



## Dance Loft on 14: Rental Terms and Conditions.

By renting at Dance Loft on 14, you agree to abide the following rental Policies, Terms and Conditions.

Dance Loft on 14 is the facility of Moveius Contemporary Ballet, a professional DC-based dance company. Dance Loft aims to help solve DC's arts space crisis, further access to dance, and boost a homegrown dance and performing arts ecosystem. The policies herein are intended to keep the facility functioning well so it can continue to be a resource for thousands of dancers, performing artists, and creatives in the DC metro area.

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## 1) BOOKING AND PAYMENT POLICIES

### a) Booking Procedure

- Renters should submit an inquiry form online through our rentals page, or email rentals@danceloft14.org. Our team strives to return inquiries within 24 hours.
- Rentals are to occur during normal business hours (9am-10pm) unless otherwise arranged with staff.

### b) Payment

#### i) *Payment method and due dates*

- All renters must have a credit card on file in our booking platform, Skedda. Dance Loft staff will process payment for bookings.
  - ☞ Ad-hoc bookings: Dance Loft cannot hold space without payment. This means that payment is due at the time of booking. Once you confirm you'd like to proceed with booking, Dance Loft will charge the card on file.
  - ☞ For Recurring renters/members with consistent timeslots: payment is due on the 15th of the month prior. For example, for ongoing rentals in the month of March, payment would be processed on February 15th.
- Payment that is returned by the bank with a corresponding bank fee will be subject to a \$25 returned payment fee.
- For non-typical uses such as a theater production, a payment schedule may be agreed to at the discretion of Dance Loft management.



## ii) *Cancellation and Refunds*

- Dance Loft does not issue refunds. We encourage renters to only book space they know they will use.
- The cancellation policy is as follows:
  - ∅ For evening and weekend rentals (M-F 4pm-10pm and Saturday/Sunday 9am-9pm): Typical rehearsal or class/workshop rentals may be cancelled up to 7 days in advance for credit only towards a future rental.
  - ∅ Cancellation less than 7 days prior to rental: No refund or account credit.
  - ∅ Weekday rentals (M-F, 9am-4pm) may be cancelled up to 24 hours in advance for credit only towards a future rental.
- Common cancellation questions:
  - ∅ Renters that cancel due to sickness, travel, or other reason less than 7 days prior to the rental will not receive a refund or account credit.
  - ∅ No-shows will be charged the full rental fee.
  - ∅ Renters using less time than originally reserved will be charged the full rental fee.
- Credits at Dance Loft will expire 6 months after the canceled rental date.

## 2) RENTAL RATES AND PRICING POLICIES

Rental rates differ according to the studio, time of day, planned studio use, and number of people attending the rental. Our current rates are available online. The below guidance further explains factors that affect rental rates for a given activity.

### a) Rental Timing

- Peak rates are Monday through Friday after 5:00pm, and all open hours on Saturday and Sunday.
- Off peak rates are Monday through Friday before 5:00pm. These are discounted by 20%.
- Set-up, participant arrival, breakdown, and participant exit from the specific studio must be included in the paid rental hours. Please factor this in when requesting a rental.



- Ending late or starting early is not permitted. Any such time must be paid for.
- Unusable studio time between rentals during peak hours: A renter who seeks to rent two or more same-day bookings in the same studio with gaps between bookings of less than one hour will be charged for the studio time between bookings at the typical use rate. In other words, someone who books Studio 1 on Saturdays from 1-2 and 2:30-3:30 will also be charged from 2-2:30.

#### b) Studio Use: Typical Use

- Published rates are for typical rehearsal, group practice, or class use.
- **Typical use for groups larger than 20 are subject to additional policies:**
  - Activities expecting over 20 people **must** use Studios 1 or 2. Renters that overcrowd studios 3 or 4 will be charged a \$75 fee on the day-of.
  - Large groups over 25 are subject to the following additional fees:
    - 26-34 people: \$20 Additional fee/hour
    - 34-42 people: \$30 Additional fee/hour
    - 42-50 people: \$40 additional fee/hour
- Renters agree to notify Studio ahead of time if the intended use is not-typical (see below) and/or if they expect a large group over 25 people.
- If, on the day of a booking, a renters' has a non-typical use or a large group, Dance Loft will collect additional charges per our fee schedule.

