



## Classic Dance Academy Studio Rental Information

Classic Dance Academy  
7036 S. Potomac St. (off Arapahoe Road & S. Potomac St)  
Centennial, CO 80112  
(303) 706-0273

Classic Dance Academy offers 3 studios available for rental. Each studio provides a professional setting for dance needs:

- sprung marley floors
- ballet barres
- full length mirrors
- high quality sound equipment with Ipod/auxiliary connector attachment & CD with pitch control
- individual heat/air for climate control

Studios can be rented for dance instruction, rehearsals, auditions, photo shoots, parties. Ample free parking is available. Food/drink (other than water) is not permitted inside the studios. No smoking within 20 feet of the building. No pets allowed.

### Specifications & rates:

#### STUDIO 1:

1800 Square Feet, \$30/hour

#### STUDIO 2:

App 900 Square Feet, \$25/hour

#### STUDIO 3:

App 900 Square Feet, \$25/hour

### Reservations:

Booking is done through the academy director Michelle Dolighan-Rodenbeck via email [info@classicdanceacademyonline](mailto:info@classicdanceacademyonline) or call/text (303)-995-2447. See policies and agreement below.



## Studio Rental Agreement

Classic Dance Academy (CDA) and \_\_\_\_\_ agree to the following rental arrangements:

CDA will be rented at a rate of \$\_\_\_\_\_ per hour on the following dates:

start date: \_\_\_\_\_ end date: \_\_\_\_\_ Date reservation made \_\_\_\_\_

The full amount is due at the time of rental, if booking monthly total monthly amount is due on 1<sup>st</sup> of the month. Checks made payable to Classic Dance Academy.

### **Communication:**

- email: [info@classicdanceacademyonline.com](mailto:info@classicdanceacademyonline.com) OR cell/text: Michelle Dolighan-Rodenbeck 303-995-2447

### **CONDITIONS:**

- Renter will need to schedule a meeting with academy director to review open/close procedure/policies prior to rental, including use of alarm.
- In the event renter must cancel reservation of studio space, 24 hours notice before specified date/time is required. If less time is given the rental fee will still be due for the time reserved.
- Studios are to be properly cared for during the rental time. If renting before/after business hours see page 3. Lights, thermostats, alarm are the responsibility of the renter (if renting during a time CDA is closed). If lights, heat/air, alarm not properly tended there will be a \$50 cleaning/utility fee charged to the renter. If the alarm is tripped and police dispatched there is a \$150 fee charged to the renter.
- If renter is a non-CDA employee, a valid driver's license copy is due at the time of rental.
- Renter assumes responsibility for injury of any persons they invite to the space, including but not limited to: students in class, guests and themselves.
- CDA reserves the right to cancel or change this agreement at any time. Professional consideration and timely notice will be given when possible.

### **RENTER INFORMATION:**

\_\_\_\_\_  
Renter Printed Name

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Renter Email Address

\_\_\_\_\_  
Renter Billing Address

\_\_\_\_\_  
Renter Phone Number

I \_\_\_\_\_ claim responsibility for payment to Classic Dance Academy for the use of studio space. I am at least 18 years of age and hereby release Classic Dance Academy from any and all claims or liability due to injury or loss of property which I or my students may sustain as a result of participating in any activity at Classic Dance Academy. I am responsible for any damages to the facility during my rental session. By signing below I agree to the terms above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





**IF RENTING SPACE BEFORE OR AFTER BUSINESS HOURS READ THE FOLLOWING INSTRUCTIONS:**

**If a key has not been given to you there is a lock box on site with extra keys inside. Contact director if you need a key from the lockbox.**

**OPENING:**

When entering building use doors at 7036 S. Potomac St, the alarm is a white box located directly to your left upon entering. To disarm the alarm you have 60 seconds, open the box door by pulling down, enter the 4 digit code (check with director for code) and press "OFF". Turn on both light switches beneath alarm. Proceed to studio you are renting. Lights, sound system and heat/air are inside each studio.

**CLOSING:**

Please clean up the studio upon finishing. Any "lost and found" items can be placed in the basket in the front office. Turn thermostat to "OFF" do not leave on air or heat unless otherwise instructed during peak of summer/winter. Turn off all equipment in studio and ALL lights in building, check dressing room, office and all bathrooms for lights.

**Setting the alarm to close:** Alarm is motion censored, it is best to have all people outside before arming the alarm. All exterior doors must be properly closed for the alarm to be set. If the green "ready" button is NOT illuminated this means either a person is moving in the building OR a door is open. A list of doors is provided on the alarm box and a note of which door is ajar will be noted on the alarm screen. Once the green "ready" light is on you can press the 4 digit code and "AWAY", turn lights off and exit. Lock door securely behind you.

**In case of emergency call Michelle immediately (303) 995-2447**