



STUDIO RENTAL 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 Studio 2

Today's Date _____ Renter's Name _____

Rental Date _____ Times _____

Purpose of Rental _____

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 Rental Rate _____ Total Rental _____ 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 rental, and that I as the renter 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 rental will be charged to me as the renter.

Renter's Signature _____ Date _____

Approved By _____ Date _____

CONSERVATORY BUILDING RENTAL 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)

***Refundable damage deposit required: \$150**

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

After hours or weekend rentals will require a staff person on duty @\$20.00 per hour.

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.

Return of Deposit: Renters will receive the balance of their deposit within 2 weeks of the end of the rental. The refunded amount will be made out to the renter listed on the application by credit card if originally paid in that way or check if the original deposit was made by check or money order. Assuming that the facility rental begins and ends at the agreed upon time and that the facility is left in the same condition found at the start of the rental, renters should have little issue in having the entire amount of their deposit returned.

Signature of Renter: _____ Date: _____

Operations Manager: _____