

SPACE RENTAL TERMS & POLICIES

The Cowles Center has several studio spaces available for rent as well as a conference room. All studios have sprung floors and mirrors. Rental spaces are generally intended for dance rehearsals, classes, workshops, auditions, readings, and small meetings. They can be rented during building hours, which are Mondays through Saturdays, 9:00am to 10:00pm, and Sundays, 11:00am to 9:00pm.

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

Hourly Rental Rates:

- **ARTISTS (Independent Artists and Collectives)**
 - Rehearsals & Photo Shoots: \$12
 - Classes & Auditions: \$17
- **NON-PROFIT (Non-profit or fiscally sponsored dance companies and organizations)**
 - \$15 Rehearsals & Photo Shoots
 - \$20 Classes & Auditions
- **FOR-PROFIT (For-profit companies and organizations)**
 - \$25 Rehearsals & Photo Shoots
 - \$35 Classes & Auditions

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.

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Exiting Cowles Center Spaces:

- The Cowles Center asks that the studios be left in the same condition they are found. We ask that studio renters use the mop provided to sweep marley before exiting the space.
- 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 get rid of 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 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.

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BOOKING A RESERVATION

- Once a renter profile form has been submitted, an invitation will be sent to create an account in the Booking Calendar. Renters have access to book Conference Room 210 and studio spaces on the calendar. If you are interested in a theater or event rental, please contact Joseph Bingham at jbingham@thecowlescenter.org

PAYMENT APPROACH & CANCELLATION POLICY:

- Users may 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. Please note that the price of your reservation will be adjusted based on if it is a rehearsal, photo shoot, class, or audition. 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 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 5 months

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.