

## Studio Rental Policies

*Office hours Monday through Friday 10a to 6p.*

*Building hours are Monday through Thursday 8:30a-9p, Fri./Sat. 8:30a-6p (subject to change)*

Renter must vacate the studio(s) promptly at the conclusion of the rental period, removing all tape markings, personal belongings, etc., from the studio, or a surcharge will apply.

Renter may use the public pay phone located in the hallway on the first floor. The phone number is 212-721-2910. Office staff are not allowed to accept messages.

Photography and videography are not permitted anywhere in the building without prior written notice.

The following guidelines for studio use must be observed and will be enforced:

1. Chewing gum is not permitted in the building.
2. Smoking is not permitted anywhere in or around the building.
3. Beverages other than water are not permitted in the studios.
4. Glass bottles or cans are not permitted in the studios.
5. Trash receptacles are provided throughout the building for trash and recycling please use them.
6. Street shoes are not permitted in the studios.
7. Non-dance shoes or slippers must be worn at all times outside of the studios.
8. All sound equipment must be turned off at the end of each rental. Windows must also be closed and shades pulled down. Please do not reconfigure the audio/visual equipment.
9. Do not move the piano or drag portable barres, chairs or any other item across the floor.
10. Heating and air conditioning controls may not be adjusted. Contact the Receptionist desk at x 10 or 15 for assistance.
11. Animals are not allowed in the building.
12. Lockers are for designated Ballet Hispanico personnel only.
13. Ballet Hispanico is not liable for loss or theft of personal property.