

Rental Guidelines

Studio Rules

Entry/Exit

1. Please check in with the studio attendant at the front desk on the 11th floor before entering the studio for your rental.
2. All Artists must include any warm-up, set up, or strike time in their hours of rental and must be out of the studio by the end of their rental time.
3. Wifi information is available on the studio doors.

Food & Drink

4. Only water is permitted in the studio.
5. Absolutely no additional food or drink inside the studios. No gum.

Additional Rules

6. All photography and videography must be scheduled and approved.
7. No street shoes on the marley. Dance footwear or bare/socks only.
8. The Artist may not leave any of their belongings behind. The studio is not responsible for lost items.
9. The Artist is responsible for leaving the space in the same condition as received, including but not limited to, all Center theatrical property, equipment, furniture, fixtures, etc., standard wear and tear excepted. If in the sole determination of the Center there is damage to the facilities or its content, the Artist shall be charged for the cost of repairing said damage. The Artist will provide the Center credit card information for the purposes of payment upon the assessment of the cost of damage by the Center.
10. The Artist is responsible for cleaning up after themselves, including but not limited to, turning off the AC units/fans, putting away used equipment, throwing away trash, collecting belongings, etc.
11. The Studio is situated in a residential building. Music and noise must be kept at a reasonable level. Additionally, The Artist agrees that all rehearsals and Artist performance activity shall end before or promptly at 9:30pm on any night. If Artist activities run beyond 9:30pm, studio personnel have the right to stop the activity and instruct the Artist to begin their strike of the space.
12. The Artist shall use the Reserved Space only for the rehearsal and presentation of dance or other theatrical performances and for activities reasonably attendant thereto. The Artist shall not allow the Reserved Space to be used for any unlawful purpose.

Prohibited Items

13. The Artist shall not allow any object that might damage the floor (including street shoes of performers, staff, and members of the audience) on the floor of the main studio or small studio. No paint or body makeup that will transfer onto the floor during rehearsal or performance may be used.

14. Open flames or any material that produces smoke are not permitted.
15. The use of glitter and/or confetti (such as little bells, hearts and script) is not permitted.
16. Red spike tape is not permitted on the marley as it leaves stains.

Booking and Cancellation Policies

1. Please allow up to 48 hours for rental requests submitted during business hours.
2. Invoices must be paid in full at the time of the reservation. The Center cannot secure a rental without payment. If the Artist does not provide payment, the Center has the right to rent the studio to another organization willing to pay in advance.
3. A 50% refund will be provided for rentals that are canceled more than 48 hours before the beginning of their reservation.
4. There is no fee to reschedule your rental as long as you contact the Center with a request 48 at least hours before your scheduled reservation.
5. The Center will not refund or reschedule any rental that is canceled less than 48 hours before the beginning of the rental.