

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, 24 hours a day.
- Office hours are Monday-Friday, 9am-5pm, excluding federal holidays.

RATES (per hour):

Dance Rehearsal Rate:	\$15.00	(10am-6pm weekdays; 10am-10pm weekends)
<i>Peak Rehearsal Time</i>	\$20.00	(6pm-10pm weekdays)
<i>Angel Program</i>	\$10.00	(after 10pm and before 10am)
Non Dance Rehearsal Rate:	\$25.00	
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:	\$25.00 (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.

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 STANDFAST, 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.)

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Studio Sharers: This email was sent out on 11/29/2007. In case you did not receive it, please read it over now. It includes important information about this new tracking sheet and other policy reminders.

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Dear Studio Sharer,

We value your participation in Battery Dance Company's Studio Share program. In order to keep the studios secure and running smoothly, we are implementing an important change in our Policies & Procedures. We also want to remind you of our existing Policies & Procedures. Please take the time to read this letter thoroughly and **share this information with all members of your group.**

NEW POLICY: SIGN IN/SIGN OUT

You are now required to sign in and out if you are renting the studios during non-office hours (in the evenings or anytime during the weekends). The sheet is posted at the top of the stairs and tracks the following info:

Name
Organization (if applicable)
Today's Date
Time In
Time Out
*Door shut tightly
*Heat turned down to 55 degrees
*All lights turned out

***Failure to complete these actions will result in a \$50 fine.**

REMINDER: KEEP ALL DOORS SECURELY CLOSED AT ALL TIMES

Due to heightened security concerns in the neighborhood, we must remind you that propping the doors open downstairs or at the top of the stairs is absolutely never allowed. Loose items that you find in the space may not be used to prop open the door.

If you are renting during non-office hours, you must pick up keys and pay a key deposit prior to your rental. Do not rely on other renters to buzz you in.

When you hear the buzzer from the street, make sure to ask who it is before pressing the "DOOR" button to unlock. Inform your group members that they need to specify whose rehearsal or class they are here for, and keep track of whether or not all of your group members have arrived.

Once someone from your group has been buzzed in from the street, be aware that he/she will be coming upstairs in the next few minutes. Make sure that you can hear the doorbell (located under the bulletin board in the hallway). If your group members will be arriving at different times or you have trouble hearing the doorbell because of music, *designate an individual to be responsible for answering the door.*

***Propping the doors open will result in a \$50 fine.**

REMINDER: ALL PAYMENTS DUE AT OR BEFORE TIME OF USE

We no longer accept payments under the door. If you are using the space when the office is closed, you must make payment arrangements in advance. We should never have to send you an invoice at the end of the month. You can pay:

-IN PERSON, BEFORE OR AT TIME OF STUDIO USE. For your convenience, cash, credit card, personal check, and money order are all accepted at the office window, Monday to Friday, 9am-5pm.

-OVER THE PHONE (212-219-3910), BEFORE YOUR BOOKING, VIA CREDIT CARD. Visa or Mastercard are accepted.

-IN THE MAIL, BEFORE YOUR BOOKING, VIA CHECK. Please send us a check if you cannot pay in person or with credit card.

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.

If you need to cancel a booking, you must do so within 24 hours after making your reservation (not 24 hours before the scheduled booking). If you have to cancel after the 24 hour grace period, let us know as soon as possible so that we can try to rebook the space. If we can rebook, we will cancel your balance. If we cannot rebook, you will be responsible for payment.

Our Policies & Procedures are in place so that Battery Dance Company can continue to offer safe, affordable space. Of course, our continued success depends upon your cooperation. Please feel free to access the Policies & Procedures anytime as a .pdf download on the [Studio](#) page of the Battery Dance Company website. If you have any concerns, questions, or suggestions, you are welcome to contact us anytime.

We appreciate your taking the time to read this letter, and we look forward to hearing from you.

Wishing you a happy, healthy holiday season.

Thank you!
Battery Dance Company
www.batterydance.org
