



Policies & Guidelines for Use

All rentals are subject to Body Vibe Studio approval and availability of the space. It is the responsibility of the renter and/or their representatives to inform the individuals renting the space of the below terms and conditions.

1. Enjoy this space. It is created for all of us to enjoy. While you are here, it is your space so enjoy it fully and please treat it as if it were your own.
2. Available Hours: The studio will be available for rentals, on a space-available basis every day of the week, 6am to 12pm. (later if needed)
3. Uses: Rehearsals, classes, workshops, showings, photo shoots, private lessons, dance socials, meetings, rehearsal dinners, and private events, etc.
4. Rates: Rates differ according to planned use and time of rental.
5. Payment: For regular Body Vibe Core teachers, payment is due prior to the first session of the month unless other arrangements have been made. All other classes, workshops, activities, and events must be confirmed at least one week in advance. Payment is due prior to the session, and a \$15.00 late fee will be assessed unless prior arrangements have been made for late payment. Body Vibe Studio accepts Paypal (deborah@deborahjwalker.com), Venmo (@Deborah-Walker-10) or a check payable to Deborah Walker delivered to BodyVibe Studio.
6. Body Vibe Studio is not responsible for any personal property that may be stored or left on the premises. But we have a great lost and found area!
7. Insurance: Please provide a Certificate of Liability insurance naming Deborah Walker, John Ettema, BodyVibe Studio and Nia Marin before your first class commences. You can cut and paste or copy this for your insurance company:

BodyVibe Studio, Nia Marin, Deborah Walker, John Ettema
999 Andersen Drive, Suite 170
San Rafael, CA 94901 • 415-577-4621

- 8.** Indemnification: Renter will indemnify, defend and hold Body Vibe Studio harmless from any claims, demands, attorney fees, costs, judgments, damages and losses arising out of personal injuries or property damage occurring on or arising on the property, or on sidewalks or streets adjoining the property during or arising from the time period established between renter and Body Vibe Studio.

- 9.** Renter assumes responsibility of the space during rental period and must ensure that the space is found and left in adequate condition. If renter enters the studio and deems it in unacceptable condition, it is renter's responsibility to notify management and provide photos, if possible. Upon exiting, you must:
 - a. Remove any and all equipment & signage that you brought in.
 - b. Pick up trash and any items left by you and your group. Left items may be placed in the lost and found trunk located in lobby.
 - c. Return furniture to its original location (if applicable).
 - d. Turn off lights and completely shut and lock all 4 doors (2 glass door sets in dance room, front doors and hallway door).

- 10.** You will be given a key, which must be dropped in the studio's mail slot after closing up at the end of your event or end of your last session. You are asked to not make copies of its key or allow others to use it with letting BVS know.

- 11.** Please contact Deborah for issues regarding rental or the studio at 415-577-4621.

Guidelines for Use

- Rental times are often scheduled back-to-back with other renters. If you require set-up or break-down time, please be sure it is part of your rental request.
- Please be mindful of food and beverage. It is your responsibility to deposit all trash into receptacles and empty receptacles if they become full during your rental period.
- Soft-soled, non marking, absolutely clean dance or athletic shoes are allowed on the dance floor. Bare feet and socks are also allowed. Clean street shoes are allowed on the dance floor. **Flamenco or tap shoes are not permitted.**
- Floor Care: Any large items brought into the studio or furniture moved around the space must be lifted (not pushed or dragged) across the dance floor. **Liquid spills must be cleaned up immediately.**
- Lost and Found: If you find any items that do not belong to you, or if you have left something in our space, the lost and found is in the last bank of cubbies in the hallway.
- Please be respectful of our neighbors. Keep the music volume a reasonable level and the noise level outside the studio to a minimum. Before 9am, after 5pm and on the weekends, you can play the music without concern for neighbors.
- No smoking in the studio or within 20 feet of the building entrance.
- No fire (cigarettes, candles, incense, matches, etc.) permitted in the studio without prior permission.
- No chewing gum. Chewing gum is not permitted in the studio. It can get stuck to the dance floor and become a safety hazard.
- Alcohol is not permitted in the studio unless it is part of your contract.

- Capacity: The legal capacity of Body Vibe Studio is 80. It is the renter's responsibility to maintain this capacity.
- Security: You are responsible for the studio and the individuals in it during your rental period, including the lobby area. Please keep the main door closed after your class has begun to ensure the safety and security of the space.
- If you do not know how to handle a situation with an individual that should not be in the studio (trespasser), or if you feel threatened in any way, **call the police: emergencies and crime in-progress, call 911; Non-Emergency 415-485-3000**