

# STUDIO RENTAL TERMS & POLICIES

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The Cowles Center has three 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](mailto: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

## **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](mailto:rentals@thecowlescenter.org) if you plan to run registration during your reservation
- The use of rosin, powder, or tape on studio floors

## **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.
- Stereo power may be left ON for the next renter
- Turn OFF lights
- Lock studio door and confirm it is locked

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## HOURLY RENTAL RATES:

HOURLY REHEARSAL RATES	CONFERENCE ROOM 210	STUDIO 7A	STUDIO 5B	TEK BOX
COWLES CENTER COLLABORATOR	FREE	\$10	\$10	\$15
STUDENT	FREE	\$10	\$10	\$15
INDEPENDENT ARTIST	\$15	\$12	\$12	\$17
DANCE COMPANY	\$15	\$15	\$15	\$20
NON-PROFIT	\$15	\$20	\$20	\$25
FOR-PROFIT	\$15	\$35	\$35	\$35

HOURLY CLASS & WORKSHOP RATES	STUDIO 7A	STUDIO 5B	TEK BOX
COWLES CENTER COLLABORATOR	\$15	\$15	\$15
STUDENT	\$15	\$15	\$15
INDEPENDENT ARTIST	\$17	\$17	\$17
DANCE COMPANY	\$20	\$20	\$20
NON-PROFIT	\$25	\$25	\$25
FOR-PROFIT	\$35	\$35	\$35

**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.

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**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. (If you sometimes rent as a Dance Company and sometimes just as an Independent Artist, you'll need to fill out TWO different client profiles).

## Fill out the client profile form that best reflects how you'll be renting the studio:

- [Cowles Center Collaborator](#)
  - Applies to Building Tenants and current Momentum Artists
- [Student](#)
  - Must be currently enrolled in a K-12, College, or Masters program
- [Independent Artist](#)
  - Applies to private rehearsals or workshops that are NOT part of a dance company, group, studio, school, non-profit or for-profit
  - Applies to freelance artists who are coming together for project-based work
- [Dance Company](#)
  - Applies to groups of consistent collaborators, fiscally-sponsored entities, and non-profit dance companies
- [Non-profit](#)
  - Applies to any organization not affiliated with dance, renting the space with 501(c)3 status
- [For-profit](#)
  - Applies to organizations who are using the space to make a profit

## BOOKING A RESERVATION

- Once a renter profile form has been submitted, an invitation will be sent to create a account in the Booking Calendar
- Renters have access to book Conference Room 210, Studio 7A, Studio 5B, and the TEKBOX during available times
- Booking a reservation is very similar to blocking off an appointment on Google Calendar, renters will select the date and time frame
- Drag the arrows to adjust to your time preference
- Hit the "BOOK" button in the middle of the top row of your browser
- Select your name from the HOLDER Drop-down menu
- Enter a BOOKING TITLE
  - This should be in ALL CAPS - Ex. REHEARSAL, WORKSHOP, CLASS, AUDITION
- Select "CONFIRM BOOKING"

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## **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.**
- **Please note that payment will be processed once your reservation has been locked in after the cancellation period has passed. Classes hosted in the space at cost to the attendees will automatically be charged in accordance with The Cowles Center booking policy.**

## **LONG-TERM RENTALS:**

The Cowles Center offers long-term or recurring rentals on a contract basis. To inquire about dates and pricing, email [rentals@thecowlescenter.org](mailto:rentals@thecowlescenter.org).

## **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 their 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 with information on how to unlock the studio