



Rental Handbook

Balance Dance Studios Open and Closing Check List for Studio Renters

Opening:

(If renting studio space before or after hours)

___ 1. To enter the building, locate the staff entrance to the left of the front set of double doors. The keypad is located to the right of this door. Enter the personal code you were given followed by the * into the keypad. If entered properly, a green light will appear and the door will unlock. (This code is for your personal use ONLY. Do not, under any circumstance, give your code to anyone!)

___ 2. Disarm the alarm by entering the same 4 digit code you were given followed by the #1 OFF button. The green "Ready" indicator light will be lit if all the zones are secure, and the keypad will emit a single tone to confirm that the system is disarmed. If this is not successfully completed, please contact Marcella (210) 789-9876 as soon as possible and explain the situation. If Marcella is unavailable, continue to call any of the emergency numbers listed on page 2 of the handbook until someone is reached and informed of the situation.

___ 3. Turn on necessary lights.

___ 4. Turn on the receiver in the Audio/Visual closet located to the right of the snack machine. There is a Master switch and three power buttons that need to be turned on. Please never place anything on top of the AV receiver or the system will overheat.

___ 5. Find the Hex Key in the drawer of the brown table located to the left of the front doors. Use this key to unlock the front doors for your dancers. You can do this by holding the door handle down, inserting the key in the small hole on the handle and turning it to the left until you hear a click. Please re-lock the front doors after everyone you are expecting for rehearsal or class has arrived by going through the same procedure as when locking it but by turning the key to the right until the handle pops back out. When the handle is out, the door will be locked from the outside. Never, under any circumstance, prop open a door!

Closing:

(If leaving studio after hours)

___ 1. Please clean up the studio space you have used when finished. All trash should be thrown away and left items may be put in our labeled "Lost and Found" cabinet located to the left of the front desk nearest to the instructors' lounge. There is a vacuum and broom in the instructors' lounge for tidying up the studio floor.

___ 2. If you have changed the temperature on the thermostat, please return it to the temperature it was set at upon arrival. (Usually this is 78 degrees on cool in the summer and 64 degrees on heat in the winter).

___ 3. Turn off all lights throughout the building.

___ 4. Turn the receiver off in the AV closet located to the right of the snack machine. There are three buttons that need to be powered off.

___ 5. Walk through the entire building (including bathrooms, all studios and instructors lounge) and ensure no one else is in the building. If others are present, ensure that they are capable of all closing protocols (including possessing a personal alarm code) and send Marcella (210)789-9876 a text message stating that the responsibility is being passed off to said person. If the other party is not capable of closing they will need to exit the premises prior to the designated closer arming the alarm and closing.

___ 6. Make certain all 4 exterior doors (Studio 4, Studio 1, staff entry/exit, and front doors) are locked and secured.

___ 7. Set the alarm before exiting by using your personal/private 4 digit code followed by the #3 AWAY button. Keypad confirms successful arming by:

- Beeping for duration of exit delay
- Armed AWAY message displayed
- Red armed indicator light
- Leave the studio through the staff entry/exit during the exit delay period to avoid causing the alarm to sound. The keypad beeps rapidly during the last 10 seconds of the exit delay to warn you that time is running out.
- Once you have exited the studio, make sure the door has closed behind you and stay for a full 60 seconds to make sure the alarm is properly armed. The light on the keypad will come to a solid red once it is armed.

Partition Information:

Our partition is a very expensive and fragile piece of equipment. You are required to schedule time with our staff before your reservation time to learn the proper way to open and close it. Please DO NOT attempt to move the partition if you have not been trained to do so. If executed improperly, a fee will be incurred.

The black key/handle can be found in Studio 2 in a bin in the top left cubby.

Emergency Numbers:

Marcella Garcia: (210) 789-9876

Shelby Sampson: (303) 913-9573

Kristin Nicolaisen: (512) 736-2023

Kathy Dupuy: (512) 657-8043

By signing below, I acknowledge that I have received and read this Handbook and that I agree to abide by the conditions of the policies detailed herein while renting space at Balance Dance Studios.

(Printed Name of Renter)

(Printed Name of BDS Staff)

(Signature of Renter)

(Signature of BDS Staff Member)

(Date)



Studio Rental Agreement

Balance Dance Studios and _____ agree to the following rental arrangements:

Balance Dance Studios will be rented the following dates at a rate of \$____/hour. Ongoing ____ One-Off ____

Date reservation made: _____, 2015

Amount Due: \$_____ *The full amount is due at time of booking in order to hold the rooms unless otherwise specified by Balance Dance Studios*

OTHER SPECIAL AGREEMENTS:

Renter will need to schedule a meeting with a BDS Admin before rental to learn how to use the sound system, how to get access into the studio and how to lock up.

Please note these additional conditions to your rental contract:

In order to reserve studio space, the full rental fee is due upon booking.

In the event that the renter cancels his/her rental time for a specific date, **Balance Dance Studios** needs to be notified via email (events@balancedancestudios.com) no later than 24 hours before the scheduled rental. If less time is given, renter may forfeit some or all of the rental monies, particularly if the studios could otherwise have been rented.

If studio lights are left on, studio is left in unacceptable condition, unsecure, or the alarm is set off and police are dispatched, renter will encounter fees. (\$50 cleaning or utility fee and \$150 police dispatch fee, as applicable).

We must have a copy of renters' valid driver's license for our files, as well as a **credit card on file**.

Renter assumes liability for injury of any persons they invite to the space, including but not limited to: injury to students in the renter's class, injury to performers or collaborators in the rehearsal, injury to guests or audience members at a showing.

Balance Dance Studios reserves the right to cancel or change this rental agreement at any time.

(Renter Printed Name)

(Name of organization if applicable)

(Renter Phone Number)

(Renter Email Address)

(Renter Billing Address)

(Renter Signature)

(Date)

Studio Rental Agreement

To reserve, call (512)-215-8727, or email Marcella Garcia at events@balancedancestudios.com

Balance Dance Studios offers 5 studios that are fully equipped with mirrors, barres, high sprung marley or wood floors, climate control, and Sonos sound equipment that is iPod and auxiliary cord compatible. The Studios can be used for classes, rehearsals, auditions, and photo shoots. Food, drinks (other than water), and street shoes are not allowed in studios, but are allowed in our lounges. Smoking is not permitted within 20 feet of the studio building, and a private parking lot is on site.

Specifications and Rates:

Balance Dance Studios

Studio 1: 630 square feet - \$35.00/hour

Studio 2: 974 square feet - \$45.00/hour

Studio 3 : 890 square feet - \$40.00/hour

Studio 2 and 3: 1864 square feet - \$75.00/hour

Studio 4: 541 square feet - \$30.00/hour

Studio 5: 705 square feet - \$35.00/hour

Bravo at Balance

Studio 6: 665 square feet - \$35.00/hour

Studio 7: 1710 square feet - \$75.00/hour

Studio 8: 1007 square feet - \$50/hour

Booking and payment policies:

I, _____, am claiming responsibility for the payment of rent to **Balance Dance Studios** for the use of studio space. I am at least 18 years of age and I hereby release **Balance Dance Studios** from any and all claims or liability due to personal injury or loss of property which I or my students may sustain as a result of participating in any activity at **Balance Dance Studios**. I am also responsible for any damages to the facility that may occur during my session.

By signing below, I agree to the terms above.

Signature _____ Date _____