

APPLEBY FOUNDATION / TAHAWUS CENTER

Entry on Main St. nearest the Hollywood Theater

Cloudsplitter Studio, Windows Gallery SPACE AND RENTAL FEES

- **3rd Floor Dance**, 35 x 27' with marley covered, pine floor, May-Oct
Two changing room spaces, and Supply Closet (not locked)
Office room (not locked) for your equipment
- **2nd Floor Gallery**, 45 x 23 with hardwood floor, entry hall and bathroom, kitchenette, May-October
storage area (not locked) for equipment
11.5-foot ceilings
20 folding chairs (can be moved if available to other floors)



The studios are available 7 days a week, from 9am to 9pm.
Telephone Monday-Friday, 9am-5pm, excluding holidays. 646-734-7151

2nd floor Windows Gallery



HOURLY RATES (subject to change):

REHEARSALS – Studio or Gallery (10am-6pm weekdays;
10am-10pm weekends)

- Dance Rehearsal Rate \$15 / hr
- Non-Dance Rehearsal Rate: \$15 / hr
- Presentations with Audience \$30 / hour TBC

CLASSES and WORKSHOPS, must have insurance

- Private lessons Rate: \$12 / hr (instructor + one student)
- Small Class (up to 7) \$15 / hr
- Large Class (8-20): \$25 / hr

OTHER RATES

- Meetings: \$20/ hr, does not include kitchen use
- Large Storage rate: \$25/ monthly
- Video / Photo Shoot: \$50/ hr
- Commercial / Film: Negotiable
- **GALLERY EXHIBITION SPACE: \$250 / 2-weeks**
- **SPECIAL EVENT SPACE: \$150 – 3-hour rental.**
Note: must allow for set up and clean up time within 3-hour
- **KITCHENETTE - ADJACENT TO GALLERY: \$60**, for 3-hour rental in conjunction with a gallery or studio event; Note: must allow for set up and clean up time within booked schedule. Carry out all waste/ trash. TBD use of folding chairs, 3x6' tables, etc.



FEES: Key deposit for longer term use: \$35 (refundable upon return of keys)

* All rentals extend from door opening to exit/ closing and lock up.

* Please note that ALL renters who use space after hours or on weekends are responsible for picking up and returning keys as per individual arrangements.

MAIL: Winter - Appleby Foundation Inc/ Rebecca Kelly Ballet, 579 Broadway, 4B. NY 10012, 212-431-8489

Summer - Tahawus Center, PO Box 984, 14234 Rt 9N, Au Sable Forks, NY 12912

tahawus@verizon.net 646-734-7151

**APPLEBY FOUNDATION / TAHAWUS CENTER
STUDIOS and GALLERY RENTER'S AGREEMENT**

I, (print name) _____,

authorized representative of (name of group), _____, hereby to use
Tahawus Center Cloudsplitter Studio/ Windows Gallery at 14234 Main Street, Au Sable Forks, NY 12912.

- 1) I acknowledge that the group and its members / participants use the studio at their own risk. In consideration of Appleby Foundation's permitting the group to use the studio, I, on behalf of myself individually, as well as on behalf of the group, promise to indemnify Appleby Foundation, and the Tahawus Center, its Board of Directors, officers, employees, staff, and their heirs, successors and assigns, and to hold each of them harmless from, against, and in respect of any and all liability or loss suffered by me, the group, or any of the group's members or participants which arise out of or relate to the group's use of the space, including without limitation injuries or losses which are the result of any defect or deficiency in the condition of the studio or the building in which it is located.
- 2) I have read the attached **Studio Policies and Procedures** document and agree to abide by ALL policies as so stated.
- 3) I have read the "**Cancellation Policy**" as stated in the attached Studio Policies and Procedures document and fully understand its meaning.

A new agreement needs to be on file annually, and all fees are due annually

Signed: _____ Date: ___/___/_____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Email: _____

Key Deposit Amount: _____	Key Deposit Date _____
Key Set: _____	Key Refund Check Issues on _____
Annual Fees Paid on: _____	Credit Card Information on File: Y N

APPLEBY FOUNDATION / TAHAWUS CENTER

STUDIO POLICIES AND PROCEDURES

Welcome to Appleby/ Tahawuss **Studio Share Program**. We look forward to developing a friendly and professional relationship with everyone. Please spend a few moments to review the information on the following pages. We hope that it will answer your questions while clarifying our policies and procedures.

