



Studio Policies & Procedures

Welcome to Get A Move On Studio's rental program. 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:

Get A Move On Studio offers a 2,000 square foot sprung wood floor that can be used in a variety of ways. Classes can be taught in front of the mirrors or from the stage. Our ceilings are over 16' high. We have a sound system engineered to fill the entire studio with high quality sound. We have a small check-in and seating area for changing shoes. We have one bathroom facility. Our space is wheel chair accessible and compliant with ADA regulations. The studio is available to rent on an hourly basis for on-going classes and special events. NOTE: All dance, fitness and movement subtenants must carry their own liability insurance. Need help getting insurance? Just ask us.

RATES:

Commitment to on-going weekly classes for more than 6 months:	\$15/hr
Commitment to on-going weekly classes for less than 6 months:	\$20/hr
One-Time Events*:	\$50/hr

*Special event rates may be negotiated based on the duration and specifics of the event.

PAYMENT: Rent may be paid by check, cashiers check or cash and should be made payable to Get A Move On Studio.

- a) Rent for weekly on-going classes will be billed at the end of each month. Payment is due within 15 days.
 - ~ Rents paid after the 15th, will incur an additional charge of 10% of your rent for that month.
 - ~ Non-payment or late payment of 30 days past due may result in termination of the rental agreement.
- b) Rent for one-time events will be billed prior to the event. Payment is due in full at the time of the event.

SECURITY DEPOSIT:

Deposits are not deemed necessary for ongoing weekly classes at this time. One-time events (workshops, recitals, parties, etc.) will require a 50% deposit due at time of booking, or 1 month before the event, whichever is sooner.

PRIVILEGES:

- a) All weekly subtenants will be given a key or a code to access the studio for their scheduled class time(s). Monthly and on-time subtenants will gain entry by arrangement with the studio owners, Lindsey Beltran or Marilyn Wurster.
- b) All subtenants will have access to the sound system.
- c) ASCAP music licensing allows us and our subtenants to use any or all songs in the ASCAP repertory as much or as little as desired. Get A Move On Studio will provide ASCAP licensing for all subtenants. Licensing saves music users the trouble of finding and negotiating licenses with the copyright owners of the music used. This helps prevent the user from inadvertently infringing on the copyrights of ASCAP's members whose music is licensed by ASCAP.
- d) Subtenants may market their classes at their own expense and within the confines of city codes & regulations. Get A Move On Studio will market classes however and whenever possible within our means. All weekly subtenants will be listed on our class schedule (print & online), unless expressly directed otherwise. All interior & exterior signage on the property must be approved by Get A Move On Studio owners prior to posting.

RESPONSIBILITIES:

- a) All dance, fitness & movement subtenants will carry their own liability insurance.
- b) All subtenants and their students/participants must evacuate from the dance floor no later than 15 minutes after their scheduled time slot or upon the start of the following class (whichever is earlier). After your allocated time it is



permissible to be in the entry/seating area, but please be respectful & keep voices down when there is another class or other event scheduled after your scheduled time.

- c) Subtenants will leave the studio clean and neat, just as they found it or better. If the last class of the day, subtenants will ensure that the sound system is off, lights/fans are off and doors are locked. If any equipment, furniture, fixtures, etc are mishandled, broken, ruined or stolen while they are using the studio, or due to their direct negligence, subtenant agrees to replace the items or pay repair/replacement costs within 48 hours.
- d) If certification or licensing is required for instruction of a class or use of trademark class name, subtenant is responsible for acquiring and updating their certifications/licenses to remain current.
- e) Handling Emergencies: CPR and First Aid training is highly recommended, though not required for all instructors at this time. In the event of an emergency, use your best judgement, or call 911. All instructors are to notify the studio owners of any illness or injuries sustained or treated on the premises of the studio as soon as possible.

RULES & REGULATIONS:

- a) Encourage students/participants to avoid wearing street shoes on the dance floor. Non-marking dance shoes or sneakers that have not been worn outdoors are bet for ensuring the life of the dance floor. Instructors take responsibility for ensuring the cleanliness of the dance floor after their class.
- b) No food or drinks (other than secure top water bottles) on the dance floor. Use the entry and seating areas to finish your food/drink and dispose of your trash in the proper receptacles before entering the dance floor.
- c) No pets in the building, except trained service dogs working within the scope of their duties.
- d) No smoking or open flames (including candles & incense) are allowed in the building.
- e) Weekly subtenants & their employees may not solicit participants during weekly class times for an unrelated trade or business. In the event a participant of weekly classes asks about the subtenant's unrelated business, the subtenant may direct the participant to a website or provide contact information to discuss it further at another time. Solicitation of the unrelated business is ONLY allowable at Get A Move On Studio when scheduled and marketed as a special event, NOT during regular classes. Subtenants may use their unrelated business product/service to promote their weekly classes, but may not use their weekly classes to promote unrelated businesses. Any literature promoting the subtenants unrelated business is allowable in the designated area (near bulletin board at front door entry).
- f) Children and spectators are permitted at the instructor's discretion. However, instructor/subtenant is responsible for the safety of those not participating. Advise parents bringing children that they are to keep an eye on their own children as well.
- g) Lost and found items are to be collected and stored for reclaiming. Get A Move On Studio will donate lost and found items to charitable local organizations when they have accumulated to a sizable amount. Notice will be given prior to donation.
- h) Parking is for all tenants of the building. Parking in front of any large garage door (other than Get A Move On Studio) is prohibited. Instructors please leave closer parking spaces for participants & neighboring customers. Encourage participants to utilize overflow parking (after 5pm on weekdays & anytime on weekends) in the neighboring lot to the North (Pahlsh Homes/ Combined Communications building).

TERMINATION OF RENTAL AGREEMENT, CANCELLATION POLICY & REFUNDS:

- a) Ongoing rental agreements require a 30 day written cancellation notice to terminate your agreement and there are no refunds or credits issued by Get A Move On Studio for classes that subtenant cancels. Upon termination of agreement, subtenant is prohibited from accessing the studio without prior consent & arrangement with owners.
- b) One-time event agreements require a two week written cancellation notice for a refund on your deposit, minus an administrative fee equal to \$20, or \$10% of the original rental agreement, whichever is greater. No credits or refunds will be issued if cancellation is received within 48 hours of the one-time event.