**Accessing NSCD – film transcript**

Welcome to Northern School of Contemporary Dance. We are based in Chapeltown in Leeds.

Arriving at NSCD

If you arrive by bus, the bus stop is right outside.

We also have free parking with a disabled parking space opposite the front door.

As you enter the building, the first doors open automatically, then you will need to press the bell button on the intercom & someone will let you in the second set of doors.

To go to reception, you will need to either climb the 9 stairs, or use the lift to go up a floor.

* If the lift is not at your floor, press & hold the arrow button until the lift arrives.
* Open the door and enter the lift.
* Close the door – the lift will not work if the door is open.
* Press & hold the number 2 button and the lift will move up.
* When the lift arrives, open the door, exit the lift and close the door behind you so it can be used by others.

If you have a wider wheelchair, we have an additional entrance at the back of the building. Use the doorbell to alert reception and they will let you in.

Reception is on your right, please sign in here. If you are coming to watch a performance and you need to buy a ticket or collect your tickets, this is where you do so.

Riley Thetare

Riley Theatre has two entrances – through the double doors, then down some stairs, or through the back of the auditorium.

In the centre of the auditorium is a steep ramp. If you are a wheelchair user, we advise being accompanied down this ramp.

Seating for wheelchair users is at the front of the auditorium. Please make yourself known to staff if you require a wheelchair space, and they will assist you.

Riley Theatre used to be a synagogue and retains many of its original features such as the fixed pews with tall backs.

We have booster cushions available for anyone who needs them.

We also have ear defenders available in different sizes.

Toilets and ground floor

Behind the theatre and up the stairs to your right, you will find our health & wellbeing suite, where we provide counselling support for our dancers, and a chill out space when not in use.

The female toilets are up the opposite flight of stairs, male toilets are on the ground floor, and the accessible toilet is on your left.

As you head back towards reception, down a slight ramp, you will pass Student Services, and our Centre for Advanced Training office.

Up another short flight of 7 stairs or by using the lift you will come to the café. This lift works in a similar way as the previous one at the main entrance:

* Press the arrow down button until the lift arrives and you hear the door click unlocked
* Open the door and enter the lift.
* Then close the door – the lift will not work if the door is open.
* Press the arrow up button and the lift will move up.
* When the lift arrives, open the door, exit the lift and close the door behind you so it can be used by others.

Cafe

The café serves a range of hot and cold food, including vegan, vegetarian and gluten free options. The kitchen is nut free and endeavors to avoid the top 14 allergens. If you have an allergy, please inform the catering staff.

Ground floor studios and around

Through a corridor on your left you will find studio 2.

The artist changing rooms are located behind studio 2. These toilets are also suitable for wheelchair users.

There is also a lift access to backstage.

The door opposite the café leads to male and female changing rooms, each of which contains toilets and a drinking water fountain.

Further along the corridor is studio 3, the lighting studio, and the video edit suite, and studios 4 and 5.

There is also a flight of 22 stairs which leads to the library on the basement floor.

First Floor

To get to the first floor you can either take the flight of 22 stairs or take the lift.

This lift is slightly different to the other two.

* Press & hold the up arrow button to bring the lift to the ground floor if it is not there already. When the light on the button flashes, it is on its way.
* You will hear 3 chimes & the light on the button will stop flashing when the lift has arrived.
* Open the door & enter the lift
* If the lift door doesn’t open, re-press & hold the arrow button.
* Close the door – the lift will not work if the door is open.
* Press & hold the 1 button until the lift reaches your destination.
* If you let go of the button, the lift will stop.
* If you press the grey bar behind the control panel, the lift will stop.
* If you press the red emergency stop button, the lift will stop (no alarm will sound).
* To restart the lift after pressing the emergency stop, twist the red button to the right.
* Do not lean on the sides of the lift.
* Open the door & exit the lift.
* If the door doesn’t open, press the 1 button.
* If you are inside the lift and the lift stops working, press and hold the yellow bell button. A loud alarm will sound which will alert NSCD staff to you.
* The phone in the lift is not connected and should not be used.
* Close the door behind you so it can be used by others.

Studios 6 and 7 are located on the 1st floor, as well as another drinking water fountain.

You will also find the seminar room, the meeting room and some staff offices.

There are 2 more staircases back to ground level, one which will take you to the artist changing rooms, and one which takes you to studio 2 near the café.

Basement floor

To access the basement floor you take the stairs or the lift back down past reception and the entrance.

Here you will find the gender neutral changing rooms and toilets as well as some staff offices including student finances.

At the end of the corridor is the library.

For more details

Please see the Contact Us page on our website for more information on how to find us, and do not hesitate to get in touch if you have any questions or would like support on your visit. See you soon!