

ALONZO KING LINES DANCE CENTER

Studio Rental Guidelines

This rental policy outlines the policies that LINES Dance Center has put in place to accommodate our constituents and ensure the integrity of our programs and services. Please read this document thoroughly as it contains answers to frequently asked questions.

Dance Center Studio Specs:

- Marley dance surfaces over sprung floors.*
- Professional sound systems with playback equipment, pitch control for cassettes and CDs, and cables to connect to either MP3 player or a computer
- Pianos
- **Studios 3 & 6 also have** XLR microphone cables for use with your own microphone and/pr mini-mixer (Please bring your own adaptors)

NOTE: Only Studio 6 is appropriate for dance forms that use hard-soled shoes (tap, flamenco, folklorico, salsa, etc). Studio 6 is also suitable for dance done with bare feet. Street shoes, especially high heels and shoes with black rubber soles, are prohibited in Studios 1 through 5. Renters are responsible for any damage to the floor, due to use of prohibited shoes.

TV Monitors/DVD/VHS

TV monitors with VHS/DVD playback are available for use by renters at no additional cost.

Locker Rooms

Changing rooms with lockers for men and women are available for use during rentals. Please bring a lock to secure your belongings.

For further information about the spaces, including images, visit our [**Studio Specifications & Gallery**](#).

Payment and Cancellation

- We require full payment at the time of rental. You may pay by credit card over the phone, or by check or cash delivered to our offices by the end of the next business day.

- Renters are required to store a credit card on file in case fees are accrued. No charges will be made without the renter being notified. If you would like to pay with cash or check, please make your payment at the front desk.
- We require at least 7 days advance notice for changes. Any cancellations with 7 days or more notice will be held as a credit for future rentals within the next six months.
- Reservations cancelled with less than seven days notice will forfeit payment.
- No-shows will be charged the full rental fee
- Rentals are non-refundable.
- LINES Dance Center reserves the right to cancel a reservation for any reason up to 24 hours in advance and in that event, will credit the renter's account for the cancelled time.

Studio Guidelines and Usage

- Renters are not permitted to hold classes or workshops for which fees are being charged. If you are interested in this option, please state this clearly on the online request form and we shall contact you to discuss in more detail.
- Studio rentals may be back to back with another rental so we ask that rental times are respected.
- All renters must check in with a staff at the Front Desk on arrival at LINES Dance Center prior to proceeding to a rented space.
- Additional time used after the official end of a rental will be billed to the renter.
- All studios are equipped with a sound system for renters use. If the volume level interrupts other building activity or puts speakers at risk, you will be asked to lower the volume.
- LINES Dance Center is not responsible for any personal property that may be stored or left on the premises. Pianos may not be moved without making prior arrangements.
- No food or beverages, except water in closed containers, are permitted in any studio. Street shoes are not allowed in our dance studios.
- LINES staff will provide a 10 minute warning before the building closes. Please respect building closing times by promptly vacating the studio by the end of your rental period. Staying past your rental end time will result in a \$50 penalty fee.
- Studios must be restored to the exact condition they were in before your rental. Any equipment moved during your rental must be moved back. Any trash must be removed and disposed of in the receptacles provided.
- LINES Dance Center reserves the right to remove any renter from the building if the renter is in violation of any of the Studio Rental Policies.

