



## **HPSD Studio Guidelines & Rental Policies**

HPSD studios are rented contingent on availability. Depending on rental type and other details, renters may be asked to present a Certificate of Insurance (COI) for their group. Renters may be subject to cleaning supply, equipment usage, or premium time fees associated with their rental.

### **Hours of Operation**

HPSD's regular hours of operation are Monday-Friday 9am-8pm and Saturdays 8:30am-6pm. Studios are not available to rent while HPSD programming is in session. See HPSD website for a current list of classes:

<https://hydeparkdance.org/schedule>.

Studios are available to rent on Sundays 2-8pm for an additional daily fee.

### **Scheduling Studio Time**

Please complete the Studio Rental Intake Form available on our website:

<https://hydeparkdance.org/studiorentals>. If you have any questions about how to answer, email [rentals@hydeparkdance.org](mailto:rentals@hydeparkdance.org).

All non-HPSD affiliate inquiries must be made at least two weeks in advance of the requested rental time.

Individual and small group HPSD affiliate inquiries must be made at least 48 hours in advance of the requested rental time (72 hours for Sundays & Mondays). Affiliate Company inquiries and updates must be made at least one week prior to the requested time.

Rental inquiries made less than 72 hours in advance of the requested rental time will be completed time permitting.

### **Certificate of Insurance (COI)**

Lessee is to have a Certificate of Insurance (C.O.I) prior to renting the space with Hyde Park School of Dance as additional insured. A copy is to be submitted to the Lessor for verification.

### **Facilities Terms of Use**

Hyde Park School of Dance ("the School", "HPSD") maintains its studios and office space in the Pennington Center and Woolman Hall in the First Unitarian Church of Chicago, a multi-use facility ("the Building"). The Building's entryway, hallways, stairwells, and bathrooms are shared spaces with HPSD. We ask your assistance in using the Building responsibly and safely by following these protocols. These protocols also apply to HPSD spaces within the Building:

- The School's use is restricted to its studios, designated waiting areas, washroom facilities, and the entry and thorough ways to get to these locations. Renters and their guests may not enter other areas of the Building.
- Children under the age of 7 must be escorted by an adult at all times in the Building.
- HPSPD renters and their guests must maintain an appropriate voice level in shared building spaces. Music played in shared spaces must be kept at a low volume and be language appropriate (no bad language lyrics).
- Under NO circumstances are renters and their guests allowed to consume alcohol in the Building.
- Smoking or vaping is prohibited anywhere inside the Building. Absolutely NO incense, candles, smudge sticks, matches or open flames of any sort.
- Abusive language, physical harassment, or other forms of "Disorderly Conduct" will not be tolerated. Determination of "Disorderly Conduct" will be at the sole discretion of the School or Building staff.
- The School and the Building are not responsible for missing or lost items. HPSPD maintains a Lost and Found and will hold any recovered items for up to 30 days.
- For any life-threatening emergencies including accidents, health crises, criminal activities, or fire, the Renter must notify HPSPD or Building staff members on site and call 911. There is no public phone available at the School. It is advised to have your mobile phone nearby.

Protocols specifically for HPSPD facilities (studios, designated waiting areas, washrooms, entry and thorough ways):

- The Renter(s) responsible for the rental agreement must be present/on site at the studios for the duration of the rental.
- Rentals where children under 18 are present require adult supervision.
- Renter may not alter, damage, or tamper with the rental space. Damage to the floor, walls, equipment, supplies, etc. including but not limited to stains, tears, dents, scratches, etc. will incur damage costs assessed by HPSPD.
- Renters must provide equipment that is needed for their event. Renters may make use of studio pianos, sound systems, and WiFi for additional fees. HPSPD does not provide tables, chairs, decorations, supplies, etc.
- **Street shoes or hard-soled shoes, food and beverages (excluding bottled water) are strictly prohibited in the studios at all times. Bare feet and dance shoes (i.e., jazz shoes or ballet slippers) are permissible. Tap shoes & clean sneakers are only allowed in Studio 5.**
- The use of rosin on marley floors is STRICTLY PROHIBITED and may be subject to a penalty fine.
- Renter(s) is responsible for returning the studio to its excellent condition within the rental period and before leaving the premises. All lights and electronic equipment must be turned off. Trash and litter must be removed from the rental space and building.
- Renter must ensure all guest(s) have departed by the designated end of the rental period. Failure to comply with scheduled departure time may incur additional administrative fees.
- Pictures and videos taken in HPSPD studios must tag Hyde Park School of Dance
  - **Facebook:** Hyde Park School of Dance; **Instagram:** @hydeparkschoolofdance

## **Payment Terms & Conditions**

An executed agreement must be on file prior to utilizing space at Hyde Park School of Dance. A fully executed agreement includes...

1. An invoice signed by the Renter representative and an HPSPD representative;
2. An HPSPD Liability Waiver signed by the Renter representative;

3. A Certificate of Insurance naming Hyde Park School of Dance as additionally insured on file (where applicable);
4. Payment(s) collected by HPSD staff as specified in the rental invoice.

A request to utilize additional space and/or equipment may incur additional fees.

### Payment Procedures & Due Dates

- **For single day or one week use rentals:** Full payment is due at least one week prior to the rental date. If the rental reservation is made less than a week before the rental date, full payment is due at least 48 hours prior to the rental date. Rental space cannot be guaranteed for payments made less than 48 hours prior to rental date.
- **For long term rentals (more than four weeks):** A deposit of 50% of the total rental is due a minimum of one week prior to the first day of use. Subsequent payment(s) will be outlined in individual rental agreements. Please contact [rentals@hydeparkdance.org](mailto:rentals@hydeparkdance.org) to discuss payments.

### Rescheduling & Cancellation Policies

- Rental rescheduling requests will be accommodated contingent upon availability. Rescheduling requests fulfilled less than 72 hours prior to the scheduled or rescheduled date will incur a fee equal to the renter's hourly rate. If you are more than 15 minutes late to a scheduled rental time, your rental may be canceled.
- ***Rental payments are non-refundable once received by HPSD.*** Refunds for cancellations due to extenuating circumstances will be considered on a case by case basis. Cancellation notification by the renter must be received in writing to [rentals@hydeparkdance.org](mailto:rentals@hydeparkdance.org) with at least **14 days** notice to be potentially refund eligible.
- Some days or studio rental locations may need to be adjusted with advance notice due to HPSD's programming. HPSD may need to cancel your event due to unforeseen circumstances (i.e. inclement weather, shelter-in-place orders). The client will only receive a full refund if another mutually agreed upon date within six months is not scheduled.

**Failure to comply with the terms and conditions set forth in this document may, at the sole discretion of HPSD, result in immediate termination of the event, revocation of the contract, and expulsion from the Building.**

**Print Name of Responsible Client(s):** \_\_\_\_\_

**Name of Organization (IF APPLICABLE):** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_