



# Studio Rental Information

## Rentals:

Street Beatz Studio is intended for movement-based work such as dance or fitness classes, workshops, rehearsals, performances, events or parties. The studio will be leased in blocks of time as follows: one-hour minimum, 30 minute increments. Space may be booked via email.

## Payment:

Lessee will pay at or before the time of each rental period, and are encouraged to pay in advance as much as possible. Rent checks are to be given to the manager of Street Beatz Studio. Lessee **MUST** pay for all studio space before the time it is used. All rent checks must be written to Street Beatz Studio. *Lessee will be emailed receipts within one week of payment if requested on your rental agreement.* **A late fee of \$15 per month will be charged for any accounts that are past due. There will be a \$25 NSF fee for all returned checks, as well as late fees if applicable.**

## For CLASS rentals:

**Class Rate: \$20 per hour Monday – Sunday 7:00 a.m. – 10:00 p.m.**

**Class Booking:** Teachers of regular weekly classes must confirm their class schedule for a full three months.

**Class Cancellation:** Space may be cancelled via email with ONE MONTH notice. *If a cancellation is arranged after rent has been paid, the balance will be applied towards future rentals of Street Beatz Studio (no refunds).* With less than one month notice, class renters may cancel but will pay full rental rate for the cancelled studio time. Teachers are encouraged to find substitute teachers and keep the class operating consistently.

If you would like your classes posted on the Street Beatz Studio website and Facebook Page, you will need to provide a description of the class on the form provided.

## For REHEARSAL Rentals:

**Rehearsal Rate: \$15 per hour**

**Rehearsal Bookings:** Rehearsal booking are only for instructors, companies or students that are already affiliated with the studio in a weekly rental capacity. Rehearsals may be booked in advance at any time.

**Rehearsal Cancellation:** Space may be cancelled or exchanged via email with TWO DAYS notice. *If a cancellation is arranged after rent has been paid, the balance will be applied towards future rentals of Street Beatz Studio (no refunds).* With less than two days notice, rehearsal renters may cancel but will pay full rental rate for the cancelled studio time.

## For WORKSHOP and EVENT Rentals:

Street Beatz Studio can be booked for workshops, events and parties. All workshop and events will be booked for a minimum of 3 hours. Extra hours are available at a discounted rate. Workshops and events require a \$50 deposit at the time the event is booked. You must cancel your event at least two weeks in advance to have your deposit refunded. You can reschedule your event within the two week for a \$15 charge.

**Event Rate: \$75 for 3 hours. Each additional hour is \$15.**

Event Bookings: Events may be booked in advance in person or via email. If booked via email, the deposit should be dropped off or mailed and received by the studio within 2 days of booking.

The remainder of the payment is expected on the evening the event is scheduled prior to the event. If you would like your event posted on the Street Beatz Studio website and Facebook page, please send a press release/description via email.

## Classes & Students

### **Class Information:**

You are your own boss at Street Beatz Studio. You must choose your own schedule, your class fees, class length, your student age range, size of class, etc. Please contact us at [lisa@streetbeatzstudio.com](mailto:lisa@streetbeatzstudio.com) to see if your desired time slot is available. Once we come up with a time that works, we have a rental contract that you will sign as an instructor. The signed contract and payment must be turned in prior to the use of the studio.

Street Beatz Studio requires that the lessee is on-site at all times during the rental period. You are also required to keep a class sign-in sheet for every class/event you hold at our facility. You can use this list for your records, but we will also need a copy of it on file for our records. There is a template online under Instructor Forms that you can print to use for sign-in.

### **Class Marketing:**

The lessee is responsible for finding their own students for your classes. If you would like your class information put on the Street Beatz website, Facebook page, Instagram and Twitter, it is your responsibility to get the information regarding your class to Street Beatz Studio. There is a form under the "For Instructors" portion of the website that you can fill out to turn into our office.

If the information is provided, we will

1. Post your class/event on the website calendar
2. Include an instructor bio, instructor photo, contact information and class flyer on the "Student Page" on the website.
3. Post your class info on Facebook
4. Tweet about upcoming classes on Twitter
5. Post photos of class on Instagram.

Street Beatz Studio is not responsible if this information changes once it is posted. It is the responsibility of the lessee to give us updated information.

### **Students:**

Street Beatz Studio is not responsible for your students/participants, you are. Each instructor will collect registration forms, contact parents, their own tuition and be responsible for finding a replacement or cancelling class if they get sick. You should be the sole contact for your students. We have posted a student registration form online under the student section for your convenience.

The Lessee is responsible to control the students, participants and their families. If you have behavioral problems please address them promptly and speak to the parents or remove the student from the class.

### **Liability:**

Lessee assumes liability for injury 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 rehearsal, injury to guests or audience members at a showing.

**Lessee will be given liability release and photo waiver that EVERY one of their clients must sign, releasing Street Beatz Studio from any liability.** This form can be found online on both the Instructor and Student Form pages. All instructors are encouraged to obtain liability insurance coverage of \$1,000,000.00 or more naming Street Beatz Studio as an "Additional Insured". A copy of the insurance certificate should be given

to our office to keep on file.

