renter is responsible for ensuring that their guests also wear appropriate footwear.]

5. 飲食 [Food and Drinks]

舞蹈區域內僅允許飲用裝於可妥善密封之水瓶或飲料容器中的飲品。[Only drinks contained in properly closable bottles or containers are permitted in the dance area.]

應避免使用開口杯、容易打翻之飲料或可能對地板造成危險之液體。[Open cups, easily

spilled drinks, or liquids that may create a hazard to the flooring should be avoided.]
除經工作室事先許可外，舞蹈區域內不得飲食。[Eating in the dance area is not permitted unless prior approval has been granted by the Studio.]
如有液體灑出或其他污染，應立即清理或通知工作室。[Any spilled liquid or other contamination must be cleaned immediately or reported to the Studio.]

6. 吸菸、酒精及其他禁止物品 [Smoking, Alcohol, and Prohibited Substances]

工作室全區禁止吸菸，包括電子煙及其他類似裝置。[Smoking is prohibited throughout the Studio, including electronic cigarettes and similar devices.]

禁止持有或使用非法或危險之精神作用物質。[Possession or use of illegal or dangerous mind-altering substances is prohibited.]

僅於工作室事先明確同意，且當地法規允許之特殊活動中，方可飲用酒精飲品。[Alcohol consumption is permitted only at special events with the Studio's prior express approval and where permitted by local regulations.]

如有人明顯醉酒，或處於可能危及自身或他人安全之狀態，該人士不得參與活動，必要時可被要求離開工作室。[Any person who is heavily intoxicated or in a condition that may endanger themselves or others may not participate and may be required to leave the Studio.]

7. 設備及器材之使用 [Use of Equipment and Facilities]

工作室內所有下列設備及設施均應依正常用途並以適當謹慎方式使用 [All Studio property, including]:

- 音響設備 [sound equipment]
- 家具 [furniture]
- 鏡面 [mirrors]
- 燈光設備 [lighting]
- 電器設備 [electrical equipment]
- 運動及舞蹈器材 [exercise and dance equipment]
- 其他所有工作室設備 [and other Studio facilities]

[must be used properly and with reasonable care.]

禁止將物品靠放於鏡面，或以任何可能造成鏡面破損或受損之方式使用鏡面。[Objects must not be leaned against mirrors or used in any way that may cause damage or breakage.]

僅得於能安全操作之情況下移動家具或設備。[Furniture or equipment may only be moved when it can be done safely.]

使用結束後，所有移動過之物品應放回原位或指定位置。[Any items that have been moved must be returned to their original or designated positions after use.]

未經許可，不得將工作室所有之設備或物品攜離場地。[Studio-owned equipment or property may not be removed from the premises without permission.]

8. 自備設備 [Personal Equipment]

承租方或授課教師僅得使用符合以下條件之自備設備 [Renters or instructors may use their own equipment only if it is]:

- 安全 [safe]
- 狀況良好 [in good condition]
- 不會損壞地板、牆面、鏡面或其他設備 [unlikely to damage the floor, walls, mirrors, or other property]
- 不會對參與者造成危險 [and does not endanger participants]

大型、重型、電動、尖銳、懸吊式或其他特殊設備之使用，須事先取得工作室同意。[Large, heavy, electrical, sharp, suspended, or other special equipment requires prior approval from the Studio.]

9. 音響設備及音量 [Sound Equipment and Volume]

工作室音響設備應以適當謹慎之方式使用。[The Studio sound system must be used with proper]

音量應控制於適當程度，以確保 [The volume must be kept at a level that]:

- 不危害參與者聽力 [does not endanger participants' hearing]
- 不造成不必要之干擾 [does not create unnecessary disturbance]
- 不無故影響另一教室進行之課程 [does not unnecessarily interfere with activities in another room]
- 符合建築物及周邊環境相關規定 [and complies with applicable building and environmental rules]

未經許可，不得改裝、拆卸或調整音響設定、線路或其他技術設備。[Sound settings, cables, or other technical equipment must not be altered or dismantled without permission.]

10. 空調、照明及電器設備 [Air Conditioning, Lighting, and Electrical Equipment]

使用空調、照明及其他電器設備時，應合理節約能源。[Air conditioning, lighting, and other electrical equipment should be used reasonably and efficiently.]

使用結束後，如無下一位使用者立即接續使用或無其他工作室指示，承租方或授課教師應確認不再需要之以下設備已關閉 [At the end of use, unless another booking immediately follows or otherwise instructed by the Studio, the Renter or Instructor must ensure that unnecessary]:

- 照明 [lighting]
- 空調 [air conditioning]

- 音響設備 [sound equipment]
- 其他電器設備 [and other electrical devices]

[are switched off.]

