



520 Eighth Avenue
Suite 310, 3rd floor
New York, NY
10018

212 868 0860
www.siti.org

Dear SITI Renter,

Thank you for renting from SITI. We ask that you share the following information with all artists who will join your rehearsals:

1. No shoes: There are no shoes allowed in our studios unless they are rehearsal shoes (i.e. clean, don't leave scuffs on the floor, no spike heels, etc).

2. Please respect our neighbors: SITI is located on the same floor as many other working theater companies, so we ask that you do not make loud noise, change clothes, or hold meetings in the hallways; you can do all of these things in our foyer instead.

3. Keys: On early mornings, evenings and weekends, the glass door will be locked— you'll need to get the key from the shared locker.

The studio keys are stored in locker #16 in the 3rd Floor communal kitchen (near the Bruce Mitchell Room). Please return after every session – keys are shared by other renters. We will send you the combination for the lock when we confirm your rental.

Please share these instructions with your stage manager or anyone else who may need to set up the space. If for any reason the key is not in the locker and SITI's office is not open, please ask the ART/NY staff person on duty to let you into our space.

4. Address: Our studio is located at 520 8th Avenue, Suite 310, NYC 10018. Please make sure that all artists bring photo ID to check in at security downstairs.

5. Please reset to neutral: Please allow time at the end of each rental to return the room to neutral. You should not leave any furniture, chairs, or props in the rehearsal room. Please also make sure that your collaborators clean up in SITI's foyer and/or lounge. Thank you!

6. Terms and conditions: Terms of your rental are below and are posted on the call board in our foyer. By entering the studio, you are agreeing to the terms and conditions. Please contact us with any concerns at studiorental@siti.org.

Thank you so much for renting from SITI. Please feel free to reach out to us with any questions.

- SITI Company

(212) 868-0860 x104
studiorental@siti.org

Terms & Conditions

1. **SPACE RESERVATION:** In order to reserve space, a minimum payment equal to 50% of the balance due is required upon signing of the contract. Payment in full is due prior to entering the studio the day of rental. Payment can be made in cash, check or money order made payable to SITI Company. You will be issued a receipt.

2. **CANCELLATION POLICY:** Rental cancellations must be made 48 hours in advance or 50% of the balance due will be charged. Payment for cancelled space will be credited towards future rentals. No refunds are given. For bookings that are 4 days or more, a week's notice is required for cancellation.

3. **LIABILITY:** SITI Company is not liable for any, loss, expense, damage or injury to the Renter or to any person/property associated with the Renter. The Renter equally agrees to hold SITI Company harmless against any and all claims arising out of or relating to the Renter's use of the studio.

4. **USER RESPONSIBILITY:** The Renter assumes all legal and financial responsibility for acts by himself or others, negligent or otherwise, that cause damage or breakage to the studio or theft or loss of studio property or equipment. The Renter agrees to return the studio to the condition in which it was found.

5. **RESTRICTIONS:** Renters will observe the following restrictions: No smoking. No eating or drinking (other than water) in studio (Please bring your own bottled water – as the water in the SITI Office is not for general consumption). No shoes, rosin, or tape on the floor. Nothing is to be affixed to the walls, doors, or hallways anywhere in the building. No use of any stereo or other equipment owned by SITI except by prior arrangement. Renter will not move any SITI equipment except by prior arrangement. Renter will not prop open safety door in outer hallway.

6. **PENALTIES:** Renter agrees to pay a \$50 fee on any bank returned checks. Additionally, Renter will be fined \$25 dollars for failing to return studio to a reasonable condition.

7. **KEY DEPOSIT:** If Renter is given keys to SITI's premises, renter will be charged a \$20 deposit in case of loss or damage. Renter will pay the key deposit in a separate check or cash. The deposit will be returned once the keys are returned.

8. **INSURANCE:** Renter shall at its own expense, obtain and maintain for such lengths of time as is necessary to cover any and all claims arising in connection with this agreement, the following policies written by an insurance company retaining a rating of "A" and for which is acceptable to Owner:

- Workers Compensation in the Statutory amount required by law;
- Employer's Liability having a single limit of not less than \$1,000,000 per occurrence;
- Commercial General Liability having a combined single limit (bodily injury,

property damage and personal injury) of at least \$1,000,000 per occurrence (\$3,000,000 aggregate)

- Property coverages for the full 100% replacement cost value of any owned, leased or loaned property to the Occupant, Occupant's employees, agents and contractors.

Each of the policies required shall include a provision requiring the insurance company to give Owner prompt notice of at least thirty (30) days of any revision, modification, or cancellation of such policies. Promptly after securing such policies, contractor shall provide Owner with Certificate of Insurance and at Owner's request, copies of the insurance policies.

9. INDEMNIFICATION Renter shall indemnify, defend and save harmless Owner from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by Owner on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act of Contractor, its employees, agents, or representatives.

10. FIRE/EMERGENCY ESCAPE PLAN: In case of fire, an announcement will be made over the loudspeaker in the Zeisler studio. There is no loudspeaker in the small studio, but you will hear a siren.

If the announcement says:

- "Shelter in Place" stay where you are and wait for further instruction.
- "Relocate" - move to the SITI lobby
- "Evacuate" use Exit G (the nearest by Suite 311) and meet at the US post office (34th and 8th) stairs. Let Roberto, ART/NY's manager, know that you are gathered there by calling (201 978-0338)
- You can also call the ART/NY Front Desk for more information at: (212) 560-3958.

If you see a fire:

- Contain the fire by closing the door.
- Tell Roberto at ART/NY and let people on the floor know.

By entering the studio, the Renter agrees that they have read and accepts the terms of this agreement and/or any attached riders concerning the use of SITI Company's Studio.