

A living arts centre's studio rental policies

A living arts centre (alac) is a caring community built on trust and respect

Once you make a studio booking, you will be asked for your information as well as your liability insurance. You will receive an orientation on how to open and close the centre.

PAYMENT can be made in either cash or check (made to ALAC).

ONE TIME rentals: New renters pay at the time of booking. Continuing renters pay on the day of usage.

One day Workshops (up to 4 hours): New renters have to pay the full amount ahead to reserve that time. Continuing renters are not required to pay a deposit.

Workshops lasting a few days (or over 4 hours in 1 day): all renters are required to pay a 30% deposit in order to secure the space on the schedule. In case of **CANCELATION**, two weeks notice is required, prior to the usage for ALL workshops. Deposits will be refunded only if the two weeks notice has been given.

MONTHLY rentals: renters must pay for the entire month. That means counting how many weeks in that month, as sometimes a month consists of 4 weeks or 5 weeks. If the renter chooses to only use 3 weeks in a month, the price switches to the ONE TIME rental (the only exception would be if it falls on an official holiday*). If the renter has to cancel a class, there is an option to reschedule that time, but within the same month. Once the month is over, no make up time will be allowed to go into the next month. * Official holidays are: New year, Memorial, Independence, Labor, Thanksgiving and Christmas days.

LEASES (minimum of 6 months): It guaranties the reservation of the space for the length of the lease as well as provides a regular monthly payment. Within the duration of the lease, the renter can make up missed classes in exchange for workshops or rehearsals, when available. Once the lease is over, all make up hours are forfeited.

A living arts centre provides a beautiful studio space in working order, available at your class time. Once the space is rented, alac is not responsible for whether or not the class is attended by the renter's students. If the renter does not hold a class due to illness, weather, low attendance etc., it is the sole responsibility of the renter to organize a make up class or the time is forfeited.

Suggested Etiquette

- Smoking is prohibited in the building.
- Please arrive 10-15mins. before your class as you may have to open the building for your participants.
- Recommend to your students to use the changing rooms for their clothes and shoes etc., and tell them to bring valuables into the studio.
- Be mindful of your volume especially in the hallways.
- Be sure to follow the instructions for the use of the stereo system, for turning your device on and off.
- Unattended children are not permitted in the centre, only allowed with parental supervision inside the studio.
- No outdoor shoes, tap, flamenco or irish dance shoes will be worn on the studio floors.

*Thank you for your care and cooperation,
Amy Anderson 303 909 7294 amy@engagemovementarts.com*

