



FLAMENCO VIVO CARLOTA SANTANA

STUDIO RENTAL POLICY

Please read and review all of the rules and regulations for the use of the studios at The Center for Flamenco Arts. Your signature below will serve as an agreement.

ALL RENTERS WILL KINDLY PRE-PAY FOR THEIR BOOKINGS ONLINE OR IN PERSON AT THE FLAMENCO VIVO OFFICE. FLAMENCO VIVO RESERVES THE RIGHT TO CANCEL ANY CURRENT RESERVATIONS AND TO RESTRICT FUTURE BOOKINGS FOR RENTERS WITH OUTSTANDING PAYMENTS.

- Payments must be made by the end of the rental period. Late payments will incur a late fee of \$5/hour with a 7 day grace period.
- We request the courtesy of 48 hours notice in the event of cancellation. Failure to do so will result in a full charge for studio time reserved.
- If you will be renting the studios via our online booking system and are securing rental times during the weekend, please send in your request before 5:00pm on Friday. Your rental request cannot be guaranteed if booked after that point.
- There is a \$35 service charge for any returned check.
- Restrooms/dressing area and shower rooms are provided on the 7th floor. Please do not use the waiting area on the 8th floor as a dressing room. The access code to the shower room is 2016.
- Garbage cans and recycling bins are provided in each studio and the waiting area. As a courtesy to your fellow renters, please make sure all garbage, tape markings and personal items are removed from the studio space and waiting area before leaving. Failure to do so will result in restricted future booking capabilities and studio maintenance charges.
- Please make sure lights, air conditioning/heating and boom boxes are turned off and the windows closed before you leave the studio after your rental.
- Renters must vacate the studios promptly at the conclusion of rental period.
- No food or drink except for bottled water is permitted in the hallway or studios.
- Smoking is not permitted anywhere in the building.
- No animals are allowed in the studios or hallway.
- Please do not warm up or rehearse in the hallway.
- Street shoes or slippers must be worn at all times outside the studios. No bare feet, please!
- Any damage to FVCS Dance Studios equipment or facilities will be charged to the renter.
- FVCS Dance Studios are not responsible for items left, lost or stolen.