#### c) Non-Typical uses

Special uses such as youth events, workshops, large groups, auditions, events, meetings, open rehearsals, performances or productions require additional fees listed below, and/or custom rental quote.

##### *i. Workshops*

Workshops are defined as any class that is not regularly scheduled each week.

Workshops are required to book at least 15 minutes before and after the workshop start time to allow for set up, student arrival, and break down. Workshops are charged at the class rate, and are subject to the additional fees based on attendance. Workshops



expecting over 20 people must use Studio 1 or 2. Large workshops over 25 people are subject to a additional charges:

- 26-34 people: \$20 Additional fee/hour, 75, or 90-minute class
- 34-42 people: \$30 Additional fee/hour
- 42-50 people: \$40 additional fee/hour
- Please note these “large group” fees apply to regularly scheduled classes, group practice, or rehearsals as well as noted above.

*ii. Auditions*

Auditions are required to book two studios: one for the main audition, and one to hold auditionees and their families. Auditions are required to use classes/workshop fee structure and abide by additional fees.

*iii. Children and youth Activities*

Any rehearsal, group practice or class involving youth/children is charged at the Teaching Artist rate. Large events involving children require a custom quote.

*iv. Information sessions*

Information sessions, community meetings, and other information-oriented events are required to book 30 minutes ahead of time for set-up and audience arrival, and 15 minutes afterward, and require a custom quote.

*v. Performances, productions*

These require a custom quote.

*vi. Socials and Events*

These custom a quote.



### 3) POLICIES FOR USING THE STUDIOS DURING YOUR RENTAL

#### a) Check in

- All renters and their attendees must check in with a Client Relations Associate at the Front Desk prior to proceeding to a rented space.
- Renters agree to Dance Loft's liability waiver. Renters agree that participants in their rentals will sign a waiver and provide contact information to Dance Loft staff once participants arrive on site.
- Dance Loft reserves the right to request liability insurance from renters and will notify the member/renter in advance if this is needed.

#### b) Studio Access

- Renters may access common areas while briefly waiting for their studio or exiting; however, extended use of common areas is not included. Renters and their attendees are restricted to use of their booked space and do not have access to rooms including administrative offices or other studios.
- Use of common areas such as hallways or locker rooms for additional practice space or break-out groups is prohibited.
- Front-door unlocking codes will be provided to some renters. We have these codes for security reasons, and sharing of these codes among your rental participants is strictly prohibited.

#### c) Equipment and Music

- Music Volume must be kept to a reasonable level that does not interfere with others' ability to use other studios.
- Dance studios are provided with the basic equipment listed online: A Bluetooth-enabled speaker, mirrors, 1-2 chairs, and dance-appropriate flooring.
  - Wi-Fi is not included with the rental.
  - Pianos may not be moved or used without making prior arrangements.
  - If the renter requires additional, equipment or set-up (chairs, tables, etc.) of studio space, it is the renter's responsibility to let Dance Loft know ahead of time.



- Per-item fees for tables, seating, lighting, Wi-Fi, and other equipment apply.
- Renter may bring all reasonably necessary personal equipment and supplies for rehearsal, but may not store or leave any items after rental period.
- Mylar mirrors in Studio 1 must not be touched or moved without prior written approval. For approval of use, please email [rentals@danceloft14.org](mailto:rentals@danceloft14.org). Any damage to the mirrors will result in a replacement fee of \$600 per mirror.
- If a mirror, speaker, or any item in the rented studio is damaged or broken by an activity of the rental, the renter agrees to be held financially responsible for the cost of replacement.
- Studios are equipped with HEPA air filters. For temperature adjustments, see our Client Relation Associates at the front desk. Theater studios have HEPA filters located in each studio. Please turn these on at the top of your rental and off before you leave.

d) [Check out and Clean-up](#)

