



Rentals with JWSD

Thank you for considering JWSD for your rental! Please read the following information carefully as it contains important contact information as well as details about JWSD's premises and rental policies.

Address: 8701 Cross Park Dr., Suite 107, Austin, Tx, 78754

We are located off of Cameron Rd. in a shared commercial building. Our suite is the second to last business in the strip next to Walker Pro Motorsport.

Contact Information:

- **Manager (Primary Contact):** Cheyenne Petrich
 - 512-791-2680 (text preferred)
 - renters@jwsdcrosspark.com
- **Owner:** Kim Willett
 - 512-797-4983
 - dance@jwsdcrosspark.com
- **Director of Dance Company:** Kallie Klein
 - 512-203-2256
 - ms.kallie@jwsdcrosspark.com

Payment:

Payments should be made to @JWSDCrossPark on Venmo.
<https://www.venmo.com/u/jwsdcrosspark>

Renter Information:

JWSD asks that every renter provides us the following information:

1. Contact information (name, phone number, and email) for those involved in managing a rental. This can be one contact person, or if there are times you plan on renting the space with a group but will not personally be in attendance during the rental period, we ask that you provide contact information for your point person during those rentals.
2. A brief description of what you plan to rent space for and how many people you expect to be in attendance. Please specify if you will have anyone under the age of 18 on the premises with you.
3. An idea of whether you plan to rent space from JWSD one or multiple times, or if you'd like to schedule recurring rentals in advance.
4. What technology you plan to use/require access and explanation for, e.g., our Spotify/Apple premium subscription via the Ipad, our Sonos sound system or alternatively our portable bluetooth speaker, the TV installed above the mirror, etc.



Policies and Procedures

Rental Types

JWSD allows one-off/sporadic rentals as well as recurring rentals. These two types of rentals have slightly different policies. Renters seeking three or more rentals within 30 days are considered recurring renters.

Access

Oftentimes there are other classes occurring at the same time as a scheduled rental, either from our own business or other renters, making access to the studio/the selected room very easy for you. Sometimes your rental will be earlier or later than any other scheduled class or recurring renter (with access to a key) and you will be asked to either unlock or lock the studio using an on-site key.

- **New renters:** For first time renters, a member of JWSD's staff will meet with you at the start of your rental period (or an agreed upon time) and explain the on-site procedures for opening up/shutting down the reserved room and, based on the time scheduled, the entrance/lobby of the studio.
- **Returning renters:** Once a renter has been familiarized with the studio, a member of the JWSD staff will only meet with the renter by request, e.g., if the renter is using a different room than during previous rentals or ran into any issues with a prior rental appointment and would like additional support.
- **Recurring renters:** For renters that plan to utilize JWSD for recurring rentals throughout the year, JWSD may provide you with temporary ownership of a key at the discretion of our staff. Usually this privilege is reserved for renters that use the studio for 10 or more hours each month. Feel free to reach out about access to a key so we can discuss.

Submission of Rental Requests

You can submit rental requests to renters@jwsdcrosspark.com, and you may additionally contact any of the three persons mentioned above via email or phone regarding rental requests. Cheyenne Petrich is the primary contact for all renters, but all three are equipped to assist you. Cc'ing Kallie and/or Kim on an email is perfectly appropriate, as well as sending a group text to all of us for quickest responses.

Your rental appointments and the studio-wide schedule can be viewed on our google calendars for each of the four rooms available for rental. You can view the calendars via our website [here](https://jwsdcrosspark.com/rentals), along with information about pricing, features, and square footage of each room: <https://jwsdcrosspark.com/rentals>

- **Notice:** Beginning 9/1/25, one time rentals and/or non-recurring rentals must be made 24 hours in advance of the expected rental time to provide our staff sufficient notice to review your request and plan for your requested use.



- Confirmation: Submission of a request within the 24 hour period before the requested rental time will not be accepted. **Submission of a rental request with appropriate notice does not guarantee acceptance of the rental request.** Be aware that you must receive confirmation from JWSD that your rental request has been approved.
- Communication: Please be aware that JWSD's rental schedule is managed by the staff of JWSD – meaning we are liable to have some busier days with our business and may take up to 48 hours to respond to a rental request. If you do not hear from JWSD 48 hours after submission of your rental request, we highly recommend following up to confirm that your request has been received. We appreciate your patience!

Cancellation of Scheduled Rentals

To cancel a scheduled and confirmed rental with JWSD, renters must submit a cancellation request **3 days (72 hours) in advance** of the scheduled rental time.

- Less than 48 hours notice of cancellation: Cancellation requests made with less than 2 days notice (48 hours) will result in a balance owed at 50% of the original balance. *For example, if your original scheduled rental payment would have been \$60, the amount owed for a cancellation made less than 48 hours in advance would be \$30.*
- Less than 24 hours notice of cancellation: Renters submitting cancellation requests with less than 24 hours notice are expected to pay the total balance regardless of cancellation – however, we do appreciate even this last minute notice.
- Waiver of cancellation fees: The costs associated with cancellation may be waived at JWSD's discretion, so please communicate with us regarding the circumstances of your cancellation in those rare instances that cancellation is unavoidable due to situations beyond the renter's control. We understand that things do come up unexpectedly and are not interested in being overly punitive, we simply need to make sure our rental schedule is accurate and orderly!

Changes to the Duration of a Scheduled Rental

Similar to JWSD's cancellation policy, changes to the duration of a scheduled and confirmed rental must be made with 3 days (72 hours) advanced notice for guaranteed approval and modification of the balance owed.

- Last minute changes: Changes made with less than 3 days notice, whether increasing or decreasing the amount of scheduled time for the rental, may or may not be approved at the discretion of JWSD.
- Considerations for approval: The considerations taken into account for durational changes include, but are not limited to, the amount of time in advance of the scheduled rental that the request is made, the impact upon JWSD's broader rental



schedule, the extent of the requested durational change, whether the time slot reserved prior to durational changes occurs during popular rental times/in highly sought room/s, whether the rental is a one-time/sporadic rental or a recurring rental, and whether a renter has made repeated requests to change the duration and/or cancel a scheduled rental without 3 days advance notice.

Payment

- One-time/sporadic renters: Beginning 9/1/25, one-time and/or sporadic renters are required to pay their balance in full 24 hours before the scheduled rental.
 - Late payments: If payment is not received by the end of the day (11:59pm) on the date of the scheduled rental, renters will incur a \$15 late fee in addition to the balance owed. Until payment is received, the renter will be unable to schedule any future rentals with JWSD. Based on the amount owed, JWSD may file with a small claims court.
- Recurring renters: Beginning 9/1/25, recurring renters must pay their balance in full by the last day of each month. Recurring renters will receive an invoice via email 7 days prior to the last day of the month, including payment for scheduled rentals during the final week of that month. If there are any approved changes to the scheduled rental times during that 7 day period, JWSD may either send an adjusted invoice (if the renter has not yet paid their balance), refund for overpayment, or adjust the following month's invoice in light of the amount overpaid the prior month. Adjustments that increase the amount owed before the end of that month are expected to be paid by the renter within 3 days of the end of the month.
 - Late payments: If payment is not received by 11:59pm of the final day in a given month, renters will incur a late fee set at 10% of the total amount owed *or* a \$100 flat fee, whichever is less. *For example, if a renter has an unpaid balance of \$400 by the first day of the following month, their late fee will be \$40.* Until payment is received, the renter will be unable to schedule any future rentals with JWSD. Based on the amount owed, JWSD may file with a small claims court.

We look forward to working with you!

- Ms. Cheyenne, JWSD Manager