

NEW YORK LIVE ARTS STUDIO RENTAL POLICIES

By renting studio space at New York Live Arts, you agree to abide by the following policies.

PAYMENT POLICY:

- Payment is due prior to each rental. If multiple dates in a month have been booked, all dates for that month must be paid in full by the first rental date. NO EXCEPTIONS. Renters will not be given access to the studios until their rental for that day has been paid.
- Artists must leave a valid credit card number upon booking studio space.
- Payment is accepted by cash, check or credit card. There is a \$20 minimum for credit card payments.
- Credits are issued for rentals that are pre-paid but cancelled within the policy below.

BOOKING POLICY: Renter must schedule studio for the intended use. Subsidized rehearsal hours are for rehearsal only, not auditions or classes. Artists who do not follow this policy this will be prohibited from renting at New York Live Arts.

CANCELLATION POLICY: All rehearsals and classes: two weeks in advance. Renters will be responsible for payment for all space cancelled after the cancellation deadline that is not rebooked by another renter.

STUDIO ACCESS/ PROTOCOL:

- The Primary Renter must check in at the 1st floor desk in order to gain access to the 3rd floor studios.
- All renters and persons with the Primary Renter MUST sign in at the 1st floor desk.
- Bookings are made back-to-back. Renters must exit the studios **promptly** at the end of their booking.
- Use of New York Live Arts's 3rd floor terrace is prohibited.
- New York Live Arts is a No Smoking facility.
- No open flames, including burning candles, incense, or oil diffusers.
- No live music, other than the piano, without prior approval from the Rental Manager.
- New York Live Arts's studios and hallways may not be transformed or tampered with in any way. No nails, tacks, screws, tape or paint may be used on walls, ceilings or floors. If you use tape as a marker, it must be Gaff Tape and be removed at the end of each rental.
- The piano is available in the David R. White studio only and may not be moved. A fine of \$175 will be incurred if the piano is moved.
- The hallway outside the studios is not a warm up or waiting area.
- Clothing or other personal belongings may not be left in the dressing room lockers overnight.
- Please call the front desk for assistance with temperature or sound system questions.

HOURS OF OPERATION: New York Live Arts is open daily from 10am-10pm daily. No renter is permitted in the studios either before or after these hours. Renters must factor in the amount of time it will take to set up and clear the space, and plan their start and end times accordingly. Renters who remain in the building after 10:15pm are subject to a \$250 fine.

FOOD, BEVERAGES & SHOES: Street shoes, food and beverages (with the exception of bottled water) are strictly prohibited in the studios at all times. Dance shoes (i.e. jazz shoes or ballet slippers) are permissible; any other type of shoe requires advance approval by New York Live Arts staff. No hard-soled shoes are allowed in the studios.

PENALTY FOR LATE / NON-PAYMENT: Any artist with an overdue balance will not be permitted to rent New York Live Arts's studios until their bill has been paid in full. For unpaid invoices that are more than 30 days past due, there is a penalty fee of 15% of the open balance. New York Live Arts reserves the right to charge your card in the event that overdue payments are not reconciled within a 30-day grace period.

New York Live Arts reserves the right to require additional compensation from renters if damages to the studio and/or studio equipment occur as a result of conduct during the rental period.