



FACILITY USE REQUEST FORM

Please fill out completely and turn in with payment information. If studio is not available, payment will be returned.

Studio(s) Requested: Studio 1

Today's Date User's Name

Rental Date Times

Purpose of Usage

How many people will be there? Teachers Students Age Range Others

Renter Contact Phone Number E-mail

Special Equipment Needed: Audio System Piano/Keyboard Ballet Barres

Other:

Hourly Rate Total Rate Deposit TOTAL ENCLOSED

PAYMENT INFORMATION (must be included when submitting this form)

Cash Check (Payable to Arts & Learning Conservatory) Visa MasterCard

Credit Card Number

Expiration CVV Code Billing Zip Code

By signing below, I understand that the Arts & Learning Conservatory waives any liability or responsibility for damages to persons or property occurring as a result of the usage I, and that I as the usage will assume full responsibility (if a business or corporation, I agree to provide verification of liability insurance if asked). I agree to abide by the rules and policies of ALC, and that any damages or expenses incurred by ALC as a result of this usage will be charged to me as the user.

Renter's Signature Date

Approved By Date

CONSERVATORY BUILDING USAGE RATES FOR CLASSES AND LESSONS

STUDIO # 1:

2367 square feet - \$ 75/hour – 3-hour minimum (Non-Profit)

The above rate includes use of audio systems, piano/keyboard and ballet barres.

STUDIO # 2:

1650 square feet - \$ 55/hour – 3-hour minimum (Non-Profit)

Free Wi-Fi upon request

Chair rentals available @ \$1.50 each

Amenities we are including:

Basic Lighting

Bathroom Supplies

Custodial Clean-up

Use of Chairs, tables guest Wi-Fi and podiums.

Arts & Learning only rents its facilities to organizations and institutions for events that serve the mission of our organization and represent an **educational** and/or **community service** purpose.