11. 安全與事故預防 [Safety and Accident Prevention]

每位授課教師均應依課程性質及參與者能力，以安全方式進行教學。[Every Instructor must conduct their class safely and appropriately according to the nature of the activity and the abilities of the participants.]

出入口、緊急出口及通行動線應隨時保持暢通。[Entrances, exits, emergency exits, and passageways must be kept clear at all times.]

禁止 [It is prohibited to]:

- 阻塞緊急出口 [block emergency exits]
- 將電線或其他物品危險地放置於通道上 [leave cables or objects in a dangerous position on passageways]
- 在地面留下可能造成滑倒之物質 [leave slippery substances on the floor]
- 進行會對參與者或工作室造成不合理危險之活動 [or engage in activities that create an unreasonable risk to participants or the Studio]

如授課教師、承租方或訪客發現任何危險狀況，應立即通知工作室。[Any hazardous condition noticed by an Instructor, Renter, or guest must be reported to the Studio immediately.]

12. 事故、受傷或身體不適 [Accidents, Injuries, or Medical Emergencies]

如發生事故、受傷、身體不適或其他醫療緊急情況，授課教師或承租方應依情況採取合理且適當之措施。[In the event of an accident, injury, illness, or other medical emergency, the Instructor or Renter must take reasonable and appropriate action.]

必要時應立即聯絡緊急救援服務。[Emergency assistance must be contacted immediately when necessary.]

所有重大之 [All significant]:

- 受傷 [injuries]
- 事故 [accidents]
- 身體不適 [illnesses]
- 危險事件 [and hazardous incidents]

均應通知工作室管理方 [must be reported to Studio management]。

工作室有權就相關事件製作個別事故或事件紀錄。[The Studio may prepare a separate accident or incident report concerning the event.]

13. 最大容納人數 [Maximum Capacity]

各教室內不得超過該空間所規定之最大容納人數。[The maximum permitted capacity of each room must not be exceeded.]

基於安全或主管機關規定，不得超過最大容納人數。[The maximum occupancy may not be exceeded for safety or regulatory reasons.]

授課教師或承租方應確保其課程或活動之參與人數不超過許可上限。[The Instructor or Renter is responsible for ensuring that the number of participants in their class or event does not exceed the permitted maximum.]

14. 未成年人 [Minors]

未成年人僅得在符合其年齡、活動性質及相關規定之適當監督下於工作室內活動。[Minors may remain in the Studio only under appropriate supervision suitable for their age, the nature of the activity, and applicable rules.]

必要時，工作室得要求提供父母或法定代理人之同意。[The Studio may require parental or legal guardian consent when necessary.]

不得將未成年兒童單獨留置於可能存在受傷風險之區域。[A minor child must not be left unattended in any area where there may be a risk of injury.]

15. 清潔及衛生 [Cleanliness and Hygiene]

所有使用者均應維持工作室之清潔。[All users must help maintain the cleanliness of the Studio.]

垃圾應丟棄於指定位置。[Waste must be disposed of in designated areas.]

因使用教室而產生之異常髒污，授課教師或承租方應自行清理或立即通知工作室。[Any unusual mess created during use must be cleaned by the Instructor or Renter or reported to the Studio immediately.]

未經許可，不得於牆面、鏡面、門、地板或其他表面 [Without permission, it is prohibited to]:

- 黏貼物品 [stick items]
- 書寫 [write]
- 繪圖 [draw]
- 塗漆 [paint]
- 固定裝飾品 [or attach decorations]

[to walls, mirrors, doors, floors, or other surfaces.]

16. 恢復場地原狀 [Restoring the Studio]

預約結束時，教室應至少恢復至承租方或授課教師開始使用時之整潔程度。[At the end of the booking, the Studio must be left at least as clean and orderly as it was when the Renter or Instructor began using it.]

所有移動過之家具及設備均應放回原位。[Any furniture or equipment that has been moved must be returned to its original position.]

所有個人物品、垃圾及自備設備均應帶離現場。[All personal belongings, waste, and personal equipment must be removed.]

預約時段結束時，教室應處於可供下一位使用者直接使用之狀態。[At the end of the reserved period, the Studio must be ready for the next user.]

17. 財物損害 [Damage]

工作室內任何損壞、故障或異常情況均應立即通報。[Any damage, malfunction, or abnormal condition in the Studio must be reported immediately.]

承租方或授課教師對其本人或其訪客因故意或疏忽造成之損害，應依相關合約及法律規定承擔相應責任。[The Renter or Instructor may be held responsible, to the extent provided by applicable agreements and law, for damage intentionally or negligently caused by themselves or their guests.]

如設備已損壞或故障，且繼續使用可能造成危險，則不得繼續使用。[Damaged or defective equipment must not be used if further use could create a safety risk.]

