

BALLET HISPANICO

STUDIO RENTAL POLICIES

1. Ballet Hispanico's office hours are Monday through Friday 10 am to 6 pm. Building hours are Monday through Friday 9 am to 7 pm.
2. 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.
3. Renter may use the public pay phone located in the hallway on the first floor. The phone number is 212-721-2910. Office staff is not allowed to accept messages.
4. Photography and videography are not permitted anywhere in the building without prior written notice.
5. The following guidelines for studio use must be observed and enforced:
 - a) Chewing gum is not permitted in the building
 - b) Smoking is not permitted anywhere in or around the building
 - c) Food is not permitted in the studios when the studios are being used for rehearsals, auditions, performances or classes.
 - d) Beverages other than water are not permitted in the studios when the studios are being used for rehearsals, auditions, performances or classes.
 - e) No glass bottles or cans are permitted in the studios when the studios are being used for rehearsals, auditions, performances or classes.
 - f) Receptacles are provided throughout the building for trash and recycling – please use them.
 - g) Street shoes are not permitted in the studios when the studios are being used for rehearsals, auditions, performances or classes.
 - h) Non-dance shoes or slippers must be worn at all times outside of the studios.
 - i) All sound equipment and lights must be turned off at the end of each rental.
 - j) Heating and air conditioning controls may only be adjusted by Ballet Hispanico Staff.
 - k) No animals are allowed in the building.
 - l) Lockers are for designated Ballet Hispanico personnel only.
 - m) Ballet Hispanico is not liable for personal property.