



RED CLAY DANCE COMPANY

Studio Guidelines and Rental Policies

Welcome to Red Clay Dance Company's new home!

Please see our studio guidelines and rental policies, detailing the procedures and protocols for building access and studio use below.

HOURS OF OPERATION

Red Clay Dance Company is open from 9am-5pm Monday, Friday and Saturday; 9am-8pm Tuesday, Wednesday and Thursday. Access to the building is not allowed prior to opening and closing of the facility. Renters are NOT permitted in the studios before or after booking times. Studios must be clear of personal items and renters must exit the studio promptly at the end of rental period.

STUDIO COVID-19 BEST PRACTICE GUIDELINES

- Capacity limits for each studio: Studio I, shall not exceed twenty-eight (28) persons. Studio II (hardwood floor), shall not exceed eighteen (18) persons.
- Wearing a mask in the facility is optional. However, we encourage the use of one when necessary.
- All in the studio are encouraged to exercise social distancing when possible.
- To minimize outside contaminants, artists are required to keep outer garments in the cubbies provided in the studios, only wearing rehearsal clothing while in studios.
- Hand sanitizer stations are available and encouraged to be used as needed.
- Entire building is disinfected daily with 24-hour anti-bacterial cleaning products.

STUDIOS ACCESS AND PROTOCOLS

- Spaces available during studio rental are the lobby area, Studio I or II (whichever is a part of your rental agreement and the 2 restrooms at the end of the hall).
- RED CLAY DANCE COMPANY is a No Smoking facility. Cigarettes, e-Cigarettes & Vaping is STRICTLY PROHIBITED.
- The use of open flames, including candles, incense, or oil diffusers is PROHIBITED.
- RED CLAY DANCE COMPANY facility may not be altered or tampered. No nails, tacks, screws, tape or paint may be used on walls, ceilings or floors.
- Front desk staff is available to assist with issues pertaining to audio equipment and temperature control. Please notify the front desk of any issues.
- Street shoes or hard-soled shoes, food and beverages (excluding bottled water) are strictly prohibited in the studios at all times. Dance shoes (i.e., jazz shoes or ballet slippers) are permissible. Tap shoes & Sneakers are only allowed in Studio II.
- The use of rosin on the studios' marley is STRICTLY PROHIBITED and may be subject to a penalty fine.
- Renters must promptly exit studios at the end of their booking.
- Sound levels from audio equipment must not exceed moderate levels to prevent disrupting any activity in the adjacent studio or office spaces. RED CLAY DANCE COMPANY may PROHIBIT artists from renting studio space if found disruptive.
- RED CLAY DANCE COMPANY reserves the right to seek monetary compensation for damages to studio and/or studio audio equipment during rental period.
- Live music including percussion instruments are allowed in the studios with permission.
- ALL personal belongings must be removed from the studio at the end of studio use. Any items left behind will be discarded at the end of the day.

SCHEDULING YOUR STUDIO TIME

Please book appointments by emailing ray@redclaydance.com your requested day/time and details regarding your rental.

PAYMENT POLICIES

Payment is due prior to each rental. NO EXCEPTIONS! Renters will not be given access to the studios prior to making payment in full.

CANCELLATION POLICY

We have a 14-day cancellation policy for most rehearsal bookings unless otherwise specified in your rental agreement. Renters are responsible for payment for all cancellations after the deadline that are not re-booked by another renter. If you need to cancel a booking after the 14-day deadline, please call the front desk: 773.624.8411 or email ray@redclaydance.com.