

# Rental Policy for Ritual Rhythms Creative Studio

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All persons renting studio space ("RENTER") from Ritual Rhythms Chicago LLC (RRC) must agree to and abide by the following policies.

## Hours of operation

The available rental times are generally as follows, subject to scheduled events and weekly class schedule:

- **Sunday – Thursday:** 9am-9pm
- **Friday-Saturday:** 9am – 10pm

Access to the building is not allowed prior to opening and closing of the facility. RENTERS are **not** permitted in the studios before or after booking times.

## Included in a rental

A basic rental with no add-ons includes the use of:

- The dance studio, utility closet, bathroom, and seating area
- Rack for hanging coats and cubbies for storing personal items
- Our Bluetooth speaker
  - Sound levels from the speaker must not exceed moderate levels to prevent disrupting other tenants. Please keep the speaker at level 5 or below.

## Add-ons

For a flat \$50 fee, RENTER may add on the use of our full lighting and sound equipment, including:

- One adjustable T-bar lighting stand with 4 attachments for lights.
- 1 large par can stage light
- 2 medium par cans stage lights
- 2 small focus lights
- 2 rotating effects lights
- 2 black lights
- Tripod with smartphone mount
- Full sound system with two microphones, two stands, and accompanying cords. Note: with use of sound system, volume must be kept down. No loud, amplified music.

## Studio access and protocols

- On the day of your rental, a member of the RRC team will meet you at the studio ~10 minutes prior to your booking to unlock the studio. They will return promptly at the end of your booking to lock up.
- RRC Studio must be clear of personal items and RENTERS must exit the studio promptly at the end of rental period.
  - Any personal items left behind will be kept in lost-and-found for 2 weeks.
- RENTERS and their guests may not enter other areas of the studio or the building.
- Food and drinks are permitted in the studio, provided that any mess resulting from this is cleaned up by RENTERS prior to the end of rental period.
- Dance shoes, street shoes, and bare feet are allowed in RRC Studio. Tap shoes are prohibited.
- RRC's facility does not support climate control; the landlord controls the heating and cooling, so there is no manual adjustment or thermostat in the studio. Feel free to use the fans in the space.
- Pictures and videos taken in RRC Studio must tag RRC's social media accounts, if the content is posted publicly.
  - **Facebook:** Ritual Rhythms Chicago; **Instagram:** @ritualrhythmschicago
- RENTER is responsible for returning the Creative Studio to its excellent condition within the rental period and before leaving the premises. This includes:
  - Turning off and storing all lights and electrical equipment
  - Trash and litter must be removed

### **Prohibited**

The following are strictly prohibited at RRC Studio. RENTERS found in violation of any of the following may be fined\* and/or banned from using RRC Studio in the future.

RENTERS may not use open flames inside RRC. This includes, but is not limited to:

- Fire props (poi, palm torches, fans)
- Candles with live flames (electric candles are fine)
- Incense
- Lighters

RRC Studio is a no-smoking facility. This includes, but is not limited to:

- Cigarettes and e-cigarettes
- Joints
- Vaping
- Pipes

RRC facilities may not be altered or tampered with. This includes, but is not limited to:

- Nails, tacks, screws, tape, or paint on the mirrors, walls, ceilings, or floors
- Removal of furniture, fixtures, or hardware

- Removal of art, supplies from the utility closet, or decorations

RRC Studio is a studio insured for use by adults only. No one under the age of 18 is permitted at RRC Studio without adult supervision.

\*RRC reserves the right to seek monetary compensation for damages to studio and/or studio equipment during rental period. RENTERS may be fined in accordance with the damage resulting from the transgression. For example, if a RENTER were to use a fire prop that resulted in damage to the floor, RENTER will be fined for the amount it takes to fix the floor. Transgressions that don't result in physical damage to the property may not be fined, but will potentially result in a ban from booking RRC Studio in the future.

### **Scheduling your studio time**

All bookings must go through the RRC website under the Studio Reservation page.

### **Payment policies**

An executed agreement must be on file prior to utilizing space at RRC. A fully executed agreement includes:

- An invoice signed by RENTER and RRC representative
- A liability waiver signed by the RENTER
- Full payment collected by RRC as per the rental invoice

The full cost of the rental deposit must be remitted to hold the space for the agreed-upon date and time. With the exception of long-term packages, payment is due prior to each rental. Renters will not be given access to RRC Studio prior to making payment in full.

### **Payment procedures and due dates**

**For a single day or one week rental:** Full payment is due at least one week prior to the rental date. If the rental reservation is made less than a week before the rental date, full payment is due at least 48 hours prior to the rental date. Rental space cannot be guaranteed for payments made less than 48 hours prior to rental date.

**For long term rentals (6 weeks or more):** A deposit of at least 50% of the total rental is due a minimum of one week prior to the first day of use. Subsequent payments will be outlined in individual rental agreements. Please contact the RRC team at [drum@ritualrhythmschicago.com](mailto:drum@ritualrhythmschicago.com) to discuss payment plan options.

### **Rescheduling and cancellation policies**

Rental rescheduling requests will be accommodated contingent upon availability. Rescheduling requests fulfilled less than 72 hours prior to the scheduled or rescheduled date will incur a fee equal to the RENTER'S hourly rate. If you are more than 15 minutes late to a scheduled rental time, your rental may be canceled.

Rental payments are nonrefundable once received by RRC. Refunds for cancellations due to extenuating circumstances will be considered on a case-by-case basis. Cancellation notification by the RENTER must be received in writing to [drum@ritualrhythmschicago.com](mailto:drum@ritualrhythmschicago.com) with at least 14 days notice to be potentially eligible for a refund.

### **Cleaning**

Upon signing this agreement, RENTER agrees to remove their trash and litter from the facility before leaving the premises. This includes but is not limited to:

- Food debris (containers, implements, and any messes)
- Any other personal trash

RENTER is responsible for attending to any extraneous messes they make within RRC Studio. See "Procedure" for details.

### **Procedure**

Before leaving the premises, RENTER agrees to:

- Turn off ALL lights in the studio, including any special lighting in the front window that is controlled by the two power strips.
- Place all trash in the appropriate trash can
  - If RENTER fills the trash can, RENTER will bag up the trash and place it in the utility closet for RRC to dispose of
- Sweep and mop any sticky or hazardous messes, if necessary
  - If the mop is used, RENTER will place the soiled mop head in the laundry basket in the bathroom

### **Cleaning fee**

If RENTER leaves significant amounts of trash or uncleaned detritus (spills, litter, etc), RRC reserves the right to fine RENTER a \$25 cleaning fee.

### **Electricity fee:**

If RENTER leaves lights on, a \$15 fee will be applied to cover electricity charges and inconvenience.

RRC will take photos of the alleged detritus and send to RENTER via email with an invoice. After RRC sends this notification, the cleaning fee is due within 48 hours. Failure to remit cleaning fee will result in a lifetime ban from renting RRC in the future.