

SPACE RENTAL TERMS & POLICIES

Studio Rental Rates:

- **ARTISTS (Independent Artists and Collectives)**
 - \$15/hour
- **NON-PROFIT (Non-profit or fiscally sponsored dance companies and organizations)**
 - \$20/hour
- **FOR-PROFIT (For-profit companies and organizations)**
 - \$35/hour

General Terms:

- The Cowles Center studios can be rented during building hours, which are Monday through Thursday 9am-9pm, Friday and Saturday 9am-5pm, and Sunday 10am-5pm.
- All studios have sprung floors and mirrors, with the exception of the Flex Space. Rental spaces are generally intended for dance rehearsals, classes, workshops, auditions, readings, and small meetings.
- A limited number of chairs and tables are available upon an emailed request. Equipment availability is based on the needs of the entire facility. To request special items for your rental please email rentals@thecowlescenter.org at least 72 hours in advance.
- When you enter a studio at The Cowles Center, you enter an area where photography, audio, and video recording may occur. All materials captured are subject to use by The Cowles Center for Dance & the Performing Arts for any purpose without compensation. By entering the studio you agree to these terms.
- Smoking is not permitted anywhere in or around the building.
- The Cowles Center asks renters to be courteous to other patrons and activities happening in the building. To contain noise spillover, please keep the doors to studios closed at all times. The Cowles Center reserves the right to limit noise levels.
 - Volume in Studio 5B should not exceed 80

Restroom Access:

- Gender-neutral restrooms are located on the 1st, 2nd, and 4th floors. These are single-stall restrooms that do not require a door code and are accessible during building hours.
- More restrooms are located on the 2nd, 4th, 5th, and 6th floors. The access code to use locked restrooms is 8791. This code number is printed in all of the studio spaces for your convenience during your reservation.

SPACE RENTAL TERMS & POLICIES

Exiting Cowles Center Spaces:

- Renters are expected to leave the studio when their booking is done. Remaining in the space for more than 15 minutes past the end of the booking without communicating with security or rentals will result in being charged twice the normal hourly rate.
- The Cowles Center asks that the studios be left in the same condition they are found. **Failure to do so will result in an additional minimum cleaning fee of \$15. The Cowles Center reserves the right to determine the appropriate cleaning fee.**
- Due to many patrons using the same studios, we ask that nothing is left in the space in between uses. **The Cowles Center reserves the right to discard anything left in the studio that is not Cowles Center property.**
- Stereo power may be left ON for the next renter
- Turn OFF lights
- Lock studio door and confirm it is locked

The Cowles Center does NOT allow:

- Food, beverages, or street shoes in the studios
- Moving pianos or reconfiguring stereo equipment
- Opening windows
- Leaning against or propping up items against barres or mirrors
- Vocalizing, rehearsing, warming up, or conducting registration in the hallways or public areas. Please contact rentals@thecowlescenter.org if you plan to run registration during your reservation
- The use of rosin, powder, or tape on the studio floor

SCHEDULING: All reservations are managed through The Cowles Center Booking Calendar. After filling out a one-time renter profile form, an invitation is sent to set up an account with Skedda, The Cowles Center Booking Calendar platform.

RENTER PROFILE FORM: This form only needs to be filled out ONCE to gain access to the booking calendar. After we've received your form, you will receive an invitation to book your own reservations using The Cowles Center booking calendar, Skedda (<https://thecowlescenter.skedda.com/>). Once you receive a booking invitation, you will be able to manage all reservations, cancellations, and payments on your own.

SPACE RENTAL TERMS & POLICIES

PAYMENT APPROACH & CANCELLATION POLICY:

- Users will use the Rental Calendar to Book Now and Pay Later by saving a valid debit or credit card to their rental account (bookings will be charged after the cancellation notice time frame has expired)
- Users may cancel up to 48 hours before the start of their reservation. **After 48 hours, all reservations are final and will be charged to the card on file.**
- Payment will be processed once your reservation has been locked in after the cancellation period has passed. If payment is declined, renting privileges will be revoked until outstanding payments can be resolved.

FAQ:

Who can view the schedule?

- Anyone can view the public calendar

Who can book?

- Only users who have filled out a rental profile form and received an invitation from Cowles Center staff are allowed to create/manage their own bookings on the calendar.

What booking details are visible?

- Name of renter, what space they're using, how long and what for

What time granularity is allotted for reserving space?

- Spaces may be reserved on the half-hour with a one-hour reservation minimum (for example, a rehearsal can be booked from 6:00pm-7:30pm but may not be booked from 6:00-7:15pm)

How far in advance may someone book a reservation?

- As little notice as 2 hours before on the day of or as far out as 60 days.

Will I receive a confirmation email?

- After a reservation has been made, the renter will receive a confirmation email.

The Cowles Center reserves the right to change rental pricing at its discretion without advance notice.