

# Studio Rental Agreement

Open Flight, LLC 4205 University Way

This contract represents an ongoing arrangement between Open Flight LLC, and "Renter" as named below. The following agreements apply to every instance in the future in which Renter uses Open Flight's space for any purpose. If Renter fails to uphold any of the following agreements, Renter's studio privileges may be revoked.

Renter: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I request receipts for my rent checks:

## Rentals:

The Open Flight studio space is intended for movement-based work such as dance or movement rehearsals, classes, and workshops. The studio will be rented in blocks of time as follows: one-hour minimum, ½ hour increments. Space may be booked via email or phone.

## Payment:

Renters will pay at or before the time of each rental period, and are encouraged to pay in advance as much as possible. Rent checks may be left in the deposit box in the studio at the time of each rehearsal or class. Renters **MUST** pay for all studio space at or before the time it is used. All rent checks must be written to Open Flight. *Renters will receive receipts if requested – receipts will be left on the bulletin board in the back room within one month of the payment.* **A late fee of \$15 per month will be charged for any accounts that are past due.**

## For CLASS or WORKSHOP Rentals:

Class Rate: \$15 per hour

Class Booking: Teachers of regular weekly classes must confirm their class schedule for a full three months in advance.

Class Cancellation: Space may be cancelled via email or phone message with ONE MONTH notice. *If a cancellation is arranged after rent has been paid, the balance will be applied towards future rentals of Open Flight (no refunds).* With less than one month notice, class renters may cancel but will pay full rental rate for the cancelled studio time. Teachers are encouraged to find substitute teachers and keep the class operating consistently.

Note: Open Flight will provide space on the 'street door' for class announcements.

## For REHEARSAL Rentals:

Rehearsal Rate: \$10 per hour

Rehearsal Bookings: Rehearsals may be booked in advance at any time.

Rehearsal Cancellation: Space may be cancelled or exchanged via email or phone message with TWO DAYS notice. *If a cancellation is arranged after rent has been paid, the balance will be applied towards future rentals of Open Flight (no refunds).* With less than two days notice, rehearsal renters may cancel but will pay full rental rate for the cancelled studio time.

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**Shoes:**

Street shoes are absolutely forbidden in the dance studio. All street shoes MUST be removed and left in the entryway. Soft-soled, non-marking, absolutely clean dance shoes are allowed on the dance floor – no tap shoes, *no rosin*.

**Smoking/Incense/Flames:**

No smoking anywhere inside the building. No smoking on the back balcony. *No incense or open flames of any sort.*

**Stereo:**

A stereo system playing CDs and Cassette Tapes will be available for rehearsals and classes.

**Rigging:**

Renters interested in using “hang points” at Open Flight must do the following: obtain permission from Open Flight and provide a copy of liability insurance coverage of \$1,000,000.00 or more naming Open Flight LLC and Rexland, Inc. as an “Additional Insured”. A copy of the insurance certificate must be filed with Open Flight before rigging is used.

**Props:**

Props need to be constructed in such a way that they can cause no damage to the dance floor. All props must have felt padding on any part that rests on the floor.

**Storage:**

Renters may NEVER leave any equipment, costumes, props or personal belongings anywhere in the studio, hallway, bathroom, or back rooms.

**Keys:**

Renters agree not to inform any person of the code for the front door key lock box. The combination will be changed at Open Flight’s discretion, based on any security situation that may arise. In the event of a change, renters will be informed of the new lock box combo.

**Security:**

Each renter assumes responsibility for the security of the space during each rental period. Renters are required to keep the ‘street door’ locked during their rehearsal or class, and return the space to a secure state upon leaving by locking the street door, ensuring the balcony door is locked, and closing all windows.

**Emergencies:**

For any urgent issue that might compromise the structure or safety of the studio or the building, please refer to the contact sheet in the front entry and call the Open Flight Emergency Contact. For accidents, health crises, criminal activities, or fire, call 911.

**Damage:**

Each renter will assume full responsibility for any damage caused to any part of the entryway, studio, back rooms, bathroom, stereo equipment, floors, windows, mirrors, walls, ceilings, etc. sustained during the renter's scheduled studio time. Each renter agrees to pay in full for repair or replacement of any item or structure damaged by the renters or by performers, collaborators, or guests invited to Open Flight by the renter. Full payment for damage will be made within ONE MONTH of the damage.

**Liability:**

Each renter assumes liability for injury any persons they invite to the space, including but not limited to: injury to students in the renter's class, injury to performers or collaborators in rehearsal, injury to guests or audience members at a showing.

**Housekeeping:**

Each renter assumes responsibility for returning the studio to a good state before they leave. All windows must be fully closed. All lights, heater(s), air conditioner and electrical equipment must be turned off. Trash and litter must be removed to the hallway garbage can. Please sweep if necessary, and leave the studio in wonderful condition for the next renter.

**Parking:**

Street parking is available in the neighborhood, and many Metro buses serve the University District. Two parking spaces (one parking 'lane') in the alley behind the studio are available to renters DURING each rental period. For instance, if space is rented from 1:00 pm to 3:00 pm, the renter may pull into the parking lane at 1:00 pm, and must start their engine and pull OUT of the parking space at exactly 2:59 pm to allow the next renter to pull in. Vehicles left in the space before or after a rental period may be towed. If ANY problems arise with the parking, parking privileges for renters will be revoked.

**Contracts:**

Renters will sign this contract before using Open Flight space. The signed contract can be left in the deposit box on the renter's first visit.

**Future Policy Changes:**

Open Flight LLC reserves the right to change the above rental policies at any time to reflect the needs and concerns of the studio, community, and resident companies. Renters will be informed of changes to rental policies.

**All of the above are hereby agreed:**

For Renter: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Open Flight: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_