



## FACILITY RENTAL APPLICATION

For submissions or inquiries please contact:

Elizabeth Reid Simmons, Assistant to the Director  
The Rock School for Dance Education  
1101 South Broad Street  
Philadelphia, PA 19147  
Telephone: 215.551.7010 Ext. 1126  
Email: [elizabeth@therockschool.net](mailto:elizabeth@therockschool.net)  
Fax: 215-551-8538

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## **DANCE STUDIO**

Founded in 1963 The Rock School for Dance Education has grown to become known as the premier Ballet Centre located at the southern end of the Avenue of the Arts in Philadelphia, PA. It is a beautiful, state-of-the-art facility on Philadelphia's cultural corridor. The Rock School houses five floors with a total of six studios that are each equipped with ballet barres, floor length mirrors, sprung floors, stereo systems that are compatible with personal MP3/IPOD players, and a grand piano in each studio, with an upright piano in studio F. Studio sizes are as follows:

STUDIO	SIZE	DIMENSION	FLOOR LEVEL	BASIC RATE	DISCOUNTED RATE
A	3,445 SQ FT	53' x 65'	5 TH	\$150/ HR	\$100/ HR
B	2,580 SQ FT	43' x 60'	5 TH	\$100/ HR	\$75/ HR
C	2,580 SQ FT	43' x 60'	4 TH	\$100/ HR	\$75/ HR
D	1,748 SQ FT	38' x 46'	4 TH	\$75/ HR	\$50/ HR
E	1,600 SQ FT	40' x 40'	4 TH	\$50/ HR	\$40/ HR
F	1,440 SQ FT	32' x 45'	3 RD	\$40/ HR	\$30/ HR

### **Studio Rental Rates**

Studio rental include basic and discounted rates, which apply with approval to non-profit organizations and groups that request multiple dates.

- Non-profit organizations must submit documentation of 501(c)3 status.
- Studio rental fee applies to the registration and audition time that is required for applicants holding an audition.

### **Required Fees**

- \$200 Security Deposit
- \$35/HR Rock School Security and Administrative Support

### **Optional Fees:**

Instructors, Pianists, or sound equipment are available upon request for an additional fee.

## **R CAFÉ**

The R Café is located on the second floor, has a skyline view of downtown Philadelphia, and can accommodate a maximum of 200 guests for your next event.

### **R Cafe Rental Rates**

<b>RATE</b>	<b>2 Hour Minimum</b>	<b>Each Additional Hour</b>
BASIC	\$200	\$150
NON-PROFIT	\$150	\$100

### **Required Fees**

- \$200 Security Deposit
- \$35/HR Rock School Security and Administrative Support (This fee is applicable to the 1 hr before rental time to set up and 1 hr after the event to clean up.)

### **Café Rental Rate Includes:**

- 1 hr before and after the event for set-up and breakdown
- Complimentary access to parking conveniently across from The Rock School
- Matching chairs and tables that seat 80. Additional chairs and tables are available.

## **MEETING ROOM**

The use of the conference and meeting rooms include: local phone calls, projector, and white board.

<b>Room Type</b>	<b>Occupancy</b>	<b>Basic Rate</b>	<b>Non-Profit Rate</b>
Conference	15-20	\$50/hr	\$30/hr
Classroom	25-30	\$75/hr	\$60/hr

## **CATERING**

Menu options for a variety of occasions are available.

### **Optional Services**

For an additional fee the following services are negotiable:

- Event Planner and/or Decorator
- Dance Class (ballet, jazz/hip-hop, latin/ballroom, yoga, etc.) provided by a Rock School Instructor to rejuvenate a business meeting or personalize a private event.
- Technical assistance (ie extension chords, sound system, microphone)

# **RENTAL APPLICATION PROCEDURES**

All Rock School facility rentals are arranged through the Administrator listed on the front of this packet. Please contact the Administrator to confirm availability before submitting this application. Once you have confirmed that availability for the date(s) and time(s) you requested, please submit this completed application with insurance certificate and the appropriate security deposit, directly to the Administrator.

Your reservation is not guaranteed until you are notified in writing or email that your application and deposit have been accepted.

## **The Rock School requires the following:**

- 1) Rental Application with Security Deposit to reserve date
- 2) Signed Rental Guidelines Form
- 3) Signed Liability Form
- 4) Certificate of Insurance listing The Rock School as an additional insured
- 5) Full rental payment and security and administration fee are due 2 weeks prior to the date of the event
- 6) Cancellation Policy:
  - a. Cancellation up to 10 business days prior to rental      90% refund
  - b. Cancellation between 6-10 business days prior to rental      50% refund
  - c. Cancellation 5 business days prior to rental      NO REFUND

In the event that a rental has been cancelled, rescheduling may be a possibility at the discretion of The School administration. All third party optional services are not eligible for refunds. Cancellation due to weather or school closing are subject to review for refund or rescheduling of an event.

***THE ROCK SCHOOL WILL NOT PROVIDE A REFUND FOR ANYTHING CANCELLED LATER THAN 5 DAYS IN ADVANCE***

# **ROCK SCHOOL RENTAL APPLICATION**

Please type or print neatly. Applicants must be accompanied by the appropriate deposit and signed Rental Guidelines from this application packet. Reservation is not guaranteed until you receive written confirmation from the Administrator.

