



Policies & Guidelines for Use

All rentals are subject to Body Vibe Studio 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.

1. Enjoy this space. It is created for all of us to enjoy. While you are here, it is your space so enjoy it fully and please treat it as if it were your own.
2. Premises: BodyVibe Studio, 999 Anderson Drive, Suite 170, San Rafael, CA 94901.
Included in rental:
DanceVibe: Nearly 1600 sq feet of sprung hardwood dance floor, reception area, two large restrooms, overhead lighting, AC/heater, WiFi, 2-speaker sound system, MP3/Aux input, lots of free parking.
3. Available Hours: The studio will be available for rentals, on a space-available basis every day of the week, 6am to 12pm. (later if needed)
4. Uses: Rehearsals, classes, workshops, showings, photo shoots, private lessons, dance socials, meetings, rehearsal dinners, and private events, etc.
5. Rates: Rates differ according to planned use and time of rental. Our current rates are available online at www.bodyvibestudio.com
6. Payment: For regular Body Vibe Core teachers, payment is due prior to the first session of the month. All other classes, workshops, activities, and events must be confirmed at least one week in advance. Payment is due prior to the session, and a \$15.00 late fee will be assessed unless prior arrangements have been made for late payment. Payment schedules can be arranged for Body Vibe Core teachers and will be outlined in the contract. Body Vibe Studio accepts Paypal (Deborah@deborahjwalker.com) or check payable to Deborah Walker delivered to BodyVibe Studio.
7. Personnel and equipment: Renter may bring all reasonably necessary personnel and equipment onto the property for the purpose of conducting class or rehearsal, but may not store or leave any items after rental period without prior agreement. Body Vibe Studio is not responsible for any personal property that may be stored or left on the premises.
8. Insurance: Renter shall maintain liability and property damage insurance covering the use of the property by renter in customary and adequate levels.
9. Indemnification: Renter will indemnify, defend and hold Body Vibe Studio harmless from any claims, demands, attorney 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 Body Vibe Studio.
10. 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 studio@BodyVibeStudio.com or call (415) 577-4621. You will receive a reply confirming your cancellation. Body Vibe Studio reserves the right to cancel a confirmed reservation or refuse any rental request. In the event Body Vibe Studio 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.

- 11. 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:
 - a. Remove any and all equipment & signage that you brought in.
 - b. Pick up trash and any items left by you and your group. Left items may be placed in the lost and found trunk located in lobby.
 - c. Return furniture to its original location (if applicable).
 - d. If another renter is not present to use the space immediately following your reservation:
 - e. Make certain the space is vacant and restrooms are empty
 - f. Turn off lights and completely shut and lock all 4 doors.

- 12. Contact:** For issues with the studio please call 415-577-4621. In the case of an emergency with the studio facility, call the cell phone number that is listed in your confirmation email. (Deborah Walker 415-577-4621.)

- 13. Keys:** Renters agree not to inform any person of the code for the front door key lock box. Renters may be given a key, which must be dropped in the studio's mail slot after closing up at the end of your event. A renter will be charged a \$75 replacement fee for any key lost or not returned. Renter shall not make copies of its key or allow others to use it.

- 14. Security:** Each renter assumes responsibility for the security of the space during each rental period. Renters with keys are required to return the space to a secure state upon leaving by locking up the sound system and locking all 4 doors. If not done properly, a warning will be given and if more than one warning, you may be asked for a security deposit and or a discussion to find a solution which may include you being asked to leave the BodyVibe Studio as a very last option.

- 15. Housekeeping:** Each renter assumes responsibility for returning the studio to a good state before they leave. All lights, the heater, fans and electrical equipment must be turned off. Please sweep if necessary, and leave the studio in the best possible condition for the next renter. Please contact us immediately if you find the studio left in an unacceptable condition. Photos are appreciated.

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 & Trash: Please be mindful of food and beverage. It is your responsibility to deposit all trash into receptacles and empty receptacles if they become full during your rental period.
- Footwear: Soft-soled, non marking, absolutely clean dance or athletic shoes are allowed on the dance floor. Bare feet and socks are also allowed. Clean street shoes are allowed on the dance floor. **Flamenco or tap shoes are not permitted.**
- Floor Care: Any large items brought into the studio or furniture moved around the space must be lifted (not pushed or dragged) across the dance 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 in the bottom right cubby.
- Be respectful of our neighbors. Keep the music volume a reasonable level and the noise level outside the studio to a minimum. Before 9am, after 5pm and on the weekends, you can play the music without concern for neighbors.
- No smoking in the studio or within 20 feet of the building entrance.
- No fire (cigarettes, candles, incense, matches, etc.) permitted in the studio without prior permission.
- 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 unless it is part of your contract.
- Capacity: The legal capacity of Body Vibe Studio is 80. It is the renter's responsibility to maintain this capacity.
- Security: You are responsible for the studio and the individuals in it during your rental period, including the lobby area. Please keep the main door 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 415-485-3000