



Rental Agreement

We are happy to have you here at the BAC! We have found that the following guidelines make it easier for all of us to conduct our work in a professional manner. We ask that you abide by these guidelines and respect the space and the other practitioners using the space.

Renting Space:

- Rooms may be rented on the hour or half hour, with a 60 minute minimum.
- **Set-up and break-down are included within your rental time.**
- Please be respectful of the next renter by leaving your room promptly at the end of your booking. Renters are welcome to knock on the door of their scheduled space at the start of their rental hour/half hour.
- If you occupy your rental 10 minutes over the time you have booked, you will be automatically billed for an additional 30 minutes.

Booking Deposit:

- A 25% non-refundable deposit is required for bookings over 6 hours.

Cancellation Policy:

- There is a 24-hour cancellation policy for reservations under 6 hours.
- There is a 7 day cancellation policy for reservations over 6 hours.

Payment:

- Cash, checks and major credit cards are accepted. Checks can be made payable to "Balance Arts Center."
- No Post Dated Checks. Black or Blue ink only.
- The BAC does not provide end of year tax information for tax purposes.
Please maintain your own receipts for your records.

Shoe Policy:

- Street (or outdoor) shoes are not permitted in the rental rooms.
- If outdoor shoes are worn in the rental rooms, renters may be charged a \$35 cleaning fee at the discretion of the BAC.
- Outdoor shoes are fine in the hallways, restrooms and common area.
- Indoor shoes that are dedicated to being worn inside are permitted in all areas.

Sound & Noise at the BAC:

- The BAC is a multi-use space and therefore we cannot guarantee silence during your rental.
- By the same token we ask that renters consciously respect each others' needs by speaking in the hallways at a low volume, and when speaking on the phone, using rented space or the common area and keeping it brief.
- We also ask that you monitor the sound of your own students and clients in the common area.
- Speakers are provided in each rental room. Please monitor the volume of recordings to ensure that fellow renters are not disturbed.
- Additional equipment brought in to amplify sound is not permitted.
- Any sound requests or questions should be directed to the BAC office or space@balanceartscenter.com.

Cleaning Fee:

- A \$35 cleaning fee (per room, per day) may be added to your reservation at the discretion of the BAC. Reasons include but are not limited to: food or food waste found in the room, wax or oil spills, sticky floors, street shoes worn in the rooms, signs that the room or items in the room were misused or damaged.

Kitchen:

- Renters and their clients are welcome to use the kitchen.
- Please wash any glasses, dishes, or tableware you *or your clients* use before leaving.
- Separate trash, paper, and plastic into appropriate recycling bins. • Plastic containers must be rinsed out before placing them in the recycling bin.

Food:

- No food or drink (except water) is allowed in the rooms.
- Renters and their clients are welcome to eat and drink in the common area only.
 - If you have an event and would like to have food in the rental room, a \$35 cleaning fee (per room, per day) will be included with your booking.

Candles, Incense, and Massage Oils:

- **Incense is not permitted at the BAC**
- **Open flames are not permitted at the BAC. They are against fire code.** • Battery operated candles are permitted.
- Please wipe down tables after massages. You are responsible for cleaning any oil spills; *oils will ruin the massage table covering*. If oil or wax is found on the table or rug you will be responsible for a cleaning fee of \$35.

Lights, Fans, Heaters, AirFilters and Air Conditioning:

- Please turn off lights and fans, and unplug space heaters (if used) when you are exiting the room.
- The AC is regulated by the office. Please do not open the windows when the AC is on.

Room Set-Up:

- Each room is equipped with a massage table, head cradle, stools, a chair, bolster and blanket.
- Before the end of your rental, please restore the room to the configuration in which you found it.
- If your group requires special setup such as moving a piano or clearing the space there will be a \$35 fee (per room, per day) added to your rental.
- Please do not move plants.

Additional Equipment:

- The BAC has additional equipment available for you to use. Please return all equipment to its original location when you finish.
- Yoga mats, blankets, blocks, straps, bolsters, pillows, cushions, tables, chairs, and stools are available in the hallway storage on a first come, first serve basis. If you would like to use more than 15 of any prop, please contact space@balanceartscenter.com.
- A massage table and head cradle come with your room. If more than one is needed, please contact space@balanceartscenter.com.
- A projector and screen may be reserved for \$25 per day. Inquire with the office or email space@balanceartscenter.com.

Storing Equipment:

- There is limited storage space available for rent. Inquire with the office or email space@balanceartscenter.com.
- Equipment is not to be left overnight or between reservations without permission from the BAC.

Registration & Check-In:

- The common area may not be used for registration or check-in. Registration and check-in are only to be completed within rented space.

No Mail Delivery

- The Balance Arts Center does not accept mail on behalf of renters.
- Renters may not list the Balance Arts Center as their business location.

Safety:

- A fire extinguisher is outside the kitchen.
- There is a fire escape in the NW corner of the building in Room 9.
- Some windows cannot be opened; please check with the office before opening.

Liability:

- The BAC is not responsible for injury to anyone renting space or to those visiting and attending your rental activities.
 - Renters are expected to have their own liability insurance. ●
- Please keep all personal belongings with you at all times.

- The Balance Arts Center is not responsible for Lost or Stolen items.
Inquire with the office to locate the Lost & Found.
- No Pets permitted on premises unless it is a Service Animal

Termination Clause:

- The Balance Arts Center reserves the right to refuse or terminate service to anyone, at anytime, for any reason

Wi-Fi:

- ID: BAC Guest, PW: 151West30th

151 W. 30th Street Building Hours

- Monday - Saturday, 8:00AM-8:00PM
- Sunday, 8:00AM-8:00PM

Join our Mailing List:

Yes! I would like to receive weekly updates and news from the Balance Arts Center, please add my email to your list:

I hereby certify that I have read and understand the Rules and Regulations for Rental and Use of the Balance Arts Center facilities and I will ensure that my activity and the activity of my clients will abide by these rules and regulations.

Signature Date

Name (Please Print) _____ 151 W

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