Application Date: \_\_\_\_\_

## **Preferred Rental Date(s)**

Please circle weekday and write dates

M Tu W Th F Sa Su \_\_\_\_\_

M Tu W Th F Sa Su \_\_\_\_\_

M Tu W Th F Sa Su \_\_\_\_\_

Preferred Studio (please circle)      A      B      C      D      E      F

## **Renter's Contact Information**

Renter's Name (Indicate a person\*): \_\_\_\_\_

\*Please note: The person named here on the rental application is responsible for the permitted event and must be the first person to arrive on the day of the event and must stay onsite the entire time.

Organization Name (if applicable): \_\_\_\_\_

Purpose of the Organization: \_\_\_\_\_

Is the organization a non-profit?     Yes\*     NO

\*Please attach 501(c)3 documentation

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

Class or Company Name: \_\_\_\_\_

Rental Start Time\*: \_\_\_\_\_ Rental End Time\*: \_\_\_\_\_

\*Will you require time to set up or clean up? Please circle YES or NO

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Brief description of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Required Set-Up by the Renter: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Technical Details**

All technical details must be disclosed on this application and/or approved by The School Administrator in writing prior to the event.

Will you use the Dance Studio sound system?  Yes  No

Will you require a Rock School Instructor\*?  Yes  No

Will you require a Rock School Pianist\*?  Yes  No

Please specify exact times the pianist is needed for the event: \_\_\_\_\_

Will you require an Event Planner and/or Decorator\*?  Yes  No

Will you require catering\*?  Yes  No

Will alcohol be served?  Yes  No

\*Additional Fees Apply

## **RENTAL GUIDELINES**

Use of The Rock School studio, R Café, and/or Meeting Room is contingent upon the renter's understanding, acceptance, and adherence to the following policies. Please review and initial these policies. If your application is accepted, you will receive a Rental Confirmation form. If you have questions, concerns, or need further clarification, please contact the Administrator listed on the front of this packet.

### **Before the Event:**

- Any changes after you have submitted your application must be approved by the Assistant to the Directors in writing.
- All rentals must be paid in full in advance. A deposit is due at the time of the application and a reservation will not be confirmed until the deposit has been paid. The balance of the rental fee is due 2 weeks prior to the event. Accepted payments are cash, check or credit card.
- A certificate of insurance must be included with the signed agreement. This certificate must show the Rock School as an additional insured. The certificate must show the lessee carrying a liability insurance of at least \$1,000,000.
- Please note (and notify your dancers, if necessary) that the use of tap shoes, street shoes, or rosin is not permitted in the studios. Sneakers without black soles are acceptable.

### **Day of the Event:**

- The person whose name is on the application as the 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 or meeting room immediately before yours, please wait outside the dance studio or meeting room until your rental time begins.
- The Rock School 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 the Rock School staff.
- 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) bars.
- Do not drag tables or chairs across the dance floor.
- Bottled water is permitted in the dance studio. Other beverages, food, and chewing gum are 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 lit cigarettes, candles, incense, and matches) is not permitted in the building. Food Warmers may be used in Café only.
- 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, R Café, and/or meeting room.
- Trash is to be collected by the renter and disposed of by taking it to The School parking lot dumpsters across the street as applicable for Café rentals or when asked by Rock School Staff.
- Furniture and equipment must be approved by Rock School Staff, if you require to move it during the rental period. If approved, then all items must be replaced back to its original position before leaving.
- Please remove all tape, markings, equipment, and/or decorations from the facility at the end of the rental period. Thumbtacks, adhesive glue, and any other abrasive adhesive to the building walls or ceiling are not allowed.
- Make sure the stereo equipment and/or computer is turned off when you leave.
- If you notice any problems with the facility or its equipment, please notify the administrator in The School Office or Assistant to the Director at 215.551.7010/Ext. 1126, so we can repair the problem as soon as possible.
- Refund of the rental deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage and debris. Events that run over the permitted time will be charged appropriate rental fees in a minimum of 30-minute increments. This will be deducted from the security deposit.
- Evidence of 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 rental space is left in good condition, security deposits paid by check or credit card will be refunded by mail to the renter in the form of a Rock School check, approximately four to six weeks after the event.

I have read, understand, and agree to abide by the policies listed above in the Rock School Facility Rental Application.

Renter's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Name (printed): \_\_\_\_\_

## ROCK SCHOOL LIABILITY STATEMENT

In submitting and signing this application, I certify that I have read, understand, and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed permit is in compliance with The Rock School's rules and regulations. Applicant hereby agrees to hold The Rock School free and harmless from any loss, damage, liability, cost or expense that may arise during and/or related in any way to the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Applicant. I, the undersigned or the company I represent, will be responsible for any damages sustained by the facility. Any lost equipment or damages sustained to The Rock School property shall be compensated within seven days. I agree that this reservation is granted with the understanding that The Rock School may cancel when the facility is needed for The Rock School programs or make changes to the requested location for studio rentals.

Full payment must be given 2 weeks prior to the reservation date. Failure to submit payments by the designated date will result in loss of contract and the rental space will be released. It is my responsibility to notify The Rock School of any cancellations or revisions on my part within 48 hours for a full refund and 24 hours for a partial refund. Failure to do so will result in loss of any refund.

Renter's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Name (printed): \_\_\_\_\_