

batterydancecompany

STUDIO POLICIES AND PROCEDURES

Welcome to Battery Dance Company's Studio Share Program. We look forward to developing a friendly and professional relationship with everyone. Please spend a few moments to review the information on the following pages. We hope that it will answer your questions while clarifying our policies and procedures.

STUDIO SPACE AND RENTAL FEES:

Battery offers two spacious studios equipped with wood sub-floors covered with Harlequin Stand Fast, natural light, full-length mirrors, self-adjusting heat and 11.5-foot ceilings.

- Front Studio: 30' x 43' with ballet barre.
- Back Studio: 30' x 37' with piano and portable ballet barre.
- Dressing rooms are available for both men and women (showers and toilets).
- The studios are available 7 days a week, every day of the year, from 6am to 12am Midnight.
- Office hours are Monday-Friday, 9am-5pm, excluding federal holidays.

RATES (per hour):

Dance Rehearsal Rate:	\$18.00 (10am-6pm weekdays; 10am-10pm weekends)
<i>Peak Rehearsal Time</i>	\$23.00 (6pm-10pm weekdays)
<i>Angel Program</i>	\$10.00 (8am-10am and 10pm-midnight)
Non Dance Rehearsal Rate:	\$30.00
Small Class (10 or less) Rate:	\$30.00
Large Class (11 or more):	\$40.00
Auditions:	\$50.00
Video/Photo Shoot:	\$100.00
Commercial/Film:	Negotiable

FEES:

Boom box rental:	\$ 5.00 per use/\$25.00 per year
TV/VCR rental:	\$ 5.00 per use/\$25.00 per year
Key deposit:	\$35.00 (refundable upon return of keys)
Late night security deposit:	\$50.00 (refundable upon appropriate use of space)

**Please note that ALL renters who are using the space after hours or on the weekends are responsible for picking up keys during office hours.*

REGISTRATION (Annual Fee):

Dance Rehearsals:	\$ 5.00
Non Dance Rehearsals:	\$15.00
Classes/Other:	\$25.00

Paying for space:

Please note that we no longer accept payment under the door. If you are renting while the office is closed, you must arrange payment in advance.

You can make a payment in one of the following ways:

- **IN PERSON, BEFORE OR AT TIME OF STUDIO USE.** For your convenience, cash, credit card and personal checks are all accepted at the office window.
- **BY PHONE (212-219-3910), BEFORE YOUR BOOKING.** VISA or Mastercard are accepted.
- **IN THE MAIL, BEFORE YOUR BOOKING.** Please send us a check if you cannot pay in person or with credit card.

Canceling a Booking:

- A booking may be cancelled within 24 hours of placing the booking at no charge. (NOTE: Calling 24 hours before your scheduled booking is not the same; we have had some confusion in the past.)
- If you must cancel the booking after the 24 hour grace period, you will be charged for the booking unless the space can be rebooked.

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Penalties and Fines:

- Key holding renters are responsible for locking the doors behind them when you are done using the space. **ALL DOORS MUST BE SECURELY SHUT AT ALL TIMES. PROPPING DOORS OPEN IS NEVER ALLOWED.** This rule is in place so that Battery can continue to offer a safe, secure, a affordable and accessible space for renters. Failure to follow this rule will result in a \$50 fine.
- Any renter who leaves the studio in less than clean condition will receive a verbal or written warning. Failure to respond and/or a repeated offense may result in a \$25 fine.
- Any renter who fails to turn off the lights, fans or heaters upon leaving the space will receive a \$50 fine.
- A 10% late charge will be added to any balance 30 days past due.

Other important tidbits:

Food and Drink:

Battery encourages you to use the dancers' waiting area in the hall outside of the front studio to finish your food/drink and to dispose of your trash in the proper receptacles before entering the studio. NOTE: Please empty all liquids in the sink before tossing your cups and bottles.

Gum:

Chewing gum is prohibited in the studios.

Smoking:

Battery is a smoke free environment. **SMOKING IS PROHIBITED THROUGHOUT THE BUILDING, INCLUDING STAIRWELLS.**

Candles & Incense:

The use of candles and incense is strictly prohibited at all times throughout the building.

Rosin:

The use of Rosin is prohibited in the studios.

Intercom & Doorbell:

Rehearsal directors/class instructors are responsible for buzzing in colleagues on our intercom. Please use the "talk" button to ask for identification before opening the door. Once the members of the group reach the door at the top of the stairs, please let them in.

Time:

Please be responsible and leave the studio when your time is up. Studio space is booked back to back and it is important to be respectful of other renters' time.

Emergencies & Accidents:

Please come to the office immediately! We have a first aid kit for minor emergencies. The Studio Manager will gladly contact the proper authorities if there is a serious emergency that needs attention.

Shoes:

Our new floors are covered in Harlequin STANDBAST, and we want to protect them from damage. Tap shoes are permitted, but shoes with nails (for Flamenco dancing) are **strictly prohibited**. Any renters that leave scuff marks will be required to clean the floors after their studio use. (We will provide the materials - consult the Studio Manager for details.)

Battery Dance Company

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OTHER REMINDERS

You are only permitted to use the studio you have booked, regardless of whether or not the other studio appears open. Our neighbors sometimes rent the space in order to keep it quiet. Please be respectful.

Do not stay past your designated booking time. Neighbors have reported that there are renters who stay past their scheduled slot, especially during the late night hours. This constitutes an unauthorized use of space and is not permissible under ANY circumstances.

Do not wear shoes that leave scuff marks on the studio floors. If you notice that your shoes are leaving marks, remove them immediately.

Remove all trash and keep the studios, dressing rooms, and hallways clean. If you put tape on the floor, please remove it before you leave. Pour excess liquids down the drain before discarding beverage containers.