Paying for space: If you are renting while the office is closed, you must arrange payment in advance.

You can make a payment in one of the following ways:

- IN PERSON, BEFORE OR AT TIME OF STUDIO USE. For your convenience, cash, credit card and personal checks are all accepted.
- BY PHONE (212-431-8489, 646-734-7151), BEFORE YOUR BOOKING. AMEX, VISA or Mastercard are accepted.
- IN THE MAIL, PRIOR TO BOOKING. Please send us a check if you cannot pay in person or with credit card: Appleby Foundation, Inc, 579 Broadway, 4B, NY, NY 10012.

CANCELLATION POLICY:

- A booking may be cancelled within 24 hours of *placing* the booking at no charge. (NOTE: Calling to cancel 24 hours *before your actual scheduled booking* is not the same.
- If you must cancel the booking after the 24 hour grace period, you will be charged for the booking unless the space can be rebooked.

Penalties and Fines:

- Key holding renters are responsible for locking the doors behind them when you are done using the space. ALL DOORS MUST BE SECURELY SHUT AT ALL TIMES. PROPPING DOORS OPEN IS NEVER ALLOWED. This rule is in place so that TLC can continue to offer a safe, secure, and affordable and accessible space for renters. Failure to follow this rule will result in a \$50 fine.
- Any renter who leaves the studio in less than clean condition will receive a verbal or written warning. Failure to respond and/or a repeated offense will result in a \$25 fine.
- Any renter who fails to turn off the lights, fans or heaters upon leaving the space will receive a \$50 fine.
- A 10% late charge will be added to any balance 5 days past due.

Other important Rules:

Food and Drink:

- No food or drink in the studio. Please leave your shoes outside the door, or carry to dressing rooms.
- Finish refreshments outside of the building and
- Dispose of your trash in the proper receptacles before entering the studio.
- Empty all liquids before tossing your cups and bottles in Tahawus wastebaskets.

Gum: Chewing gum is prohibited anywhere in the facility.

Smoking: Tahawus is a smoke free environment. SMOKING IS PROHIBITED THROUGHOUT THE BUILDING, INCLUDING STAIRWELLS, and outside the entries of the building.

Candles & Incense: The use of candles and incense is strictly prohibited at all times throughout the building.

Rosin: The use of Rosin is prohibited in the studios.

Key: Discuss with studio manager opening and closing procedure, and key drop off.

Time: Please be responsible and leave the studio when your time is up. We use the honor system. Studio space can be booked back to back and it is important to be respectful of other renters' time.

Emergencies & Accidents: Be Responsible. A first aid kit for minor emergencies is located in the Dance Office. You are responsible to contact the proper authorities if there is a serious emergency that needs attention, if the Studio manager is not on hand.

Shoes: Leave Street shoes/ boots by the door! Protect our floors from damage. Tap shoes and shoes with nails are not permitted in Cloudsplitter. Any renters that leave scuff marks will be required to clean the floors after their studio use. (We will provide the materials – consult the Studio Manager for details.)

Download a copy of Studio Rates, Policies & Procedures.

**Appleby Foundation, Inc
Studio Manager**

579 Broadway, 4B
New York, NY 10012
t: (212) 431-8489
tahawus@verizon.net

Sign In / Sign Out: You are required to sign in and out on the LOG when renting the studios during non-office hours (in the evenings or anytime during the weekends) and check off the 3 items. The sheet is posted in just outside the studio providing the following info:

Name

Organization (if applicable)

Today's Date

Time In and Time Out

_____*Door shut tightly, locked

_____*All lights turned out. Boom box off, Heaters and Fans off.

OTHER REMINDERS

- You are only permitted to use the studio time/ location you have booked, regardless of whether or not it appears open. Please be respectful.
- If you need to book prep time for changing or set up, please add the necessary time to your block rental
- Do not stay past your designated booking time. This constitutes an unauthorized use of space and is not permissible under ANY circumstances.
- Do not wear (black or other) shoes that leave scuff marks on the studio floors.. If you notice that your shoes are leaving marks, remove them immediately.
- Remove every bit of trash and keep the studios, dressing rooms, and hallways clean. If you put tape on the floor, it must be removed before you leave.