

TranscenDance Studios Rental Policies



Please initial each policy.

- _____ 1. **Rental Request Procedure:** Rental applications are submitted via online form. You will receive status of your application by email to the address submitted on the form. Once the studio verifies availability, then there are three required forms which must be submitted prior to approval of a use request:
1. TranscenDance Studios Rental Policies – initialed and signed
 2. TranscenDance Studios Rental Agreement
 3. If required, Certificate of Insurance listing in writing TranscenDance Studios as "Additional Insured" with a liability of \$1,000,000.

Rentals are not reserved until payment has been processed. Cash (exact change) or credit card accepted.

2. Rental Types:

_____ In-Hours Studio Rental

- Rental occurs within regularly scheduled studio hours. TranscenDance Studios students will be present in other studios and other areas of the facility.
- Multipurpose room and lobby unavailable for exclusive rentals during these times.
- Music and content must be family friendly.

Out-of-Hours Studio Rental

- Rental occurs outside of regularly scheduled studio hours. This does not guarantee exclusive usage of the entire facility, as there may be other renters in other spaces. Generally, TranscenDance Studios students will not be present. A TranscenDance Studios staff member will be onsite.
- Multipurpose room, lobby, or entire facility available for exclusive rental during these times.

- No restrictions on music or content. Be aware that there may be other renters on premises not utilizing family friendly music or content. TranscenDance Studios will do its best to coordinate varying needs of renters, but is not responsible for the material of others.

3. **Rental Minimums and Rate Classifications:** Rental hours can be concurrent, consecutive, or nonconsecutive spanning multiple days. Minimum rental block of 1 hour for In-Hours rentals or 2 hours for Out-of-Hours rentals.
4. **Billing:** Invoices will be prepared and sent once the certificate of insurance (if required) is received and the application is approved. Rentals are not reserved until payment has been processed. Cash (exact change), check, or credit card accepted.
5. **Cancellation:** Cancellations will be allowed up to one month prior to the event without penalty. Refunds are not available for cancellations on the renter's part within one month of the event, but we are happy to work with you to reschedule if the need arises.
6. **Usage Charges:** Rental rate includes costs for TranscenDance Studios front desk staff and all utilities (water, heat/AC, electricity). Use of equipment is an additional charge as listed below.
7. **Usage Time and Space:** Doors to facilities will be opened no more than 15 minutes prior to the time of scheduled use. All users shall be required to vacate the facilities within 20 minutes after the approved ending time on the rental agreement. Renters are restricted to the room(s) they have rented (except restrooms and lobby when available). Rented time must include time needed for set-up and clean-up.
8. **Clean Up:** Groups using the facilities are expected to leave the area clean and in order.
9. **Use of Equipment:** Equipment, fixtures, furniture, or materials shall not be brought into the facilities without written permission by the TranscenDance Studios, at the discretion of the director. Such exceptions may be granted at the time of approval of the request to use the facilities. Such equipment, furniture, or materials brought into the facilities must be removed from the premises at the conclusion of the time granted or the conclusion of the use agreement, and those items remaining must be stored. The storage must be in a manner prescribed by TranscenDance Studios so as to prevent any interference of normal studio operations or the use of the facilities by

the studio or other organizations or individual(s). Studio equipment, fixtures, furniture, or materials shall not be moved within or removed from the area of normal use without written permission granted at a time of approval of the request for use of the facilities. Movable equipment shall not be used outside the facilities. User groups shall be held responsible for any damage or loss to studio property.

10. Available Equipment for Rental

Item	Quantity Available	Hourly Rental Cost Per Piece
ballet barres: portable 8ft, dual-height Vitavibe brand	12	\$3.00
media stations: portable, equiped for Zoom classes or other media needs featuring:		\$20.00
- 50" 4k LED television	4	Available only as part of full media station package.
- 11.6" Apple Macbook Air laptop	4	
- HD webcam 1080p with 120° wide angle view	4	
- professional quality wireless lapel microphone system	4	
- 8-outlet surge protector power strip	4	
- adjustable heavy duty rolling TV stand with three tier shelves	4	
tumbling and skill mats		
- crash mat, large, black	1	\$10.00
- crash mat, small, folding, blue	1	\$5.00
- folding mat, 2" thick tri-fold personal exercise mat, black	24	\$3.00
- folding mat, black	8	\$5.00
- folding mat, blue	1	\$5.00
- folding mat, rainbow	5	\$5.00
- folding wedge, large, blue/green	1	\$10.00
- folding wedge, small, blue/purple/green	1	\$5.00
- octagon, orange/yellow	1	\$10.00
- smarter spotter, red/yellow	1	\$10.00
- smarter spotter stopper, red (included with smarter spotter rental)	1	\$0.00
- half-beam, foam, blue	2	\$3.00
- half-beam, folding, purple	1	\$3.00