18. 個人物品 [Personal Belongings]

所有人應自行妥善保管其個人物品及貴重物品。[Everyone is responsible for taking reasonable care of their own personal belongings and valuables.]

離開工作室時，所有個人物品均應帶走。[All personal belongings must be taken when leaving the Studio.]

拾獲物品應交至工作室指定之失物招領處。[Found items must be handed in at the location designated by the Studio.]

對於個人物品之遺失、失竊或損壞，工作室僅於法律規定之情形及範圍內負責。[The Studio is responsible for lost, missing, or damaged personal belongings only where and to the extent required by applicable law.]

19. 攝影及錄影 [Photography and Video Recording]

拍攝或使用他人之照片或影片，應遵守相關個人資料及人格權規定，並於必要時取得當事人同意。[Photographs or videos of another person may only be taken or used in compliance with applicable privacy and personality rights rules and with the person's consent where required.]

承租方或授課教師應自行負責其為行銷用途所拍攝之照片、影片及其合法使用。[The Renter or Instructor is responsible for any photographs or videos they create for marketing purposes]

and for ensuring their lawful use.]

未經工作室事先同意，不得將場地用於與原核准預約目的無直接關係之商業攝影或錄影。

[The premises may not be used for commercial photography or video production unrelated to the approved purpose of the booking without prior permission from the Studio.]

20. 尊重其他課程 [Respect for Other Activities]

工作室內可能同時進行多個課程或活動。[Multiple classes or activities may take place in the Studio at the same time.]

所有授課教師、承租方及訪客均應尊重另一教室內正在進行之活動。[All instructors, renters, and guests must respect activities taking place in another room.]

禁止無正當理由 [It is not permitted to unnecessarily]:

- 在公共區域大聲喧嘩 [make excessive noise in common areas]
- 進入另一教室 [enter another room]
- 干擾其他課程 [disturb another class]
- 未經允許使用其他授課教師之設備 [or use another Instructor's equipment without permission]

21. 禁止活動 [Prohibited Activities]

未經工作室事先同意，禁止 [Without prior approval from the Studio, it is prohibited to]:

- 從事危險活動 [conduct dangerous activities]
- 使用明火 [use open flames]
- 使用煙火或爆炸性物品 [use pyrotechnic devices]
- 使用煙霧或其他特殊效果 [use smoke or other special effects]
- 改裝工作室設備 [modify Studio equipment]
- 在牆面、天花板或地板固定任何物品 [fix anything to walls, ceilings, or floors]
- 從事與原預約目的不同之商業或其他活動 [or engage in commercial or other activities that differ from the original purpose of the booking]

工作室全區嚴禁任何違法活動。[Illegal activity is strictly prohibited throughout the Studio.]

22. 寵物 [Pets]

僅得經工作室事先同意後攜帶寵物進入。[Pets may only be brought into the Studio with prior approval.]

本規定不影響依法得進入之輔助動物或服務動物相關權利。[This rule does not affect rights relating to assistance or service animals permitted by law.]

23. 緊急情況 [Emergency Situations]

如發生火災、地震、停電或其他緊急事件，所有在場人士均應遵從 [In the event of fire, earthquake, power failure, or another emergency, everyone present must follow]:

- 工作室人員之指示 [instructions from Studio staff]
- 建築物緊急應變規定 [the building's emergency procedures]
- 主管機關之指示 [and instructions from the relevant authorities]

任何情況下，安全均優先於繼續進行課程或活動。[Safety always takes priority over continuing a class or activity.]

24. 違反規則 [Violation of the Rules]

工作室有權對違反本規則之人員提出警告。[The Studio may issue a warning to any person who violates these rules.]

如有嚴重、重複或危及安全之違規行為，工作室有權 [In the event of serious, repeated, or safety-related violations, the Studio may]:

- 立即停止相關活動 [immediately stop the activity]
- 要求相關人員離開場地 [require the person concerned to leave]
- 限制或拒絕其日後使用工作室 [restrict or refuse further use of the Studio]
- 依相關合約採取進一步措施 [and take further action in accordance with the applicable agreement]

25. 接受本規則 [Acceptance of the Studio Rules]

使用 Diamond Heart Dance Studio 即表示承租方、授課教師、參與者及訪客均應遵守本教室使用規則。[By using Diamond Heart Dance Studio, all renters, instructors, participants, and guests are required to comply with these Studio Rules.]

承租方及授課教師有責任適當告知其邀請或帶入之人員所有適用規定。[Renters and instructors are responsible for appropriately informing the persons they invite or bring into the Studio of all applicable rules.]

工作室得於合理必要之情況下修改本規則，並應確保最新版本可供使用者查閱。[The Studio may amend these rules when reasonably necessary and will make the current version available to users.]