

**- City of Sunnyvale -  
Sunnyvale Dance Studio Use Guidelines and Fees**

550. Remington Drive • P.O. Box 3707 • Sunnyvale, CA 94088-3707  
(408) 730-7350

**Dance Studio Use Guidelines**

Use of the Sunnyvale Dance Studio is contingent upon the renter’s understanding, acceptance and adherence to the following policies. Please review these policies. Your signature on the application indicates you have done so. If you have questions, concerns or need further clarification, please contact the Theater Tech Coordinator listed below.

**For rental availability and general information, please contact:**

Sunnyvale Community Center  
Monday through Friday, 9 a.m. to 6 p.m.  
(408) 730-7350

**For technical questions, please contact:**

Bill Rupel  
Theatre Technical Coordinator  
(408) 730-7354  
brupel@sunnyvale.ca.gov

**Rental Rates**

All rates are per hour cost unless otherwise noted. Discounted rates, where offered, apply to Sunnyvale residents and Sunnyvale non-profit organizations. Minimum rental time is 3 hours total, in daily increments of 1 hour or more. Time over 3 hours may be rented in 30 minute increments, provided daily increments are 1 hour or more.

<b>Basic Facility Rental</b>	<b>Peak Hours</b> Friday, 6:00 p.m. through Sunday, midnight		<b>Off-Peak Hours</b> Monday through Friday, 6:00 p.m.	
	<b>Basic Rate</b>	<b>Discounted Rate</b>	<b>Basic Rate</b>	<b>Discounted Rate</b>
<b>Dance Studio</b>  This includes access to use the dance studio sound system and vestibule lobby area only. Theatre access is not included in the rental.	▪ \$65 per hour	▪ \$50 per hour	▪ \$65 per hour	▪ \$50 per hour

**Additional Charges:**

**Security Deposits**

- Single day use.....\$350/day
- Multiple day use.....\$500 flat rate
- Food or drink service .....\$100 flat rate

We require proof of insurance for all activities in the Dance Studio. Please see Insurance Requirements for Renters for details.

**Before the event**

- Any changes after you have submitted your application must be approved the Theater Technical Coordinator in writing.
- All rentals must be paid in full in advance. A deposit is due at the time of application, and a reservation will not be confirmed until the deposit has been paid. The balance of the rental fee for one day rentals is due 30 days before the event. The balance on multiple day rentals is due 90 days before the first event day.
- Please note (and notify your dancers, if necessary) that appropriate dance shoes are required. No black-soled tennis or aerobics shoes are permitted in the studio. Heels should be free of protruding nails, and any taps must be firmly affixed to shoes.

**Day of the Event**

- The person whose name is on the application as renter must be the first person in the door on the day of the event, and must remain on site throughout the entire event. Only the authorized renter may operate the sound system.
- If another group is scheduled in the dance studio immediately before yours, please wait outside the dance studio until your rental time begins.
- The City of Sunnyvale is not responsible for accidents, injury, illness or loss of group or individual property. Please remind all participants to take safety precautions.
- If there is an accident, injury, illness, theft or other incident, immediately notify Sunnyvale Community Center staff. If there is no one at the main building’s front desk, use the red telephone to summon an attendant.
- Groups with minors (under age 18) must provide an adult supervisor at a ratio of 1 for every 20 minors. Do not leave minors unattended in the studio. Do not allow children to play on (hang from) the barres.
- Do not put tape on the dance floor. It pulls up the finish and damages the surface.
- Do not affix anything to the mirrors or windows.
- Do not drag tables or chairs across the dance floor.
- Do not post anything on the bulletin board.
- Bottled water is permitted in the dance studio, but should be kept and consumed in the cubby area. Other beverages and food are permitted only with appropriate security deposit. Chewing gum is not permitted in the dance studio at any time.
- Animals, with the exception of working service dogs assisting persons with disabilities, are not permitted in the building.
- Smoking is not permitted anywhere in the building.
- Fire (including cigarettes, candles, incense and matches) is not permitted in the dance studio.
- Do not offer gratuities to Sunnyvale Theatre staff, as they have been instructed not to accept any tips.

### During the Event

- The Dance Studio is not equipped to accommodate a large audience. A dozen stacking chairs are available in one of the unlocked closets. Chairs from the Dance Studio lobby may be used, but must be returned to the lobby when you are finished. Guests who do not need to be in the Studio should wait outdoors or in the vestibule lobby.
- If you wish to videotape or photograph, you assume all responsibility for legality of taping, including securing appropriate releases from performers and from copyright holder, in the case of copyrighted music, scripts or choreography.

### After the Event

- Please exit promptly. There may be a group or class scheduled right after yours.
- Remove all personal and group belongings that you brought to the dance studio.
- Please return any chairs you brought out to the location where you found them.
- Make sure the stereo equipment is turned off when you leave.
- Make sure the lights are turned off when you leave.
- If you are a regular renter and have been issued a key, please lock all exterior doors and cabinets. If you have not been issued a key, please check out with a facilities attendant in the main Recreation Building, so they can lock up the dance studio.
- If you noticed any problems with the facility or its equipment, please notify the Theater Technical Coordinator at (408) 730-7725 or the Community Center at (408) 730-7350, so we can repair the problem as soon as possible.
- Refund of the dance studio deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage or debris. Events that run over the permitted time will be charged appropriate rental fees in minimums of 30-minute increments. This will be deducted from the security deposit.
- Evidence of unauthorized food or drink being taken into the Dance Studio may result in automatic forfeit of the security deposit.
- In the event that all or part of the security deposit is being retained, renter will be mailed written notice of the fees assessed within one week of the event.
- Assuming the dance studio is left in good condition, security deposits paid by check will be refunded by mail to the renter in the form of a City of Sunnyvale check, approximately four to six weeks after the event. Security deposits paid by credit card will be refunded the next working day on the credit card.

### **CLEAN-UP CHECK LIST**

<b>Area to be Cleaned</b>	<b>Tasks</b>	<b>Done</b>
<b>Dance Studio</b>	Remove any props or equipment you brought.	
	Remove any personal belongings left by your dancers.	
	Sweep floor if necessary	
	In case of spills, clean up with water and paper towels and notify staff of type of spill and location. Mark spill area with wet floor sign	
	Put any stacking chairs that were used back in the closet.	
	Put any vestibule chairs that were used back in the vestibule.	