11. **Employee Present:** A TranscenDance Studios employee must be present in the facilities at any time it is used unless a written exception has been granted by the Director.

12. **Supervision:** Persons under eighteen (18) years of age not currently enrolled at TranscenDance Studios shall not be allowed in the facilities without proper adult supervision. Groups of 25 or less children

must have at least one, renter-provided, adult supervisor present during the duration of the usage. Groups of 25 or more children shall have enough supervision to reach a 1 adult to 25 children ratio. Renter-provided supervisors are expected to ensure that all participants remain within the designated usage areas at all times.

- _____ 13. **Heating/AC:** Regulation of heating and air conditioning controls shall be by TranscenDance Studios personnel only.
- _____ 14. **Fire Exits:** Fire exits and doorways must be kept clear and all hallways made passable at all times.
- _____ 15. **Alcoholic Beverages:** The use or possession of alcoholic beverages on studio property is strictly prohibited and will result in immediate cancellation of the use agreement.
- _____ 16. **Smoking:** Smoking on TranscenDance Studios property is strictly prohibited and will result in immediate cancellation of the use agreement.
- _____ 17. **Controlled Substances:** The use or possession of any controlled substance will result in immediate cancellation of the use agreement.
- _____ 18. **Disallowed items:** No fireworks or use of any open flame. No sharp objects on dance floors (i.e. uncapped chair or table legs). No pets or animals with the exception of service animals.
- _____ 19. **Refreshments:** Renters serving refreshments during the course of their rental shall furnish all necessary consumable supplies and it shall be the responsibility of the renter to place all evidence of food or beverage in appropriate waste containers provided by TranscenDance Studios. Foods containing peanuts are not allowed due to allergies.
- _____ 20. **Neighborhood Courtesy:** All renters are requested to respect TranscenDance Studios neighbors by refraining from depositing refuse, cigarette butts, and beverage containers near our neighbors' premises, and by not parking in private residential spots. Please refrain from excessive noise or loitering on studio grounds.
- _____ 21. **ADA:** Renters providing programming must comply with any and all requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, including but not limited to providing necessary supports and accommodations to disabled persons in order for them to access the program in a manner similar to non-disabled persons.

- _____ 22. **Promo/Flyers/Publicity:** All publicity for events held at TranscenDance Studios must clearly state that the function is not sponsored by TranscenDance Studios.
- _____ 23. **Assumption of Liability or Damage:** The renter will assume liability for any damage to the building or its equipment caused by renters or by persons occupying the premises as a result of the rental.
- _____ 24. **Hold Harmless:** It is understood and agreed that in consideration of use of the studio facilities, renters hold TranscenDance Studios, TranscenDance Property Holdings, and all employees harmless for any illness, injury, liability or property damage arising out of such use.
- _____ 25. **Certificate of Insurance:** A Certificate of Insurance may be required listing in writing TranscenDance Studios as “Additional Insured” with a liability of \$1,000,000. When necessary, TranscenDance Studios may require insurance of the renter(s) in the following amounts:
1. Bodily Injury Liability: \$ 500,000 per person
 2. Property Damage Liability: \$ 100,000 each accident
- _____ 26. **COVID-specific Rental Policies:** I have reviewed the included list of COVID-specific rental policies that may supersede policies listed above.

I have read these Regulations and understand that the renter must fully adhere to the Rental Policies or the usage agreement may be immediately terminated by the TranscenDance Studios. In addition, I am fully aware and understand the responsibilities and obligations of the hold harmless and Indemnification Agreement.

RENTER NAME (PLEASE PRINT)

RENTER SIGNATURE

DATE