

# Rental Agreement

**Studio Policy & Guidelines for Use**

All rentals are subject to Ultimate Dance Center (UDC) approval and availability of the space. It is the responsibility of the renter and/or their representatives to inform the individuals renting the space of the below terms and conditions.

 **Licensor/Premises** Ultimate Dance Center 3234 S Florida Ave. Lakeland, Florida 33803

**Included in rental**: ADA accessible sprung hardwood dance floor, two bathrooms (front restroom is ADA accessible), A/C unit, WiFi, 2-speaker sound system with MP3/Aux input.

**Available Hours**: The studio schedule is updated daily and is available 24/7 at udclakeland.com. Scheduling can be handled over the phone via 863-644-5275 or via email at Info@udclakeland.com.

**Uses**: Rehearsals, classes, workshops, showings, photo shoots, private lessons, dance socials, meetings, rehearsal dinners, auditions, birthday parties and private events, etc.

**Rates/payment:** Rental Space at UDC is available at $35 per hour or $55 per hour if group instruction is asked (up to 30 people). The rental fees must be paid in full 48hrs prior to the event date or prior to event start time. If you cancel within 24hrs then you will receive 50% of the rental fee if you do not cancel within 24hrs then your forfeit the entire rental fee. We accept payments by credit or debit card only. In order to be eligible for our non-profit rates, you must have 501(c)3 status. Non-profit rates are applicable for rehearsals only. If the time of studio use exceeds the agreed time allotted- renter will be subject to an extended time fee.

**Personnel and Equipment**: Renter may bring all reasonably necessary personnel and temporary sets onto the property for the purpose of conducting class or rehearsal but may not store or leave any items after rental period. UDC is not responsible for any personal property that may be stored or left on the premises. Any furniture/objects moved through out class/event must be returned to original location at end of session.

**Right of Entry**: UDC, to the extent it may do so under its lease, shall retain the right of entry into the studio, provided they do not interfere with class, rehearsal, meeting or event. If you require no assistance with your event the staff member may leave and return to lock up and inspect the space. We have a 24/7 surveillance system monitoring the space.

**Staff and Interns**: ALL UDC staff and up to two interns may participate in any open classes, event, or workshops free of charge.

**Insurance**: Renter shall maintain liability and property damage insurance covering the use of the property by renter in customary and adequate levels.

**Indemnification**: Renter will indemnify, defend and hold UDC harmless from any claims, demands,

attorney’s fees, costs, judgments, damages and losses arising out of personal injuries or property damage occurring on or arising on the property, or on sidewalks or streets adjoining the property during or arising

from the time period established between renter and UDC as detailed in the contract or “UDC

Confirmation” email.

**Cancellation\***: Contracted on-going rentals’ cancellation policy is detailed in their contract. Schedule shifts or cancellations for any not-contracted booking require 48-hour notice prior to confirmed rental period.

Cancellations that occur with less than 48 hours’ notice are the responsibility of the renter and payment will be due in-full. To cancel a reservation, email notice to info@udclakeland.com or call (863) 644-5275. You will receive a reply confirming your cancellation.

**\*UDC reserves the right to cancel a confirmed reservation or refuse any rental request**. In the event UDC must cancel a pre-paid reservation, the renter will receive credit for a future rental or a full refund. Every effort will be made to reschedule the rental.

**Condition: Renter assumes responsibility of the space during rental period and must ensure that the space is found and left in adequate condition.** If renter enters the studio and deems it in unacceptable condition, it is renter’s responsibility to notify management and provide photos, if possible.

Upon exiting, you must:

* Remove any and all equipment & signage that you brought in.
* Pick up garbage and any items left by you and your group. Left items may be placed in the ‘Lost and Found Trunk’ (red, located in lobby).
* Return furniture to its original location (if applicable). Furniture must be lifted, not pushed or dragged, to preserve the dance floor.
* If another renter is not present to use the space immediately following your reservation.
* Make certain the space is vacant and restrooms are empty
* Turn off: lights (turn dimmer switches located to the right of the entry door until they click), sound system (power strip), Heater

\*\*North most door in studio C may not be used as an exit under any circumstances.

**Negligence**: UDC reserves the right to charge a fee for renter negligence ($50 minimum). If the lights are left on, or the studio is left in an unacceptable or unsecure condition, renter may be fined.

**Contact**: For issues with the studio please call 863-644-5275, in the case of an emergency with the studio facility, call the cell phone number that is listed in your confirmation email.

# Guidelines for Use:

* **Rental times** are often scheduled back-to-back with other renters. If you require set-up or break-down time, it must be reserved and paid for in advance.
* **Food & Garbage**: Personal food and drink are allowed in lounge areas. It is your responsibility to deposit all trash into receptacles and empty receptacles if they become full during your rental period. Trash bags are located in the hallway closet by the back bathroom.
* **Footwear**: No street shoes to be worn beyond the lobby area (beyond the curtains). If you will be rehearsing or exercising in tennis shoes, please bring a clean pair that is reserved for indoor use and not worn outside. Flamenco or tap shoes are not permitted.
* **Floor Care & Furniture**: Any large items brought into the studio or furniture moved around the space must be LIFTED and not pushed or dragged across the hardwood floor. **Liquid spills must be cleaned up immediately.**
* **Lost and Found**: if you find any items that do not belong to you, or if you have left something in our space, the lost and found is the large red trunk in the lobby. Please call for any questions about lost items.
* **Be respectful of our neighbors** surrounding UDC, both beside and above the studio. Keep the music volume a reasonable level and the noise level outside the studio to a minimum.
* **No smoking** in the studio or within 20 feet of the building entrance.
* There will be **no congregations of large groups** in front of UDC, or on the streets or sidewalks in the surrounding area.
* **No fire** (cigarettes, candles, incense, matches, etc.) permitted in the studio.
* **No chewing gum.** Chewing gum is not permitted in the studio. It can get stuck to the dance floor and become a safety hazard.
* **Alcohol is not permitted** in the studio.
* **Capacity**: The legal capacity of UDC is 50. It is the renter’s responsibility to maintain this capacity.
* **Supplies**: bathroom essentials, first aid kit, and other supplies can be found in the closet that is located in the hallway to the back restroom. Please notify staff if you have any issues with supplies.
* Contact staff immediately if you find the studio left in an unacceptable condition or compromising situation. Photos are appreciated.
* **Security**: You are responsible for the studio and the individuals in it during your rental period, including the lobby area. If you choose to keep the curtains shut, please keep the main door that opens to Heron Alley closed after your class has begun to ensure the safety and security of the space. If you do not know how to handle a situation with an individual that should not be in the studio (trespasser), or if you feel threatened in any way, call the police: emergencies and crime in-progress, call 911; Non-Emergency 863-644-5275

In renting UDC, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the inquiry form is in compliance with UDC rules, regulations, and requirements. Renter/Agent hereby agrees to hold UDC and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Renter/Agent. I, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to UDC property shall be compensated within seven days. I agree that this reservation is granted with the understanding that UDC may cancel when the facility is needed for UDC programs.

Renter Printed Name Renter Signature

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UDC STAFF MEMBER