



Thaddeus Hayes Dance Studio: 3225 sq. ft. Capacity – 162

The dance studio will be rented for the purpose of dance related rehearsals, auditions and single day events. The studio is not available for class instruction.

Dance Studio Usage Policy

Facility Usage at Downing-Gross Cultural Arts Center is subject to the following regulations:

1. The Downing-Gross Cultural Arts Center (DGCAC) programs and services take priority and the DGCAC reserves the right to cancel a reservation previously approved. In the event of cancellation, as much notice as possible will be given.

User cancellations must be made at least 72 hours prior to meeting time. Failure to cancel may result in loss of use privileges.

2. Rooms are available to rent Monday through Friday (7:00 a.m. to 9:00 p.m.) and Saturday (7:00 a.m. to 5:00 p.m.). Users making reservations need to allow for their required set-up and clean-up times; otherwise, set-up and clean-up times are included in the maximum hours allocated. Users are responsible for returning the room to its original condition.

3. The fees for the **Thaddeus Hayes Dance Studio** are as follows:

Monday – Saturday	\$150 (max 4 hours) \$50 per hour after
Non-Refundable Deposit	\$50

****Deposit and application are required to reserve rental space.***

****Final payment due in full 30 days prior to event date.***

4. Applicants are responsible for the cost of security Monday through Friday after 8 p.m. and Saturday after 4 p.m. at a rate of \$25 per hour per security staff person. One security staff person must be assigned per 75 guests attending event.

5. Smoking and Alcoholic beverages are prohibited in all City facilities. Note: **Smoking only permitted outside, 100 feet behind the building. Do not throw cigarette remnants into the mulch or grass to prevent fires.**
6. Food, chewing gum, and beverages (other than plastic bottled water) are prohibited in the studio.
7. Shoes worn in the studio must not be a street shoe and have a non-marking sole. The marley (floor covering) on the studio floor can be removed upon request. It must be removed by Downing-Gross Cultural Arts Center staff.
8. Users must provide their own audio-visual equipment and operators. Users must provide their own extension cords.
9. Users assume responsibility for any damage to rooms or contents and must leave the rooms in an original condition. The Downing-Gross Cultural Arts Center is not responsible for any injuries incurred during use of the rooms or for any lost or stolen property.
10. Should the studio be used for public exhibits or displays the Downing-Gross Cultural Arts Center is not responsible for loss of or damage to any article on display.
11. Applicants are responsible for informing attendees of the facility Emergency Evacuation exits and floor plan located on the wall in each conference room.
12. All Visitors should use available parking lot and street parking.
13. Requests for use of the studio must be reviewed and approved by the Director of Programs.

In the event of an emergency, the following procedures should be followed:

1. Alarm boxes are located near the rear and front door exits on the first floor (including exit doors in the banquet room). Pulling the handle straight down activates the alarm system.
2. When the alarm is activated, all conference attendees and visitors shall evacuate. Employees will assist visitors in evacuation. When evacuating the building, all conference attendees and visitors will use the closest exit to their respective conference room. Evacuation should be calm and at a safe, steady pace with spaced intervals to avoid falls or create bottlenecks. The last person leaving the conference room should close the doors. After evacuation has commenced, do not return to the facility under any circumstances.
3. Upon exiting the building, assemble in the rear parking lot. If exiting through the front of the building, walk around the building to the parking lot. In the event of inclement weather, conference attendees and visitors will meet at Pearl Bailey Library across the street. Do not leave the assembly areas unless directed by a Facilitator. Assemble with your respective meeting coordinator for accountability.
4. Fire extinguishers are located in a stainless steel cabinet near the rear exit door (near the security desk) and on the wall near the women's bathroom door.
5. In the event of an actual fire emergency, notification will occur by alarm. When the alarm is activated, everyone except wardens will commence immediate evacuation – using the stairwells and not the elevators.
6. Upon discovery of a fire in the building, pull the alarm box nearest the fire immediately. The location of the pulled alarm box automatically registers on an indicator panel in the lobby and equipment room located on the first floor. A security contract company monitors these panels 24 hours a day, 7 days a week. This company will notify fire and police.
7. If you saw the fire and pulled the alarm, report to the security desk on the first floor and be prepared to assist the emergency responders and building maintenance/security personnel by giving them as much information as possible.