- Renters must do a broom sweep at the end of their rental using the brooms and dustbins provided.
- Renters and their participant's trash must be removed and disposed of in the receptacles provided.
  - This includes tape or other substances left on the floor/mirrors/walls or any unauthorized activity that alters the room and requires staff to restore it.
- Studios must be restored to the exact condition they were in before your rental.
  - Should you leave a studio in a condition other than how you found it, you will be charged a \$50 penalty fee.
- Studios are typically booked back-to-back. Help us stay on time by promptly beginning and ending your rehearsal period. All renters and their attendees must vacate the building immediately after the rental period.
- Renters must “check” out with front desk staff and confirm they have restored, swept, and maintained the studio room, and notify staff of any equipment damage or other rental issue.
- Please respect building closing times. If you are the last renter in the space before closing, staying past your rental end time will result in a \$75 penalty fee



per 15 minutes, starting on minute one after the rental end time.

- Occasionally, a renter may be entrusted with lockup duties. Failure to lock up the space properly results in a \$300 fine.

#### e) Restrictions, Safety & Security, and Personal Items

- No food or beverages, except water in closed containers, are permitted in any studio. Alcohol is not permitted.
- Glass, glitter, or glittery body gel/spray are not allowed in our dance studios.
- Bikes are not permitted indoors. There are bike racks outside. Dance Loft does not provide bike locks.
- Smoking is prohibited inside and is not allowed within 20 feet of the entrance.
- Flammable special effects, candles, incense, open flame, smoke machines, hazers, dry ice, or any other kind of atmospheric effects are not permitted. The use of any of these items will result in a \$250 fee.
- To maintain safety, all exterior doors must remain closed at all times. Doors must not be propped open. Each renter will receive one warning, and then a \$75 fine will be charged for leaving the door open for each occurrence.
- No animals are allowed on the premises unless they are a service animal. If so, renters must provide documentation 72 hours prior to the rental date.
- Renters are not permitted to store props, costumes, or other items at Dance Loft between rentals.
- All personal belongings of the renter are their sole responsibility. Dance Loft on 14 is not liable for any missing or damaged items.

#### 4) SCHEDULE AND OTHER DANCE-LOFT INITIATED CHANGES

- Dance Loft reserves the right, from time to time, to move bookings from one studio to another to accommodate a performance, special event, or repair at Dance Loft on 14.
- Dance Loft also reserves the right to cancel bookings in case of emergency.
- Studio changes do not occur often, and only occur when it is in the essential interests of the Dance Loft organization to do so. We appreciate your compliance and understanding when a change needs to occur. Dance Loft will do its best to provide as much advance notice as possible of any changes.





- Dance Loft also reserves the right to modify its booking policies, terms and conditions, prices, equipment availability, membership tiers, and any other provision with or without advance notice.
- Dance Loft also reserves the right to modify its studios and physical facility at any time.
- Dance Loft reserves the right to adjust ongoing rental and studio availability to accommodate essential school year programs. This typically occurs once before fall semester and once before spring semester. We will work with renters to mitigate any such changes in availability.

#### 5) MEMBERSHIP POLICIES

- Dance Loft encourages renters to become annual members, to receive reduced rates and priority booking. Member rental rates and additional benefits are detailed on our website.
- *For Individual members:* the name membership account must be the person on-site during the booking. Individual members cannot share membership with other individuals.
- *For Organizational members:* Organizations may purchase a membership with the name on the account as the person responsible for payment and submit up to 3 additional names for on-site responsible point of contacts during the rental.
- Marketing support for member's events is available at an additional fee.
- Members must abide by Dance Loft's "Typical Uses" policies. See section 2 earlier in this document. Members agree to notify Studio ahead of time if the intended use is not-typical (see below) and/or if they expect a large group over 25 people. Members pledge that any space they book themselves online will always correspond to their typical use.
- If, on the day of a booking, a renters' has a non-typical use or a large group, Dance Loft will collect additional charges per our fee schedule.
- All rental policies in this document above apply to Members and their rentals.