## Studio Information & Rules

### **Studio Receptionist:**

Street Beatz Studio will NOT provide a receptionist at the studio during your class time. We have made the students aware of this situation. If someone comes into the studio while you are teaching for information, please advise them to take a packet of information that we will provide near the front desk.

### **Studio Time:**

Street Beatz studio books class time back-to-back. If there is a class before your scheduled time, please remain in the waiting area until it is your turn in the studio. If you need time in the studio to prepare for your class, you must book the studio accordingly. Once your class is complete, please vacate the studio promptly. If there is not another class after yours, please secure the studio before you leave.

### **Parking:**

Please inform your students and guests that there are two marked parking spaces for Street Beatz Studio in front of the door marked SBS. You and your clients are NOT allowed to park in any other marked parking space. There are many unmarked spaces in the parking lot and those are available for parking at any time. If ANY problems arise with the parking, please make sure the Street Beatz staff is aware of the issue.

### **Front Desk:**

The front desk is there for you, the instructor, to use. We do NOT have a studio phone. Instructors are encouraged to bring their cell phone to use. Please do not allow the students and or family members to sit behind the desk. The desk is stocked with office products, but please do not use an excessive amount. If we find something missing from the desk area during your rental time, you will be charged.

### **Emergencies:**

For any urgent issue that might compromise the structure or safety of the studio or the building, please call the Street Beatz Studio contact. For accidents, health crises, criminal activities, or fire, call 911 first, then the Street Beatz Studio contact.

### **Stereo:**

The person who is responsible for renting the studio will need a brief lesson in working the stereo systems and is the ONLY person allowed to touch it during your rental time. The stereo system has an auxiliary cord and I-pod cord to hook up your music. We also have a CD player that can be plugged into the stereo system.

### **Disco Lights:**

You are allowed to use the disco lights for your classes/events. Please use the remote to turn them on and off.

### **Shoes:**

Only soft-soled, non-marking, absolutely clean dance shoes are allowed on the dance floor. All street shoes MUST be wiped off or removed before entering the dance studio.

### **Food / Beverages:**

There are to be no alcoholic beverages onsite at any time. Not food or gum is allowed in the dance studio, but is allowed in the waiting area. You and your students may have a water bottle in the studio, however we do encourage the use of the water fountain.

### **Smoking/Incense/Flames:**

No smoking anywhere inside the building. *No incense or open flames of any sort.*

### **Props/Decorations:**

Any props or decorations need to be constructed in such a way that they can cause no damage to the dance floor. All props must have felt padding on any part that rests on the floor. If you choose to hang items on walls or from the ceiling, you may not cause any damage from tape, pins, etc.

### **Storage:**

Lessee may NEVER leave any equipment, props or personal belongings anywhere in the studio, hallway, bathroom, or back rooms. You must bring everything needed for your class or event to the studio with you.

### **Studio Entry:**

Depending on your rental situation, a Street Beatz Staff member may open the door for your class/event or you may be issued a key. This will be noted on the rental agreement form when booked. If you are issued a key, it will only on lock in the bottom lock on the front door. The top lock is the master lock and can only be opened by the Street Beatz Studio manager. Please expect this master lock to remain locked until 15 minutes prior to your scheduled time. If you need to arrive earlier, you must book additional time in the studio.

If you are issued a key, that key is allowed to be used ONLY by the lessee listed on the rental agreement. If the key is lost, you will be charged the fees of re-keying the door lock and re-cutting keys for every lessee. (Approximately \$100)

### **Security:**

The lessee assumes responsibility for the security of the space during each rental period. Renters are required to return the space to a secure state upon leaving by locking the street door, ensuring the back door is locked, and closing all windows.

### **Housekeeping:**

The lessee assumes responsibility for returning the studio to a good state before they leave. All windows must be fully closed. All lights, heater(s), air conditioner and electrical equipment must be turned off. Trash and litter must be removed to the garbage can outside the rear door. Please sweep/vacuum if necessary, and leave the studio in wonderful condition for the next renter. If Street Beatz Studio feels that the studio is left in poor condition you will be charged a cleaning fee of \$50.

### **Damage:**

Lessee will assume full responsibility for any damage caused to any part of the entryway, studio, waiting room, bathroom, stereo equipment, floors, windows, mirrors, walls, ceilings, etc. sustained during the renter's scheduled studio time. Lessee agrees to pay in full for repair or replacement of any item or structure damaged by the renters or by performers, collaborators, or guests invited to Street Beatz Studio by the renter. Full payment for damage will be made within ONE MONTH of the damage or the damages will be turned over to the collection agency and a fee of 40% will added to your total.

### **Belongings:**

Please check the studio, waiting area, bathroom and kids loft for any of your participant's belongings before you leave the building.

### **Studio Problems:**

If you have any issues with the studio, like maintenance or stereo problems, or issues with other instructors, please contact email the studio manager at [lisa@streetbeatzstudio.com](mailto:lisa@streetbeatzstudio.com). We'd like to know about them before they escalate.

### **Future Policy Changes:**

Street Beatz Studio reserves the right to change the above rental policies at any time to reflect the needs and concerns of the studio, community, and resident companies. Lessee will be informed of changes to rental policies.

I have read and fully understand the terms of the rental information and agreement.

Lessee Name: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_